

PROSPECTUS

2012-2013



Annamalai University

In Collaboration with

DIGISCAPE GALLERY

B.Sc Degree in Digital Publishing



D I G I T A L V A R S I T Y



ANNAMALAI UNIVERSITY

ANNAMALAINAGAR - 608 002

TAMIL NADU, INDIA





Dr. Rajah Sir Annamalai Chettiar
Founder Pro-Chancellor



Dr. Rajah Sir M.A. Muthiah Chettiar
Second Founder Pro-Chancellor



Dr. M.A.M. Ramaswamy,
Present Founder Pro-Chancellor



Prof. Dr. M. Ramanathan
Vice-Chancellor



ANNAMALAI UNIVERSITY

Annamalainagar - 608 002
TAMIL NADU, INDIA

Chancellor

His Excellency Dr. K. ROSAIAH

Governor of Tamil Nadu

Past Founder Pro - Chancellors

Dr. Rajah Sir ANNAMALAI CHETTIAR OF CHETTINAD,
KT., LLD., D.Litt.

Dr. Rajah Sir M.A. MUTHIAH CHETTIAR,

KT., B.A., D.Litt.

Present Founder Pro - Chancellor

Dr. M.A.M. RAMASWAMY,

B.A., D.Litt., D.Sc.,

Vice - Chancellor

Prof. Dr. M. RAMANATHAN, M.S. (G.S.), F.R.C.S (Glasg)

Registrar

Dr. R. MEENAKSHISUNDARAM

M.Com., M.phil., Ph.D.



ANNAMALAI UNIVERSITY

ANNAMALAINAGAR - 608 002

TAMIL NADU, INDIA

Dear Students,

Annamalai University is a distinguished university in Tamil nadu. With a host of different programmes to offer, it has provided a platform for thousands of students, who subsequent to their education here have excelled in different facets of life. I am pleased to announce the introduction of another new course, B.Sc. in Digital Publishing Degree Programme, in partnership with the renowned Digiscape Gallery.

Today, Digital Publishing is creating waves in the publishing industry around the world. India is fast emerging as the hub of major international publishers for books, newspapers, magazines, e-books, e-learning, web content, animation, CBTs and WBTs. In the coming years, Digital Publishing is going to be a mammoth industry spawning exciting career opportunities. Keeping in mind the acute shortage of skilled manpower, Annamalai University and Digiscape Gallery have signed a memorandum offering B.Sc in Digital Publishing. The curriculum is recommended by the CII Task Force on Publishing.

I welcome you to this innovative programme and encourage you to explore the endless opportunities available to you as a student.

Prof. Dr. M. Ramanathan
Vice Chancellor



About Annamalai University

The Annamalai University was founded in the year 1929 as a unitary & residential University, by the munificence and single-minded devotion of the far-sighted and noble-hearted philanthropist and patron of letters, the Hon'ble Dr. Rajah Sir Annamalai Chettiar of Chettinad, Kt., LL.D., D.Litt. Since then, during these eighty three years, the Annamalai University has grown into a premier institution of higher learning and research.

The University today is spread over an extensive campus of about one thousand acres and has the Faculties of Arts, Science, Indian Languages, Engineering and Technology, Education, Fine Arts, Agriculture, Medicine, Dentistry and Marine Science and in all, they comprise 49 Departments of Study.

Dr. Rajah Sir M.A. Muthiah Chettiar of Chettinad, Kt., B.A., D.Litt., the Second Founder Pro-Chancellor from 1948 to 1984 assiduously nurtured the growth and development of the University and devoted his life to realize the aims of his noble father, Dr. Rajah Sir Annamalai Chettiar.

Dr. M.A.M. Ramaswamy, B.A., D.Litt., D.Sc., the present Founder Pro-Chancellor and the distinguished son of Dr. Rajah Sir Muthiah Chettiar, is a philanthropist and patron of sports, who has fulfilled the dreams of his illustrious father by building up the Rajah

Muthiah Institute of Health Sciences. Under his dynamic leadership, the University has become one of the frontline universities in India.

The University has had the unique good fortune of having a succession of eminent Vice-Chancellors to guide its destiny. The University is all set to grow from strength to strength under the stewardship of the present Vice-Chancellor, Prof. Dr. M. Ramanathan, who is a reputed surgeon, conscientious educationist, an able administrator and an ardent promoter of social activities. His perceptive understanding of the expanding horizon of distance education in the country and his encouragement to the Directorate of Distance Education are highly appreciated by educationists.

Annamalainagar is a busy and self-contained University township, east of Chidambaram town, the abode of Lord Nataraja, the Cosmic Dancer. The sprawling and scenic campus enclosing the Departments of Studies, Students' Hostels, Staff Quarters, Playgrounds, etc., is situated at a holy place (Tiruvetkalam, currently known as Annamalainagar), 2 kms from the Lord Nataraja Temple.

The Rajah Muthiah Institute of Health Sciences, a dream-project comprising the Rajah Muthiah Medical College, the Rajah Muthiah Dental College and the Rani Meyyammai Institute of Nursing

offers various UG and PG Programmes, besides serving the rural population through its modern 1210-bed hospital.

The Sir C.P. Ramaswamy Aiyar Library, the third biggest in Tamil Nadu, has a collection of more than 5 lakh volumes besides journals, reports and rare palm-leaf manuscripts. It has all the modern facilities such as Internet, Microfilming, etc.

The University, being unitary and residential in character, has above 30,000 students pursuing various on-campus programmes of study and more than 10,000 of them are accommodated in its 17 hostels, acclaimed to be the biggest in the country.

The University plays a vital role in disseminating knowledge acquired through research to the surrounding rural areas in which it is placed and it serves the larger community through its Centre for Adult Education and Extension, Centre for Rural Development and Uplift of Weaker Sections, the Department of Community Medicine, the Rajah Muthiah Dental College, the NSS; and above all, through its Directorate of Distance Education, it takes education to the doorsteps of thousands of adult learners all over the country and abroad.

National Assessment and Accreditation Council has accredited Annamalai University.

Note from Sriram Subramanya, CII



The publishing sector is a rapidly growing industry, currently valued at \$243 billion. Total offshoring stands at more than \$780 million (2008) and of this total, India's share is close to 85%. This is expected to grow to \$1.2 billion and employ 55,000 people by 2012.

Several global publishers are offshoring to India and have made India a publishing BPO services, the hub of the world. In India, Chennai and Puducherry have emerged

as the most preferred hub for the digital publishing companies.

This has opened a new range of opportunities both for companies and aspiring students alike, creating new fledged demand for skilled manpower in various specializations. Opportunities are open to graduates in any discipline, post graduates with focussed specializations, multimedia specialists, content developers and instructional designers.

The traditional e-publishing continues to create opportunities in the areas of copyediting, proofreading, graphic management, data conversion and for domain specialists in sales and marketing.

These trends point to a new wave of opportunities - e-learning, character creation and animation, digital content



Founded over 115 years ago, it is India's premier business association, with direct membership of over 8100 organisations from both the private as well as the public sectors, including SMEs and MNCs and an indirect membership of over 90,000 companies from around 400 national and regional sectoral associations.

