



# TAMIL NADU OPEN UNIVERSITY

( 577 ANNASALAI, SAIDAPET, CHENNAI – 600 015

## B.Ed. & B.Ed. (SE) TERM END EXAMINATIONS – December 2013

### INSTRUCTIONS TO CANDIDATES (To be retained by the Candidates)

(For Students of Tamil Nadu and Puducherry)

The examination application form for the registration of B.Ed. & B.Ed.SE Term End Examinations, December 2013 is available in the TNOU website. ([www.tnou.ac.in](http://www.tnou.ac.in)). The applications shall be sent along with the prescribed fee as detailed below:

1. Those students who have not paid their tuition fees to TNOU for Re-Registration of their second Year should pay the prescribed tuition fees immediately, **otherwise the students will not be permitted to write the B.Ed. & B.Ed.SE Term End Examination**. Such candidates will not receive their Hall-Tickets. Even if they appear for examination under rule-8 shall not receive their results.
2. Examination fees, Mark Statement fee, Provisional Certificate fee, etc., should be **paid through State Bank of India core banking Challan A/C No.30843228843 and Indian Bank core banking Challan A/C No.6051265828** in favour of 'Tamil Nadu Open University', payable at Chennai. The fees once paid, under any circumstances, will neither be refunded nor carried over for the subsequent examination. Also excess fees paid if any, will not be refunded under any circumstances.
3. The filled in Examination Application together with the core banking Challan , must be forwarded by Registered Post **directly to The Controller of Examinations i/c, Tamil Nadu Open University, 577 Annasalai, Saidpet, Chennai-600015.**
4. **The last date for receipt of filled in application along with examination fees is 20.11.2013.**  
**The last date for receipt of filled in application along with late fee with Rs.50/- is 25.11.2013.**
5. Late application with late fee of Rs.50/- will be received by the office of the Controller of Examinations at the candidate's own risk. Candidates should stick on to the last date mentioned in the communication for submission of examination application form and University will not process the late applications.
6. Students are instructed to download the Hall-tickets from the Tamil Nadu Open University website ([www.tnou.ac.in](http://www.tnou.ac.in)). & [www.schools9.com](http://www.schools9.com). Students may also collect their Hall-tickets from their respective study centres.
7. **At the first appearance, the candidate should pay the examination fees for all the courses of the concerned Year.**
8. Candidates should write their **name and enrolment number in bold letters in the core banking Challan. Examination fees should be paid separately and should not be paid along with tuition fees.**
9. Candidates should pay relevant fees for both theory and practical examination.
10. **Combined Demand Drafts will not be accepted. Every application should be sent along with individual Challan.**
11. Details regarding the payment of examination fees:

S.No	Particulars of Fee	Amount
1.	Each written paper	Rs. 150/-
2.	Cost of Application	Rs. 20/-
3.	Mark Statement	Rs. 50/-
4.	Centre Fee	Rs.100/-
5.	Provisional Certificate	Rs.100/-
6.	Late Fee	Rs. 50/-

12. Candidates should not send more than one examination application form.
13. All Final Year students of B.Ed. & B.Ed.SE should necessarily pay the fees prescribed for the Provisional Certificate along with Examination fees.
14. **Identity card** issued by the Tamil Nadu Open University must be produced at the time of examination.

15. **Candidates are advised to keep Xerox Copy of the filled-in application form and challan (personal copy) for verification.**
16. For any clarification regarding Examinations, Statement of Marks, Revaluation, Re-totaling, Provisional Certificate, candidates are advised to write only to **the Controller of Examinations** by Name. Candidates are requested to write their full name along with **enrolment number and address with phone number in all correspondences.**
17. All communications relating to dispatch of Mark Sheet, Provisional Certificate etc., will be sent to the address given at the time of admission with due changes, if any, from the candidate.
18. **ASSIGNMENT/ PROJECT:** All the students have to submit their assignments to their respective Study Centres before the commencement of examination. The students can visit website: [www.tnou.ac.in](http://www.tnou.ac.in) for assignment details.
19. The Address of the Examination Centres (Venue) will be intimated to the student in the Hall-Ticket. Also the students can view and download the Hall-Ticket from website: [www.tnou.ac.in](http://www.tnou.ac.in). The details of exam centers will also be advertised in the newspapers before the beginning of the examination.
20. Candidate can choose any one of the Centres given below. Centre once selected will not be changed under any circumstances. **If the examination cannot be conducted at a Centre due to unforeseen circumstances / for want of Minimal strength of candidates, TNOU reserves the right to cancel that centre and inform the students, who have opted for that Centre to write the examination at the next nearest centre.**
21. The examinations scheduled to be held Continuously from 11<sup>th</sup> December 2012 to 15<sup>th</sup> December 2012 at the following Centres subject to the registration of minimum number of candidates:

**List of Examination Centres**

Sl.No	Place	Sl.No	Place
1	Chennai	5	Thiruvannamalai
2	Palayamkottai	6	Rasipuram
3	Coimbatore	7	Erode
4	Thanjore	8	Madurai

22. **The University shall have the right to cancel or modify any of the instructions stated in this form and such decision shall be binding on all the candidates appearing for the University Examinations.**
23. The students who are not eligible to write the Examinations, before the completion of year of study, should not write the Examination for those ineligible subjects. Results will not be published even if they appear for the Examination inadvertently. In such cases, **the University will not be held responsible.**
24. The students are instructed to collect their Hall-tickets, three days prior to the date of Examination from their respective study centres. Hall-tickets will not be sent to students separately.
25. Discrepancy if any found in the Hall-ticket regarding Subject Code, Centre Name, Enrollment Number etc. for current exam should be brought immediately to the notice of the Controller of Examinations, TNOU for necessary action.
26. The results and Statement of Marks of the candidates who have arrears of Tuition fee, Exam fee etc. will be withheld. Such candidate should contact the Controller of Examinations, Tamil Nadu Open University for further details.
27. Any queries on publication of results or any discrepancy found in the statement of marks for current exam should be brought to the notice of the Controller of Examinations, Tamil Nadu Open University within six months time from the date of publication of results. No queries will be entertained after the stipulated period under any circumstances.
28. Mobile Phones are not permitted inside the Exam Hall.