

IMPORTANT INSTRUCTIONS

1. The students have already been instructed through the admission card that they should pay the tuition fee for the year 2011-2012 on or before the due date. If under any circumstances, they are not able to pay the fees before the due date, they should pay the above fees along with a late fee of Rs. 100/. through a Demand Draft drawn in favour of **“The Director, D.D.E., Madurai Kamaraj University”** payable at Madurai from any Nationalised Bank. Alternatively, the tuition fee amount may be directly remitted by chalan into State Bank of India, Palkalainagar, Madurai-21. **The name of the student, enrolment number and the name of the course must be clearly mentioned on the backside of the Demand Draft.**
2.

Lessons will be issued only on the payment of the Tuition Fees. Students will be permitted for the examination only on the remittance of Tuition fees.

3. Students of UG / PG Courses who are admitted through EDP Centre of DDE MKU can obtain their study materials from the MKU DDE office at Palkalainagar on submitting the Chalan / Draft alongwith the form in triplicate duly filled in and those who want to obtain through post can mail their Demand Draft with a covering letter to The Director, DDE, Madurai Kamaraj University, Palkalainagar, Madurai . 21.
4. Students of UG/PG courses who are admitted through **MKU - DDE** - Information & Admission Centres in other places can obtain their study materials from the respective centre by submitting Demand Draft for the Fee Payable. **They should not send the Demand Draft directly to the DDE, MKU.**
5. For B.A., and B.Sc., students classes for Part I Tamil and Part II English will be held in all centres, subject to the minimum strength of students. The students who have no classes for their major subjects also can attend the classes for Part I Tamil and Part II English.
6. Students have to bring their admission card or Identity card to all the rounds of classes without fail.
7. Students can attend classes at any one of the centres. If the students have no classes at a particular centre, they can attend the classes in any other centre.
8. Students should look at the Notice Board put up in the seminar venue for room arrangements of the programme on both days.
9.

The students have to attend the class both Morning and Evening sessions. Attendance will be taken on both sessions. If the strength of the students in a class is less than FIVE both in Morning and Evening sessions, that particular class will be suspended for the subsequent rounds.
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10. Students may make a written representation to the Director / Deputy Director (Seminar) / Head of the Department about the problems relating to class teaching, non.coverage of the prescribed syllabus and such other hardships they face in the classes.
12. For B.Sc Tourism and Hospitality Management students, theory.cum.practical training programme will be conducted separately in all centres except Madurai. Intimation will be sent to students at a later date.

Dr. A. THANIKODI
Director