With 64 offices in India, 9 overseas in Australia, Austria, China, France, Germany, Japan, Singapore, UK and USA and institutional partnerships with 223 counterpart

development, video editing, web design and development, game developers and testers.

Considering the growing demand, we at CII have created a comprehensive programme in Digital Publishing, offering all the specializations. We at CII firmly believe this to be an excellent opportunity for students, companies and customers, where the industry is facing an acute shortage of trained manpower. I wish to thank Annamalai University for making this a reality and wish the programme all the very best and welcome the students to the world of promising career opportunities in Digital Publishing.

Mr. Sriram Subramanya – Chairman CII Publishing BPO Forum and Founder, Managing Director & CEO, Integra Software Services Private Limited, Puducherry.

About the Confederation of Indian Industry



CII is a non-government, not-for-profit industry led and managed organisation, playing a proactive role in India's development process.

organisations in 90 countries, CII serves as a reference point for Indian industry and the International business community.

The CII Task Force on Publishing, comprising Mrs. Anu Sriram of Integra Software Services, Mr. Balasubramaniam of Scientific Publishing Services and Mr. Elangovan of Digiscape Gallery have formulated a comprehensive syllabus for B.Sc in Digital Publishing, taking into account the current needs as well as the emerging needs of the industry.

Note from Elangovan, Digiscape



I would like to take this opportunity to congratulate the students who have opted for B.Sc degree programme in Digital Publishing - the first step into a great career. As you complete the course, you will be the most

wanted resource in the rapidly growing publishing industry.

As pioneers of Digital publishing education for over two decades, Digiscape Gallery takes pride in being associated with Annamalai University in offering the most preferred and awaited courses in India - the B.Sc degree programme in Digital Publishing.

The B.Sc in Digital Publishing is the first of

its kind in the country, where the curriculum is formulated by the industry and the virtual classroom learning modules are delivered by industry experts.

Moreover the industry which is facing acute shortage of manpower is looking to provide promising career opportunities to the graduates on completion of the course. Students will also have the option to take up part-time assignments in the industry, while doing the course, thus gathering work experience.

We wish you all the very best.

**A. Elangovan, President,
Digiscape Gallery.**



About Digiscape Gallery

Digiscape was started in year 1988. Over a span of two decades Digiscape Gallery has created a niche for itself, through pioneering work in the domain of prepress and publishing industry. Today Digiscape Gallery is a premier institute for training individuals, in the various fields of Digital Publishing.

Digiscape takes pride in being an Adobe authorised training centre as well a preferred partner for Apple and Quark. Almost all the leading newspaper and magazine publishers, e-publishing and digital publishing companies are being benefitted by the wide range of expertise in training skills offered at Digiscape.

Our corporate training programmes in the suburbs and rural parts of Tamilnadu, have unleashed fresh talent, creating a range of opportunities in the realm of publishing. On successful completion of the course, the students are well placed in reputed companies.

Recognition

NO. F. 1-1'88 T. 13
Government of India
Ministry of Human Resource Development
(Department of Education)

To
The Registrar
Annamalai University
Annamalainagar – 608 002

New Delhi, 25th November 1988

Sub: Recognition of Educational Qualifications.

Sir,

I am directed to refer to your letter No. B1/10906/88 dated 9-10-1988 without its enclosures regarding recognition of qualification for the purpose of employment under the Central Government and to say that the degrees / diplomas awarded by the Universities established by an Act of Parliament or State Legislature, Institution deemed to be Universities, under section 3 of the UGC Act 1956 and Institution of National Importance declared under an Act of Parliament stand automatically recognized for purpose of employment under the Central Government. No formal orders recognizing such degrees / diplomas are necessary to be issued.

Yours faithfully,
(Sd)
(S.C. ANAND)
Desk Officer (T)

Digital Publishing Overview

Publishers around the world are striving to embrace the digital age — to build distinctive brands, develop sustainable business strategies, and achieve greater profitability. They're looking for innovative, cost-effective ways to design and deliver content to fragmented audiences on an ever-expanding array of smartphones, tablets, e-readers, and other devices.

Audiences today want to engage with content wherever they are, using their preferred devices. And they seek immersion in compelling, media-rich experiences that are optimally designed and delivered. Digital Publishing is rocking the publishing industry because the technology allows publishers to get information to readers quickly and efficiently. It uses new technology to deliver books and other content to readers – not only in physical form but in digital form where it can be accessed through digital and mobile devices anytime, anywhere!

India has been a big beneficiary of digitization in terms of outsourcing and is fast emerging as the hub of the Digital Publishing industry. Major

international publishers of Books, Journals, Newspapers, Magazines, Children's books, E-books, E-paper, Directories, E-learning content, Web content, Animation content, CBTs and WBTs such as Oxford, Cambridge University Press, Prentice Hall, Macmillan, Elsevier, Springer, Wiley, Pearson, McGrawHill, Taylor and Francis have been outsourcing a lot of business to India in content transformation which has a price advantage of 40 percent.

Of the total titles produced in India, 45 percent are in English, making India the third largest producer of English books after US and Britain. With the fast emerging opportunities, we see that Digital Publishing is going to be a mammoth industry spawning exciting career opportunities anywhere!

Annamalai University and Digiscape Gallery have joined hands to offer the much sought after course by the industry, the B.Sc Degree programme in Digital Publishing. The main objective of this course is to bridge the gap between the increasing

manpower requirements of the industry and the employable knowledge skills that is lacking amongst the students. In short it matches what the students learn to what the industry wants.

The curriculum is designed to extensively cover all the major aspects of Digital Publishing. The course is well balanced not only in terms of a perfect mix of theory & practical classes but also in terms of coverage of topics from all the major digital publishing domains.

In today's scenario the main areas to be focused on in terms of Digital Publishing are Magazine Publishing, Newspaper Publishing, Book Publishing & Retail catalog publishing all of which are not seen just as a printed piece but as an entity that can be experienced anywhere, be it surfing on the internet, browsing on the handheld, mobile and what not. Another booming area allied to Digital Publishing is the E-learning domain, as more and more individuals, institutions, universities & organizations are moving towards Virtual Classroom Learning.

What makes the course special?

- ✓ Curriculum recommended by CII Task Force on Publishing BPO
- ✓ Training modules synchronized with Job Descriptions in Publishing Industry
- ✓ Course content developed by Adobe Certified Experts
- ✓ Virtual Classroom Learning Capsules delivered by industry experts
- ✓ Placement assistance by CII-Publishing industry members

1. Programmes Offered

The Annamalai University in collaboration with Digiscape Gallery, Chennai, offers the following undergraduate programme.

PROGRAMME	CODE NO.
B.SC DIGITAL PUBLISHING (Duration: Three years)	DZ

2. Subjects of Study - I Year Graphic Design & Print Publishing

Any form of publishing and any type of media appeals to the audience only when it is professionally designed and presented. Keeping this in mind, all concepts related to graphic design are covered in the first year, which is applicable throughout one's career. With more and more newspapers, magazines & printed media being introduced everyday into the market, Print Publishing

has its demands staying on. The knowledge & skill available in this domain is limited, thereby increasing the demand for specialized training. We realize this need and thereby provide a complete curriculum starting from basics of publishing to advanced page layouts, digital illustrations & image manipulation, making this course the only one of its kind in the country.

