



ANNAMALAI UNIVERSITY

(Accredited with A+ Grade by NAAC)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

INSTRUCTIONS FOR APPLYING CERTIFICATES (DISTANCE EDUCATION PROGRAMME)

1. CONSOLIDATED STATEMENT OF MARKS

- To get Consolidated statement of marks, the candidates are requested to pay the fees as per the following details through Online Payment mode by using the following weblink:
<https://coe.annamalaiuniversity.ac.in/bank/otherfee.php>
- **Fees Head: "Consolidate Mark sheet (DDE)"**

Fee Details:

- **Up to Dec-2018** = **Rs. 1300/-**
- **May-2019 to May-2022** = **Rs. 1200/-**
- **Since Dec-2022 onwards** = **Rs. 1000/-**
- Further, the candidates are requested to send a Hard Copy of the receipt, photocopies of (i) all the Statement of marks,(ii)Provisional / Degree certificate(iii) Transfer certificate or Tuition Fee Nil Arrear certificate along with a request letter to The Controller of Examinations, Annamalai University, Annamalai Nagar - 608 002, Cuddalore district, Tamil Nadu, India.

2. DUPLICATE STATEMENT OF MARKS

- The candidates who wish to apply for Duplicate Statement of Marks have to pay **Rs.900/-** (for each duplicate statement of marks) and candidates are advised to pay the fee through the following weblink:
<https://coe.annamalaiuniversity.ac.in/bank/otherfee.php>
- **Fees Head: "Duplicate Mark Sheet (DDE)"**
- The candidate are requested to send a Hard Copy of the (i)payment receipt (ii)Transfer Certificate or Tuition Fee Nil Arrear certificate(iii) Photo copy of Aadhar Card along with a request letter to The Controller of Examinations, Annamalai University, Annamalai Nagar-608 002, Cuddalore district, Tamil Nadu, India.

3. DEGREE CERTIFICATE

- To get Degree / Convocation Certificate, the candidates are requested to pay **Rs. 1400/-**(Up to Dec-2018)through Online Payment Mode by using the following weblink: <https://coe.annamalaiuniversity.ac.in/bank/otherfee.php>
- **Fees Head: "Convocation Fees (DDE)"**
- Further, the candidates are requested to send (i)Photocopy of Provisional Certificate, (ii) Scanned copy of payment receipt (iii)Transfer Certificate or Tuition Fee Nil Arrear certificate(iv) Convocation Application along with a request/covering letter to The Controller of Examinations, Annamalai University, Annamalai Nagar - 608 002, Cuddalore district, Tamil Nadu, India.
- **The candidates need not pay Convocation fee separately from May 2019 onwards, as it is already included in the Examinations fees.**

Candidates can download the Convocation Application from the link:

http://www.annamalaiuniversity.ac.in/studport/download/DDE_Convocation_Application.pdf

4. DUPLICATE DEGREE CERTIFICATE

- To get Duplicate Degree Certificate the candidates are requested to pay the fees of **Rs.2500/-** through Online Payment Mode by using the following weblink: <https://coe.annamalaiuniversity.ac.in/bank/otherfee.php>
- **Fees Head: "Duplicate Degree (DDE)"**
- The candidates are requested to send (i) Photocopy of Provisional Certificate, (ii) Scanned copy of payment receipt (iii) Transfer Certificate (iv) Photo copy of Aadhar Card along with a request/covering letter addressed to The Controller of Examinations, Annamalai University, Annamalai Nagar - 608 002, Cuddalore district, Tamil Nadu, India.

