

UNIVERSITY OF MADRAS

INSTITUTE OF DISTANCE EDUCATION

JUNE 2020 EXAMINATION INSTRUCTIONS - FOR FINAL YEAR / FINAL SEMESTER CANDIDATES

1. The Examinations will be conducted through **Online Mode**.
2. The duration of examinations will be 180 minutes (3 hours).
3. The Examinations will be starting from 9.30 a.m to 12.30 p.m and the question paper will be uploaded in the University Examination Portal <http://exam.unom.ac.in> by 8:30 a.m. and the students can download the respective question paper as per Time table.
4. Use A4 size papers for the Examination and pages should not exceed 40 pages (20 sheets)
5. The Candidates should attach the data sheet as First page of the answer script which is available along with hall ticket for each and every subject. The students must write their Enrolment number on the top of the answer script on each and every page.
6. The Chennai district Candidates should submit the written answer paper either directly to the Camp officer, University of Madras or send by Speed post / Reputed Courier to the Address as given in the enclosed **Annexure - I** on the same day of examination itself otherwise it will be treated as absent. The candidates should write the Name, Enrollment number, Subject Code and Date of Examination on top of the cover without fail.
7. The Candidates other than Chennai district should send the written answer paper to the Camp officer, University of Madras by Speed post / Reputed Courier to the Address given in the enclosed **Annexure -june I** on the same day of examination itself otherwise it will be treated as absent. The candidates should write the Name, Enrollment number, Subject Code and Date of Examination on top of the cover without fail.
8. If the Candidates find any difficulties in downloading the Question papers, contact the Controller of Examination over phone No.044-25399456, 25399457, 25613704 & 2561 3714
9. The students should use blue or black pen only for writing the Examinations and the answerpapers should be stapled/ tagged properly.
10. The students should login in the exam portal at the time of examination and enter their Enrolment number and date of birth (dd/mm/yyyy) to login.

Annexure-I

Degrees	Camp Officers – Address
B.com (Commerce), BBA, B.Com (Computer Application), BBM, B.Com Corporate Secretary Ship, BA Cooperation, B.com Cooperation	Thiru.N.Srinivasan, Assistant Registrar Institute of Distance Education University of Madras, Chepauk, Chennai-600005
BCA, B.Music, B.Sc Medical Sociology, Maths, Geography, Psychology, Visual Communication, B. Nat (Naturopathy and Yogic Sciences), BA. Yoga For Human Excellence, BA Indian Music, All UG/PG Diploma And Certificate Courses, BLIS/MLIS	Thiru.R .Sankarakrishnan, Assistant Registrar Institute of Distance Education University of Madras, Chepauk, Chennai-600005
BA History, Tamil, English ,Historical Studies, Criminology And Police Administration, Public Administration, Economics, Urdu, Vaishnavism, Christian Studies And B.LIT	Thiru. C.Nagarajan, Assistant Registrar Institute of Distance Education University of Madras, Chepauk, Chennai-600005
MA English, Tamil, Historical Studies, History, Political Science, Public Administration, Sociology, Economics, Human Rights And Duties Education, Yoga For Human Excellence, Hindi, Urdu, Modern Arabic, Christian Studies, Vaishnavism, Master of Music,M.Com	Thiru. V. Suryanaryanan, Assistant Registrar Institute of Distance Education University of Madras, Chepauk, Chennai-600005
M.Sc Maths, Psychology, Counseling Psychology, Geography, Medical Sociology, Cyber Forensics And Information Security, Information Security, Physics, Chemistry, Botany, Zoology	Tmt. R. Sarala, Assistant Registrar Institute of Distance Education University of Madras, Chepauk, Chennai-600005
MBA – All Branches	Tmt. G. Manju Geetha, Sr. Deputy Registrar Institute of Distance Education University of Madras, Chepauk, Chennai-600005