FIRST YEAR -1 GRAPHIC DESIGN & PRINT PUBLISHING

PART – 1	Language: Tamil/Hindi/French/Telugu/Kannada/Malayalam.
PART – 2	English Prose and Composition
PART – 3	Print Media Publishing Design: Pages & Frames, Color & Styles, Importing Graphics, Creating Tables, Transparency, Output & Exporting, Advanced Layout Construction, Text & Typography, Page Elements, Color Management, PDF Output, Shared Content, Composition Zones.
	Image editing and Color correction: Photo corrections, Selections, Layer basics, Mask & Channel, Typographic Design, Correcting & Enhancing Digital Photographs, Advanced Compositing & Layering.
	Vector Drawings Creation: Vector Basics, Creating & Editing shapes, Transforming objects, Drawing with pen tool, Working with Type, Symbols, Colors & Painting, Blending shapes & Colors, Brushes, Applying appearance attributes & Graphic styles.
	Digital Artwork Creation: Graphic Design Concepts, Drawing Basics, Fills & Outlines, Arranging objects, Text, Interactive & Other tools, Advanced features.
	Lab I - Image Editing and Artwork: Creating image collages, backgrounds, image manipulations, special effects, vector art, icons, designing logos.
	Lab II - Print Media Design: Designing brochures, leaflets, advt layouts, flyers & posters in InDesign & QuarkXpress.

3. Subject of Study - II year E-Publishing

The very rapid rate of expansion of these companies due to the increasing demand for handling more volumes has created a shortfall of skilled manpower and technical know how. Hence there is a huge demand for skilled manpower, which we aim to generate through this degree programme.

E-publishing is one of the areas of outsourcing which is rapidly expanding, resulting in more and more companies either starting afresh or existing

SECOND YEAR- 2 E-PUBLISHING

PART – 3

E-Publishing Concepts and Graphic Editing:

Different kinds of publishing, Typesetting Terminology & Publishing Workflow, Creating & Editing Illustrations and Images, Scientific Illustrations.

Educational Publishing Design:

Designing Educational, School and Higher Education Books, Creating & Modifying Documents, Importing Graphics, Preferences, Tabs and Tables, Template Creation, Advanced Pagination Concepts, XML Workflow, PDF Conversion, Preflighting.

STM Publishing Design:

Designing STM Books & Journals, Mathematical Equations, Tables, Preparing layouts for print and web applications, Template Creation, Preferences, Batch pagination using Auto page XT, Inserting equations using XPressMath XT, PDF Conversion, Preflighting, Job Jackets.

Technical Editing and Quality Control:

Proofreading Concepts, Types of errors, Composition guidelines, Identifying Basic fonts, Math & Chemistry Proofreading, Framing Layout, Methods of measurement, QC checks to be done for online products, Understanding & Creating Specifications for books & journals.

Copy Editing and Language Editing:

Copy Editing Concepts, Numbers & Abbreviations, References & Notes, Grammar and Usage, Punctuation, Tables, Illustrations and Captions, Mathematics in Type, Conventions in Chemistry, Life Science, Online editing & Features of word, Usage of style manuals, Style sheets.

XML Publishing:

Types of Mark Up Languages, XML, Components of XML, Tags, DTD, Parsing & Validation, XML Schema Basics.

Lab III - Graphic Editing:

Image editing & manipulation, relettering, redrawing.

Lab IV – E-Publishing Design:

Creating multipage chapters of books, journals with complete front matter & back matter.

4. Subjects of Study - III year Website Multimedia & E-learning

Animation, digital video editing, multimedia content, web design & development, etc., are buzzwords that are most talked about today. The website multimedia industry is growing by leaps & bounds and is providing a lot of employment opportunities for freshers and experienced

people alike. Not only is this industry fast growing, but also has very rapid technological advancements and thus demands a sound knowledge and a regular knowledge update. Our courses are focused towards this aspect and provide the latest content in website

multimedia most relevant to the current industry demand.

The digital revolution has led to a boom in the education segment, and more and more educational content today is coming out as Computer Based Tutorials & Web Based Tutorials. This has created a wide avenue for e-learning projects and it also forms a niche area in the outsourcing segment.

Mobile & PDA publishing are also getting more sophisticated and becoming more of a commercial segment rather than being an informal segment.

THIRD YEAR-3 WEBSITE MULTIMEDIA & E-LEARNING

PART – 3

Web Design Concepts & HTML Publishing:

Internet Definitions, Web browser, Web Design Rules & Best Practices, Protocols, WMM & HTML, Using Hyperlinks and Anchors, Tables, Frames, HTML Forms, DHTML, CSS & Events, Optimizing for the web, Advanced Prototyping.

Web Animation & Design:

Creating & Editing Symbols, Adding 2D Animation, Articulated Motion & Morphing, Interactive Navigation, Sounds & Video, Using Components, Loading & Controlling.

Website Design & Creation:

Cascading Style Sheets, List and Tables, Navigation, Adding Interactivity, Crafting a page layout, Forms, Adding Multimedia, Publishing to the web.

E-Learning Design & Sound Editing:

Creating & Recording projects, Non-interactive objects & media, Interactive Objects, Audio, Creating a quiz, Understanding the basics of Digital Audio, Modifying audio clips, Editing & enhancing voiceover recording, Creating background music, Working with markers, Importing, Exporting & Round-trip editing.

Advanced Scripting:

Events & Functions, Load Content, Arrays & Loops, Controlling Sound & Video, Creating AIR Application.

Lab V - Website Design Creation

Creating interactive animations, gaming interfaces, dynamic web pages, web based forms

Lab VI - Web Scripting & Applications

Creating e-learning interfaces and modules with advanced interaction and sound effects.

Project & Viva voice

5. Duration

The duration of the programme of study will be three years and the student shall complete the programme within a period of maximum seven years from the year of admission.

6. Medium of Instruction

English will be the medium of instruction.

7. Eligibility for Admission (Regular Stream)

Applicants for admission to the B.Sc Digital Publishing programme must have passed the higher secondary examination or an examination accepted by the Syndicate as equivalent thereto. Those who have passed the three years technical diploma examination are also eligible for admission to the B.Sc programme

The student who is currently doing undergraduate degree programme in other recognized university is eligible for admission under dual degree scheme.

Lateral Entry: Those who have passed the three years technical diploma in Computer Engineering/Information Technology/Computer Science and Engineering/Computer Technology/Printing Technology/Pre-Press Technology/Electronics and Communication are eligible for second year lateral entry.

8. Procedure for Admission

The applicant can come to any of the Digiscape Gallery Learning Centres, listed in this Prospectus (Annexure - I), for completing the Admission Selection process. On clearing the process, provisional admission to the programme will be provided which will be subject to confirmation by Annamalai University.

The Annamalai University is authorised to confirm the admissions on scrutinizing of application for completeness and correctness on the following, before issuing Identity Cards.

- Filled in application along with attested Photostat copies of Certificates for minimum required eligibility, qualification and age.

- Transfer / Migration Certificate.
- Two passport size Photographs. Applicants should not sign on the photograph affixed in the Scanning form.
- DD's towards the prescribed Admission & Other Fees.