5. GENUINENESS CERTIFICATE

- The request for getting Genuineness Certificate shall be entertained **only from Employers (Government or Private)** of the candidates and requests from other agencies/franchises will not be entertained. For candidates / employees working in **Government** and **Government Aided Institutions**, the Verification fee is **Rs.1000/-**and for **Private Institutions**, Verification fee is **Rs.2000/**. The payment receipt and attested Photo copy of Degree Certificate shall be sent to The Controller of Examinations, Annamalai University, Annamalai Nagar - 608 002, Cuddalore district, Tamil Nadu, India.
- The verification fee shall be paid through online payment mode by using the following weblink: <https://coe.annamalaiuniversity.ac.in/bank/otherfee.php>
- **Fees Head: "Genuine Government (DDE)"**
- **Fees Head: "Genuine Foreign (DDE)"**

- **The O/o Controller of Examinations does not authorize any Organisation/Verification Agency/Franchises with in India or Abroad for issue of Genuineness Certificate.**

6. TRANSCRIPT

- The candidates have to send transcript payment receipt and attested photo copies of the certificates with a request letter containing information such as Programme of Study, Duration of Study, Class Obtained by the candidate and the Medium of instruction along with covering letter to The Controller of Examinations, Annamalai University, Annamalai Nagar - 608 002, Cuddalore district, Tamil Nadu, India.
- To get Transcript Certificate the candidates are requested to pay \$ **75** USD and for Second set of Transcript / Re-verification of Transcripts, the candidates are requested to pay \$ **50** USD **(by calculating current value of US Dollar in the Indian Money on the date of applying)** through online payment mode by using the following weblink:
<https://coe.annamalaiuniversity.ac.in/bank/transcript.php>
- **Fees Head: "Transcript Foreign (DDE) "**
- **The O/o Controller of Examinations does not authorize any Organisation/Verification Agency/Franchises with in India or Abroad for issue of Transcripts.**

7. MIGRATION/LAST DATE OF EXAMINATION

- To get Migration/Last date of Examination Certificate, the candidates are requested to pay fees as per the following details through online payment mode by using the following weblink: <https://coe.annamalaiuniversity.ac.in/bank/otherfee.php>
- **Fees Head: "Migration (DDE)"**
- **Fees Head: "Last Date of Exam Certificate (DDE)"**

Fees Details:

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|-----------------------------|---|----------|
| ▪ Upto December 2015 | = | Rs.750/- |
| ▪ May 2016 to December 2018 | = | Rs.500/- |
| ▪ Since May 2018 onwards | = | Rs.250/- |
- The candidates are requested to enclose photo copies of (i)all Mark statements, (ii) Provisional / Degree Certificate (iii)Transfer Certificate or Tuition Fee Nil Arrear certificate(iv) Scanned copy of payment receipt along with a request letter send to The Controller of Examinations, Annamalai University, Annamalai Nagar - 608 002, Cuddalore district, Tamil Nadu, India.

INSTRUCTIONS TO APPLY FOR IMPROVEMENT EXAMINATION AND REVALUATION
(DISTANCE EDUCATION PROGRAMMES)

1. IMPROVEMENT EXAMINATION

- Students can apply for improvement examination within two years of completion of programme.
- For Improvement Examinations, getting prior permission from the Controller of Examinations, Annamalai University is mandatory.
- After getting permission, the candidates are requested to pay the fees **Rs. 600/- (Per Paper)**(and additional fees, if any)by using the weblink: <https://coe.annamalaiuniversity.ac.in/bank/examreg.php>
- The candidates are requested to send Original fee receipt along with photo copies of Provisional certificate / Degree certificate and request/covering letter by Registered Post to The Controller, Controller of Examination, Annamalai University, Annamalai Nagar - 608 002, Cuddalore district, Tamil Nadu, India.
- The candidates are requested to go through the details given in the Instructions to Candidates (document available in the website)
- The candidates will be permitted only once to take up Improvement Examinations after successfully completing the programme, if there is no change in the syllabus and regulations. However, Revised Provisional Certificate or Degree Certificate will not be issued.

2. REVALUATION

- Revaluation should be applied within **15 days** from the date of publication of results.
- The candidates are requested to pay the fees **Rs. 2000/- (Per Paper)** for Re-Valuation through “online payment mode” by using the following weblink: <https://coe.annamalaiuniversity.ac.in/bank/otherfee.php>
- **Fees Head: "Revaluation (DDE)"**
- A letter requesting for Re-valuation and the fee paid receipt should be sent to The Controller, Controller of Examination, Annamalai University, Annamalai Nagar - 608 002, Cuddalore district, Tamil Nadu, India.

For further information

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Working Hours: **(Monday to Friday 10. 00 a.m. to 5.00 p.m.)**