

INSTRUCTIONS TO CANDIDATES

1. Candidates shall read the Prospectus carefully before Online registration for Admission.
2. Applications must be complete in all respects. Incomplete applications will be rejected without any intimation.
3. **Separate application forms at a cost of Rs.354/- (i.e. Rs. 300 + 18% GST of Rs. 54/-)** shall be submitted for each programme (including regular and self-supportive programmes) offered by the different Departments. The fee structure of Self-Supportive Programme is higher than the regular programme. Applications cannot be transferred from one School to another.
4. Foreign nationals including NRIs with valid passports and visa issued by the Government of India and Refugees will be considered for admission subject to the conditions prescribed by the Government, eligibility of schooling and qualifying examinations passed.
5. 15 percent supernumerary seats are available for all the PG courses (regular programmes only) for Foreign Nationals including NRIs. They need not appear for Entrance Test. Two supernumerary seats are available for Jammu & Kashmir students in all the departments.
6. The fees paid by candidates who have joined any programme but withdrawn before the commencement of the classes only will be refunded, after deduction of Rs.1000/- as per the UGC Guidelines (Notification F.No.1-3/2007 CPP II) dated 23.04.2007). All refunds will be made as Cheque payment only.
7. The fees payable by the SC/ST/SCA students of other states are not reimbursed by the Govt. Of Tamil Nadu, hence SC/ST students belonging to other states have to pay the fees in full as levied to other students and later they can get it refunded from their respective State Governments scholarships.
8. The print copy of the Online application shall be sent directly to the Head of the Department* concerned along with the proof of payment of application cost and copies of necessary certificates and documents (SSLC and HSC certificates, Community certificate if claimed, Transfer certificate (TC), Statement of marks, provisional degree certificate, Proof for any concession claimed etc.) on or before 20.06.2018. (Original certificates should not be sent along with application).

Address on the envelope shall be written as given below:

For the courses offered in Chepauk Campus The Head of the Department Department of _____ University of Madras(Chepauk Campus) Chepauk, Chennai – 600 005	For the courses offered in Guindy Campus The Head of the Department Department of _____ University of Madras (Guindy Campus) Guindy, Chennai – 600 025
For the courses offered in Marina Campus The Head of the Department Department of _____ University of Madras (Marina Campus) Chepauk, Chennai – 600 005	For the courses offered in Taramani Campus The Head of the Department Department of _____ University of Madras (Taramani Campus) Taramani, Chennai – 600 113
For the courses offered in Chetpet Campus The Head of the Department Department of _____ University of Madras (Chetpet Campus) Chetpet, Chennai – 600 031	For Foreign Students The Director International Centre of Madras University (ICOM) University of Madras Chepauk, Chennai – 600 005

* The details of Departments functioning in various campuses are given below at page Nos.11 &12

9. Attested copies of mark statements of the qualifying examination shall be sent along with the print out of the online application form. However, the applicants who will appear for the final semester examinations during April/May 2019 shall send the application form along with the attested mark statements upto 5th or pre-final semesters. The final semester mark statement shall be sent within 7 days after the publication of results of U.G./P.G. Examinations of the University of Madras.
10. The candidates who have passed their qualifying examination from other Universities shall obtain the eligibility certificate from the University of Madras and submit the same to the Department at the time of admission to the programme of study.
11. Candidates are to contact the University Information Centre (Enquiry Office) /ERC Section of the University of Madras to obtain the eligibility certificate.
12. The entrance examination hall-tickets will be generated only after submission of the printed copy of the online application to the respective Departments. The students can download their hall-tickets from the university website by entering his/her Mobile No (10 digits) as user id and Date of birth as password (for example dd/mm/yyyy) from 20.06.2018. Entrance examination will be conducted by the respective Departments.
13. Admissions to PG/M.Phil. programmes are based on the marks obtained in the basic qualifying examination (50 percent) and the entrance examination marks (50 percent).
14. Number of seats are limited to each Department offering the courses and selections are based on the reservation policy prescribed by the Govt. of Tamil Nadu.
15. Candidates from other states (except SC/ST) will be considered for selection under General Turn only.
16. Relaxation upto 5 percent of marks is considered to SC/ST/SCA/Physically and visually challenged candidates for admission to M.Phil. programmes. Differently abled persons shall enclose a certificate issued by the Department of Rehabilitation, Government of Tamil Nadu, in proof of evidence.
17. Candidates undergone a Postgraduate Course at any of the University Departments will be eligible for applying another PG Course or M.Phil. Programme provided
 - (a) The candidate has no arrears in the previous Postgraduate Programme.
 - (b) The Candidate Should not have violated the “University of Madras Students’ Conduct Rules”, and
 - (c) The candidate should submit a recommendation letter from the Head of the Department where he/she has undergone the Postgraduate Course.
18. University of Madras reserves the rights to, not to conduct any of the courses if the circumstances so warranted without assigning any reasons.
19. Application for admission should be filled in online in the University website at <http://www.unom.ac.in> only.
The cost of application of Rs.354/-, (i.e. Rs. 300 + 18% GST of Rs. 54/-) payment made through ONLINE ONLY through State Bank Collect [SB COLLECT] and the payment receipt shall be enclosed along with the print copy of the filled in application, otherwise the application will summarily be rejected.
20. If there is any dispute regarding admission to P.G./M.Phil./P.G.Diploma/Diploma/Certificate Courses, the matter needs to be resolved only in the High Court of Madras, Chennai.
21. Last date for submission of print out of online application form

Master’s programme	- 17.06.2019
PG Diploma, Diploma and Certificate Programmes	- 31.07.2019
22. The SC/ST/SCA candidates of Tamil Nadu only can register only one application at free of cost. A copy of the community certificate duly attested should be submitted along with the application to avail this concession.
23. The entrance examination for admission to various courses offered in the University Departments for the Academic Year 2019-2020 will commence from **20-06-2019 to 28-06-2019**. The students can download their hall-tickets from the university website by entering his/her Mobile No (10 digits) as user id and Date of birth as password (for example dd/mm/yyyy), and any query regarding entrance examination should be addressed to the HOD of the respective Department. The entrance examination will be held Department-wise for the benefit of the students.

Note: Professional Courses: MBA - Regular & Self Supportive course (2 Years) & MCA (3 Years) –Admission through Single Window System by Department of Technical Education, Guindy, Chennai-25.