9. Fee Details

Year	Processing Fees (₹)	University Fees (₹)	Tuition Fees* (₹)	Total (₹)
Year I				
Full Payment	1,500	5,500	16,500	23,500
1 st Installment	1,500	5,500	8,500	15,500
2 nd Installment	—		8,000	8,000
Year II				
Full Payment	—	5,500	16,500	22,000
1 st Installment	—	5,500	8,500	14,000
2 nd Installment	—		8,000	8,000
YEAR III				
Full Payment	—	5,500	16,500	22,000
1 st Installment	—	5,500	8,500	14,000
2 nd Installment	—		8,000	8,000

- For University Fees including Processing Fee, DD to be drawn in favour of **The Director, DDE, Annamalai University, Payable at Chennai.**
- For Tuition Fees*, DD to be drawn in favour of **Digiscape Gallery, Payable at Chennai.**
- For Examination fees, DD to be drawn in favour of **Controller of Examination, Annamalai University, Payable at Chennai Service Branch.**

Miscellaneous Fees

S.No.	Particulars	₹
1.	Bonafide Certificate	100/-
2.	Change of Name	300/-
4.	Change of Address	100/-
5.	Attendance Certificate (Duplicate)	100/-
6.	Identity Card (Duplicate)	100/-
7.	Transfer Certificate (Duplicate)	300/-
8.	Fees Paid Certificate (Reimbursement)	100/-

Fee Payment Schedule

Last Date for Payment of Fees	Without Fine	With Fine
Full Payment		
1st Year Tuition Fees	At the time of admission	
2nd Year Tuition Fees	31st July	30th September
3rd Year Tuition Fees	31st July	30th September

A fine of Rs.500/- will be collected after the due date

NOTE:

- a) The lesson for 2nd and 3rd year will be sent to the students only after receipt of Tuition Fee for the 2nd and 3rd year within the date mentioned.
- b) Those who have discontinued the programme but want to continue the same programme later must pay the tuition fees at the existing fee prescribed along with the Re-admission fee of ₹200/- and late fee of ₹500/- per installment of fees in the form of Demand Draft. The Demand Draft should be drawn in favour of The Director, DDE, Anna-malai University, payable at Chennai Service Branch.
- c) Additional fee ₹500/- will be imposed to the students Who have completed full duration of programme, but not paid the tuition fee fully.

10. Application Form

The Application Form with Prospectus can be obtained

- i. in person from the Digiscape Gallery on payment of Application Fee of ₹250/- by cash or
- ii. by post sending a requisition to the Programme Coordinator, Digiscape Gallery with a Demand Draft for ₹290/- drawn in favour of Digiscape Gallery, payable at Chennai, specifying the programme desired to be enrolled. The Application form will be sent by courier / registered post.

Application once sold by Digiscape Gallery Centres, cannot be taken back and the amount will not be refunded or adjusted. The Application form is not transferable and the Application for Admission should be in the prescribed form of the year and only the form issued by Digiscape Gallery should be used.

11. Instructions for Filling in Application Form

- i. Read carefully and thoroughly the Application Form and the Prospectus before filling in.
- ii. Check your eligibility i.e. minimum required Educational Qualification for the Programme you are applying for.
- iii. While filling in the Application Form, enter very clearly and correctly the Programme Code, the Name of the Programme.
- iv. A recent photograph of passport size signed by the applicant and attested by a Gazetted Officer should be pasted on the Application form in the space provided and also attach two unattested photograph of passport size with the Application Form, Scanning Form and ID Card.
- v. Matriculation/10+2 duly attested certificates to be attached.
- vi. Name of the student should be the same as mentioned in the 10+2/ Matriculation certificate.
- vii. Photostat copy of Migration/Transfer certificate to be attached with the Application Form.
- viii. If the certificates submitted by the applicant are in any language other than English, an English version of the certificates should accompany them.
- ix. **Attestation:** The photograph in the application may be attested by any one of the following officials:
 - a. Gazetted Officers.
 - b. Members of the Syndicate, Senate, Academic Council, and Boards of Studies of the Annamalai University.
 - c. Teachers of Colleges and Universities.
 - d. Gazetted Rank Headmasters or Headmistresses of Government recognised Higher Secondary or High Schools.

NOTE:

- i) An application will be summarily rejected if there is any discrepancy between the material particulars as they are found in the Application form and the supporting documents. The name of the applicant, his / her date of birth and qualification will be considered as material particulars in this context.
- ii) Applicants possessing degrees awarded by the Universities / Colleges / Institutes which are not recognized by the University Grants Commission are not eligible for admission to the programmes offered by Annamalai University.

12. COURSE WORK

All the students enrolled for Under-Graduate Degree Programmes will have to attend regular Theory and Practical classes. The students are required to attend minimum lectures and to observe decorum while attending their classes for appearing in the theory Examinations.

The minimum working days to be conducted in a year is 80 days. It is compulsory for students to attend minimum 80% of working days. Students should make their own arrangements for their boarding and lodging.

Mandatory Attendance

- i. No student is eligible to take the examination if he/she fails to satisfy the minimum requirement of attendance.
- ii. If he/she takes the examination without attending the classes, the result of examination shall be cancelled.

Attendance Certificate will be issued at the end of the classes. Students whose attendance certificate is lost can get duplicate certificate from Annamalai University

on requisition along with a Demand Draft for ₹100/- in favour of **the Director, D.D.E., Annamalai University, payable at Chennai Service Branch**. Students must attach a self-attested photostat copy of the Attendance Certificate to the Application form for registration for the University Examinations.

13. Enrolment Number

The students admitted will be assigned an Enrolment Number. This number which is different from the Application Number, will continue to be the same till a student completes his / her programme.

Students should invariably quote their Enrolment number in all their correspondences with the University. It will not be possible to attend to letters received without the Enrolment Number.

14. Identity Card

The students will be issued Identity Card signed by the University after their admission. The Identity Card signed by the Co-ordinator (on-campus programmes) or nominated person will be returned to the students. Students are instructed to keep their Identity Card safely till the completion of the Programme and would be required to bring their Identity Card at the time of attending the classes and Examinations.

Students who have lost their Identity Card can obtain a duplicate Identity Card from the University on requisition along with a D.D. for ₹100/- in favour of **the Director, D.D.E., Annamalai University, payable at Chennai Service Branch** and a passport size photo.

15. Change of Address

Communications will be sent to the address given by the students in the Application Form. If there is any change in the address, it should be intimated to the Digiscape Gallery immediately with a fee of ₹100/- by way of Demand Draft in favour of **The Director, D.D.E., Annamalai University, payable at Chennai Service Branch** with a self addressed post card. Students are advised to inform the post office concerned to redirect all communications to their new address until the change is effected. Change of address should be intimated to the Programme Coordinator, Digiscape Gallery, Chennai for future reference and record updation.

16. Change of Name

Those who wish to have their names changed in the records of the University at the time of admission or during the Programme of study, must apply for the same along with the Original Gazette notification or an Affidavit certified and recorded by a Notary Public. If the Gazette Notification or the Affidavit is in a language other than English or Tamil, a certified translation must accompany the request. Such change of name will have only prospective effect.

The requisition for change of name should be made to the Digiscape Gallery along with a D.D. for ₹300/- drawn in favour of the Director, D.D.E., Annamalai University.

17. Despatch / Handover of Lessons

The syllabus and study material will be despatched / handed over by the **Digiscape Gallery** to the students.

18. Bonafide Certificate

Students who are in need of Bonafide Certificate during their study may apply to the Programme Co-ordinator, Digiscape Gallery with a Demand Draft for ₹100/- in favour of **the Director, D.D.E., Annamalai University, payable at Chennai Service Branch**.

19. Grievance Redressal Cell

Students who have grievances are advised to write to the Grievance Redressal Cell, The Programme Co-ordinator, Digiscape Gallery, giving their Name, Enrolment Number, Programme of Study etc. for speedy redressal.

20. Digital Voice Information System (DVIS)

A fully Automated Computerized Telephone Answering Service installed in the University responds when you call any one of the following numbers. By calling the following numbers, you can get information about the Programmes offered by the insti-

tution, Students' Results and Marks, Tuition fees arrears; Examination related enquiries, and other details- that too in Tamil, English, Hindi and Telugu. Apart from the above, it has also got a Grievance Register facility, where students can record their Grievance for about a minute and will be answered by the Institution later and the service is available round the clock.

Telephone Numbers: STD - **04144-237356, 237357, 237358, 237359, 239796, 239797, 239798 and 239799**

21. Message Alert Service (MAS)

The Message Alert Service introduced in the University is a boon to learners. To make use of this service, students have to register their cell phone numbers. Students will receive automated communications in the message format on their cell phones such as admission confirmation, reminders of last date for payment of fees, examination results etc.

22. Short Message Service (SMS)

A computerized Short Message Service (SMS) has also been introduced to reply students queries through cell phone messages. Students can get the information regarding admission, payments details, examination results etc., by just sending messages to the cell phone number 9442551111. A computer server maintained in the University will send the reply messages to the students' cell phone immediately.

23. Jurisdiction

With regard to any dispute arising in any matter including admission, returning of Original Certificates, sending of lessons, examinations, remittance of fees, etc., only the Courts and Tribunals having jurisdiction over Annamalai Nagar (Chidambaram), Cuddalore District, Tamilnadu and not over any other place, shall have jurisdiction for the purpose of filing a suit or preferring complaint under the Consumer Protection Act or any other law for the time being in force or taking any legal action against Annamalai University. The application for Admission also carries this conditional clause, and all applicants by virtue of their signature on the form, will be deemed to have accepted to be bound by it.

Admission cannot be claimed as a matter of right. The Co-ordinator (On-campus programmes) or the Controller of Examinations is not responsible for the loss/delay in the delivery of postal articles sent by the University.

24. Caution

Some private institutes / individuals posing as our agents are allegedly collecting fees, issuing application forms and promising admission and pass in examination to our programme. The university has authorised only Digiscape Gallery, No. 2, Wheatcrofts Rd., Nungambakkam, Chennai-600034 and authorised associates of Digiscape Gallery, Chennai, to act as our coordinator for training the programmes offered by our university. Apart from Digiscape Gallery and their associates, the university has no such agents and takes no responsibility for their actions. Therefore, candidates are, advised to contact or correspond directly only with the University or Digiscape Gallery for Digital Publishing Programme.

The candidates are advised to apply directly to the Programme Co-ordinator, Digiscape Gallery individually for application form as well as for admission. Application for admission received through tutorials or any other agency will be summarily rejected.

Candidates are also warned not to become victims of cheating and exploitation by bogus claimants in this regard.

Digiscape Gallery and its associates have been authorised to conduct the programmes on behalf of Annamalai University. Application forms for admission can also be had from them.

Further if it becomes known at any time during the Programme of study that a student had applied for admission through tutorials or any other agency, his/her admission will be cancelled and the student will not be entitled for any relief whatsoever as against the University, including refund of Tuition Fees.

25. University Examinations

The Annual University Examinations will be held in the month of **May / June** for all the programmes. Supplementary examinations will be conducted in the month of December.

Application forms for registration for the examinations will be sent in the month of **February / March** by The Controller of Examinations, Annamalai University to all the students who have paid their tuition fees in full before the stipulated time. Information regarding Centres of examination, time-table, fees payable and other regulations governing the examination will be sent to the students along with that Application Form.

Those students who do not receive the examination application form for any reason before the end of March are required to apply to the Controller of Examinations for sending them the examination application forms quoting the enrolment number, Programme of

study etc. Non-receipt of examination application form is not an excuse for not registering for the Examination.

The Examination Application Form, Time-table, Fees details etc., can also be downloaded from the University website.

www.annamalaiuniversity.ac.in.

Even students failing to fulfill the Attendance requirements might receive forms to apply for Registration for the Examination and the receipt of such a form to apply for registration does not imply that the recipient is eligible to sit for the examination as the forms are being routinely issued to all students enrolled for the programs by the office of the Controller of Examinations.

If, in spite of this warning, a student failing to fulfill the attendance requirement gets himself/herself registered for the examination and writes the examination his/her results will be cancelled. Students failing to attend classes are not eligible to sit for the examination held at the end of the year(s). Attendance at the classes are compulsory; students are required to attend at least 80% of the classes.

Register No. will be sent to the students by the Controller of Examinations one week prior to the commencement of examinations. Even if a student does not receive the same, he/she is required to see the Newspaper advertisement to be made by the Controller of Examinations regarding the centres and venue etc., in the leading newspapers during the month of May/December and he/she may also contact the Study Centres / Digiscape Gallery for the same.

Annamalai University can hold examinations at any city/location as per their discretion.

Further, even if a student who applied in time duly for Registration of Examinations, has not received any venue intimation he/she is required to contact the Chief Superintendent of his/her examination centre with the photostat copy of his /her Application Form, the Demand Draft for Examination Fees and acknowledgment etc., to enable the Chief Superintendent of the Centre to allow him/her to write the examinations provisionally subject to the confirmation by the Controller of Examinations.

Phone Number 04144-238027 & 04144-238248, Extn. 232, Fax No.: 04144-238145. Use 04144-237356, 237357, 237358, 237359, 238248, 239796, 239797, 239798 and 239799 for 24 Hour Helpline for the same.

E-mail: examinations@annamalaiuniversity.ac.in;

The Examination Application, time-table, fees details, etc. can also be downloaded from the university website:

www.annamalaiuniversity.ac.in

26. Transfer Certificate (T.C.)

This University's Transfer Certificate will be issued by the Co-ordinator (On-campus Programmes) only, on request by students who have completed/discontinued their programme of study and who do not have any arrears of fee. The issue of Transfer Certificate is not a bar for writing the examinations of the programme, if otherwise eligible.

Candidates who have lost their Transfer Certificate issued by the Co-ordinator (On-campus Programmes) can obtain a duplicate Transfer Certificate by sending a requisition letter to the Co-ordinator (On-campus Programmes) along with a demand draft for ₹ 300/- and a Certificate from a Gazetted Officer stating that the Original Certificate has been lost irrecoverably.

Hall Tickets / Admit Cards

Examination Hall Tickets/Admit Cards will be issued to the candidates at the examination centre by the Chief Superintendents three days prior to the commencement of the Examinations.

The intimation of venue of Examination with the Examination

Examination Results and Issue of Mark List

For all enquiries regarding the examinations, publication of results, issue of mark sheets, provisional certificates and degree certificates candidates will have to contact the Controller of Examinations, Annamalai University, AnnamalaiNagar - 608002.

27. Enquiries and Correspondence

All enquiries and correspondence must be addressed to

The Programme Co-ordinator
Digiscape Gallery
No. 2, Wheatcrofts Road,
Nungambakkam, Chennai - 34.
Phone: 28236068, 28269021, 28256812,
Mobile: 09710 938631, 09710 938632.
E-mail: training@digiscape.in
Website: www.dpub.in

Students may also contact and address enquiries (except regarding University Examinations) to

THE CO-ORDINATOR
On-Campus Programs, D.D.E. Campus
Annamalai University AnnamalaiNagar
P O Box No.: 4, Tamil Nadu. Pin: 608 002
Grams: 'Correspond' AnnamalaiNagar
Phone: 04144 - 238043 to 238047, 238610
Fax: 04144 - 238987
Website: www.annamalaiuniversity.ac.in

ANNEXURE - I

List of Annamalai University dpub Learning Centres in Tamil Nadu

- 1. CHENNAI-NUNGAMBAKKAM (TN-01)**
Digiscap Gallery
No. 2, Wheatcrofts Road,
Nungambakkam, Chennai - 34.
Phone: 044-28236068
Mob: 9710938631, 9710938632
E-mail: training@digiscap.in
dpub@digiscap.in
- 2. CHENNAI-THOUSAND LIGHTS (TN-02)**
AUCTC, No.160, Greams Road
2nd Floor, Thiru Building,
Thousand lights, Chennai-600 006.
Phone: 044-28292100, 28292101
Mob: 9841444764
E-mail: hansons_au@yahoo.com
- 3. CHENNAI-SAIDAPET (TN-03)**
CSC, No. 375 Anna Salai,
Above Canara Bank, 2nd Floor,
Saidapet, Chennai-15.
Phone: 044-24312593
Mob: 9444154915, 9092716962
E-mail: saidapetcs@gmail.com
- 4. CHENNAI-PERAMBUR (TN-04)**
CSC, 110, M.H. Road,
2nd Floor, Above SBI, Perambur,
Chennai-600 011.
Phone: 044-25581364, 25582419
Mob: 9840864842, 9940034842
E-mail: csc perambur@sify.com
- 5. CHENNAI-OLD WASHERMANPET (TN-05)**
CSC, 788, T.H. Road, Opp, Sir Theyagaraya
College, Old Washermanpet,
Chennai-600 021.
Phone: 044-25974657
Mob: 9444516571
- 6. CHENNAI-WEST TAMBARAM, (TN-06)**
CSC, No.19-A, Ayyasamy Street,
West Tambaram, Chennai-600 045.
Phone: 044-22265887
Mob: 8608723080
E-mail: cscwtbm@gmail.com
- 7. CHENNAI-AMBATTUR (TN-07)**
CSC, No. 249, M T H Road,
(Opp Thirumal Kalyana Mandapam)
Venkatapuram, Ambattur,
Chennai-600 053.
Phone: 044-26572864, 26570847
Mob: 9841628366
E-mail: ambatturcsc@gmail.com
- 8. CHENNAI-AVADI (TN-08)**
CSC, No. 231, M T H Road, (NR. Kamaraj Statue)
Avadi, Chennai-600 054.
Phone: 044-26377349
Mob: 8825821654
E-mail: csc.avadi@rediffmail.com
- 9. CHENNAI-RED HILLS (TN-09)**
CSC, No. 291, G N T Road, Red Hills.
Chennai-600 052.
Phone: 044-26322164
Mob: 9444240167, 7708648377
E-mail: redcsc@gmail.com
- 10. CHENNAI-MYLAPORE (TN-10)**
CSC, 116, Royapettah High Road, Luz,
Mylapore, Chennai-600004
(Near Vidyamandir School)
Phone: 044-24980005, 044-24980155
Mob: 9884229998
E-mail: cscmylai04@gmail.com
- 11. CHENNAI-SELAIYUR (TN-11)**
CSC, 267, Velachery Main Road,
Opp. Selayur Police Station, Selayur Post,
Chennai-600 073
Phone: 044-22390002 / 22390020
Mob: 9941267050
E-mail: cscsel@yahoo.com
- 12. CHENNAI-PARRYS (TN-12)**
CSC, No. 224, NSC Bose Road, 2nd Floor,
Opp. High Court, Parrys, Chennai-600 001.
Phone: 044-25380158
Mob: 9444002994, 9444101468,
E-mail: winwinelango@yahoo.com
- 13. CHENNAI-KOLATHUR (TN-13)**
CSC, No. 22, Sembium redhills road,
Bharathi Nagar, Kolathur, Chennai-600 099
Phone: 044-26710023
Mob: 9677227702
E-mail: csc.kolathur@gmail.com
- 14. CHENNAI - PADI (TN-14)**
CSC, 65, M T H Road, Padi, Chennai - 600 050.
Phone: 044-26541493, 42039116,
Mob: 9444178054
E-mail: padicsc06@yahoo.co.in
- 15. THIRUVALLUR (TN-15)**
CSC, No. 29, Mothilal Street, Theradi,
Thiruvallur-602001.
Phone: 044-27665835, 27600131
Mob: 9444178979
E-mail: thiru-csc@yahoo.com
- 16. KANCHIPURAM (TN-16)**
CSC, No. 42, Vallal Pachayappan St,
Kanchipuram.
Phone: 044-27230620
Mob: 9443034532
Email: csc-kanchi@rediffmail.com
- 17. ANNAMALAINAGAR (TN-17)**
CSC, 24 A Sivapuri Main Road,
AnnamalaiNagar,
Chidambaram, Pin: 608002.
Phone: 04144-238363
Mob: 9952400375
E-mail: anagarcs@gmail.com
- 18. COIMBATORE-GANDHIPURAM (TN-18)**
CSC, 243, Sathy Road, Sow-Ma Complex,(Near
Gandhipuram Main Signal) Above Bata Show
Room, Gandhipuram, Coimbatore-641012.
Phone: 0422-4373796
Mob: 9842230396/9942240396
E-mail: cscgandhipuram@gmail.com
- 19. COIMBATORE – TOWN HALL (TN-19)**
CSC, 1182, Big Bazaar Street , Townhall,
Coimbatore-641001.
Phone: 0422-6533303, 4208558
Mob: 9994758958, 9994501150
E-mail: cscctownhall@gmail.com
- 20. ERODE (TN-20)**
CSC, 4/6, Nehru Street,
(Near RR Lodge), Erode 638 001.
Phone: 0424-4020980
Mob: 9941007207
E-mail: erodecsc@gmail.com
- 21. KARAIKUDI (TN-21)**
CSC, Sathguru Plaza, 1st Floor, Kannan Bazaar,
Karaikudi-630001.
Phone: 04565-236348
Mob: 9894870448
E-mail: csckaraikudi@gmail.com
- 22. KARUR (TN-22)**
CSC, 3rd floor, kumaran complex,
kovai road, Karur- 639 001.
Phone: 04324 - 241616
Mob: 9443001537
E-mail: csctnjprasad@yahoo.co.in
- 23. PONDY (TN-23)**
CSC, 47, Mission Street, I Floor,
PUDUCHERRY - 605 001.
Mob: 8925752566, 8925754511
E-mail: pondycsc@rediffmail.com
- 24. MANNARGUDI (TN-24)**
CSC, 19, parangusam street,
Mannargudi - 614 001.
Phone: 04367 - 224705, 227309
Mob: 9443001537
E-mail: csctnjprasad@yahoo.co.in
- 25. SALEM (TN-25)**
CSC, 270 / 1, 2nd Floor, Bharathi Street,
Opp. AVR Swarna Mahal, Swarnapuri,
Salem- 636004.
Phone: 0427-2332187, 4041187
Mob: 98427 33468, 98654 13468
E-mail: mageshsalem@rediffmail.com
- 26. SIMMAKKAL MADURAI (TN-26)**
CSC, 152, North veli street, Madurai-1.
Phone: 0452-2330346
Mob: 9443717449
E-mail: cscmdu.sim@gmail.com
- 27. THANJAVUR (TN-27)**
CSC, 2nd floor, asok arun tower,
Court road, Thanjavur -613 001.
Phone: 04362 - 273718, 273585
Mob: 9443001537
E-mail: csctnjprasad@yahoo.co.in
- 28. TIRUNELVELI-PALAYANKOTAI (TN-28)**
CSC, 117V 2nd floor, KR Complex, Opp VOC
Ground, Trivandrum Road, Palayamkottai,
Thirunelveli-627002.
Phone: 0462-2579082
Mob: 9443325137
E-mail: palayamkottai98@gmail.com
- 29. TIRUNELVELI -VADAKANKULAM, (TN-29)**
CRM EDUCATIONAL INSITUTE, 13-186C
PMV Complex, Opp. CMS Hostel,
Kumarapuram Road, Vadakkankulam (P.O.),
Tirunelveli Dist - 627116.
Phone: 04637 230638
Mob: 09486666738
E-mail: crm627116@gmail.com
- 30. PATTUKOTTAI(TN-30)**
CSC 75-F,S,K.P Complex , Big Street,
Pattukottai - 614601
Phone: 04373-255583
Mob: 9962301431
E-mail: cscpctk@gmail.com
- 31. TUTICORIN (TN-31)**
CSC, 45, Palai Road, 2nd Floor,
Tuticorin-628 002.
Phone: 0461-2337330
Mob: 9791259535, 9486212994,
E-mail: csc_tuty@rediffmail.com
- 32. VIRUDHACHALAM (TN-32)**
CSC, Computer Software College,
VKN Tower, Junction Road,
Vridhdhachalam - 606 001.
Mob: 9952408586
E-mail: pragash_r@yahoo.com
- 33. VIRUDHUNAGAR (TN-33)**
CSC, 201, Katchery Road,
Virudhunagar-626 001.
Phone: 04562-269272
Mob: 9488000431
E-mail: pccrraj@gmail.com
- 34. DINDIGUL (TN-34)**
CSC, KKR Complex, No. 3, Thiruvalluvar salai
Near Bus stand (South) Dindigul -624001
Phone: 2441893,
Mob: 9842633344
E-mail: pandiancsc2020@gmail.com

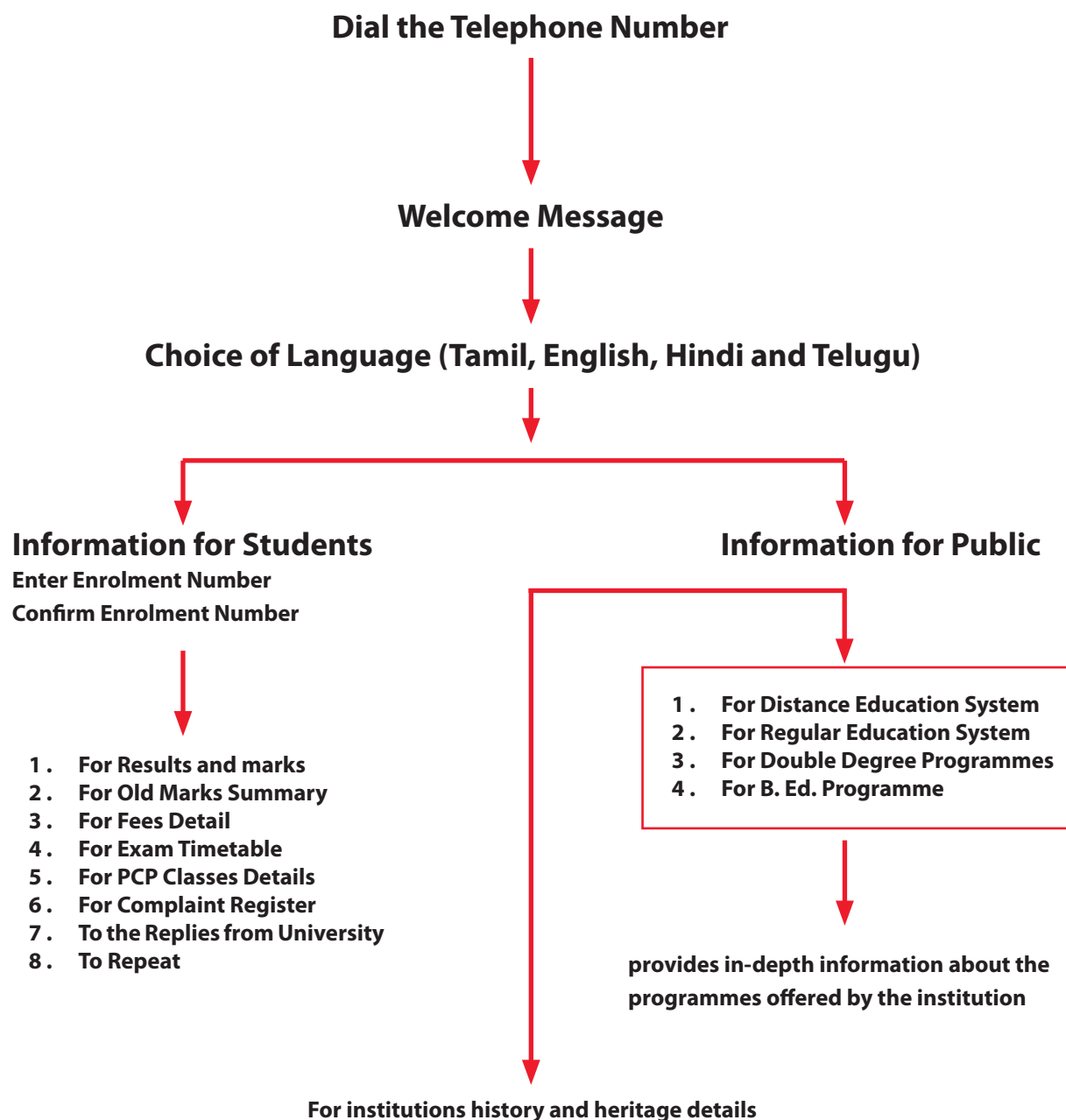
ANNEXURE - II

Digital Voice Information System (DVIS)

In order to provide automated information to the students and the public, Annamalai University is using the technology of DIGITAL VOICE INFORMATION SYSTEM.

TELEPHONE NUMBERS: **04144-237356, 237357, 237358, 237359, 239796, 239797, 239798 and 239799**

The digital voice information system has been installed in the University and it is an automated information service. It responds when you call any of the above numbers in four different languages viz Tamil, English, Hindi and Telugu. It provides automated information about the programmes offered by the institution, Students, results and marks, Tuition fees arrears, Exam related enquiries. Apart from the above, it has also got a grievance register facility, where students can record their grievance for about a minute and the institution will answer it later. The service is available round the clock.



ANNEXURE - III

Short Message Service (SMS)

The Annamalai University has introduced student support service of computerized SMS reply to students' enquiries through Cell Phone.

The Short Message Service is installed in the University and it replies to various types of enquiries listed in the following table. A Cell Phone Number 9442551111 is provided at the SMS Information Centre at University and students are requested to send SMS to this number to avail this facility on working days during office hours (9.45 AM to 5.45 PM).

No.	INFORMATION REQUIRED	KEY WORD	SYNTAX and EXAMPLE	REPLY MESSAGE
1.	Exam Result Current Marks	RCQ	RCQ REG.NO or ENROLMENT NO. e.g. RCQ 402D0501F00041 e.g. RCQ 0090600001	Name Subjectcode with Marks
2.	Exam Result Old Marks (Already Passed marks in previous exams)	ROQ	ROQ ENROLMENT NO. e.g. ROQ 0090600001	Name Subjectcode with Marks
3.	Admission Status	AMQ	AMQ APPLICATION NUMBER e.g. AMQ 457812	Name, Enrolment No
4.	Payment Details	DDQ	DDQ ENROLMENT NUMBER e.g. DDQ 0090600001	Name, Payment Details
5.	Address Details	ADQ	ADQ ENROLMENT NUMBER e.g. ADQ 0090600001	Name and Address
6.	Optional Subject Details	OPQ	OPQ ENROLMENT NUMBER e.g. OPQ 0090600001	Name, Optional Subjects
7.	Transfer Certificate	TCQ	TCQ ENROLMENT NUMBER e.g. TCQ 0090600001	Name, TC Despatch Details
8.	Study Materials Status	SMQ	SMQ ENROLMENT NUMBER e.g. SMQ 0090600001	Name Despatch Details
9.	Programme Fee Demand	PFQ	PFQ PROGRAMME CODE ACYEAR e.g. PFQ 009★2006-2007★	Academic Year Programme Tuition Fees
10.	Registration of Cell Phone No. (for those who have not mentioned their cell Phone No. in the Application form and also for Change of Mobile Number)	MOB	MOB ENROLMENT★Mobile No. e.g. MOB 0090600001★9442553333	Cell Phone No. Registered/ Changed for Enrol- ment No.
11.	Help Line	HLP	HLP	Help Key Words

No space or special character is allowed between the key word and Enrolment / Register / Application Number

PERSONAL DIARY FOR USE OF STUDENTS

The student is advised to keep a diary as detailed below for his / her reference:

1. Application Number
2. Application with Photo stat copy of certificates sent to the Digiscape Gallery
3. a. Date of receipt of Admission intimation/Date of Spot Admission

b. Payment particulars of Tuition	First Year		Second Year		Third Year	
Fee and Other Fees	I	II	I	II	I	II
Bank Name & Branch Code No.						
Draft No. & Date						
Date of despatch to the Digiscape Gallery/University						
4. Enrolment Number						
5. Identity Card received on						
6. Details of receipt of Lessons	First Year		Second Year		Third Year	
Received on						
7. Examination Application form Received on	First Year		Second Year		Third Year	
For May Examination						
For December Examination						
8. Details of Filled-in Examination Application form sent to the Controller of Examinations	First Year		Second Year		Third Year	
For May Examination Amount of Examination Fee paid Demand Draft No. & Date Bank Name & Branch Code No. Sent on, by ordinary / regd. Post						
For December Examination Amount of Examination Fee paid Demand Draft No. & Date Bank Name & Branch Code No. Sent on, by ordinary / regd. Post						

9. Transfer Certificate received on			
10. Provisional Certificate received on			
11. Statement of Marks received on	First Year	Second Year	Third Year
For May Examination			
For December Examination			
12. Date of sending application form for Convocation along with necessary fees :			
Amount ` :			
Bank Name :			
Branch Code No :			
Draft No. and Date :			
13. Degree / Diploma Certificate received on			
14. Other matters such as queries made to the Digiscape Gallery/University regarding Grievances, Certificates etc.			
a)	c)		
b)	d)		

All the enquiries and correspondence regarding

Programme details, Application, Admission Confirmation, Identity card, Enrolment Number, Study Material, Change of Name/Address, Transfer Certificate, Bonafide Certificate, Conduct Certificate, Fees Paid Certificate, Tuition Fees, Re-Admission details, Direct Admission to II/ III year, Project Report, Dissertation and the payments related to above said items,

should be addressed to

**The Co-ordinator
On-campus Programmes
Directorate of Distance Education Campus
Annamalai University
Annamalainagar - 608 002 Tamil Nadu
Phone No: 04144 - 238043 to 238047,
238610 Fax: 04144 - 238987**

Examination, Examination Application, Examination Fee details, Publication of results details, Mark list, Provisional Certificate, Degree Certificate Consolidated Mark list, Migration Certificate and the payments related to above said items,

should be addressed to

**The Controller of Examinations
Annamalai University
Annamalainagar - 608 002
Tamil Nadu
Phone No: 04144 - 237368, 238027
& 238248
Extn. 232
Fax: 04144 - 238145**

Annamalai University

Grievance Form

From

Name:

Appl. No. / En. No.:

Programme:

Address:

Sir,

Sub :

To

The Co-ordinator

(On-campus Programmes)

D.D.E. Campus,

Annamalainagar - 608 002

Grievance in brief : Tick (✓)

1. Non-return of Original Certificates
2. Non-receipt of Enrolment Number
3. Non-receipt of Identity Card
4. Non-receipt of Study Materials
5. Non-receipt of PCP Circulars
6. Payment of Tuition fee details

(i) Bank name:

(ii) DD Number, Date & Amount (Please enclose Photostat copy)

(iii) Mode of Despatch In person/By Post/Speed Post/Courier

7. Others, if any

(Signature of Student)

(To be filled-in by the office)

Action taken

Frequently Asked Questions

1. **Is Annamalai University recognized by UGC?**
Yes, Annamalai University is recognized by University Grants Commission.
2. **Is B.Sc Digital Publishing course from Annamalai University recognized for purpose of employment under Central Government ?**
Yes, It is recognized for purpose of employment under Central Government.
3. **Am I eligible for Education loan ?**
Yes, you are eligible to get Education loan for B.Sc Digital Publishing Course from Banks.
4. **Am I eligible to pursue Masters in a field, after studying a (B.Sc) Programme from Annamalai University?**
Yes, you may pursue Masters Degree after studying a (B.Sc) Programme in Annamalai University.
5. **What are the features of Online B.Sc Degree in Digital Publishing ?**
 - Curriculum Accredited by CII Publishing BPO Forum
 - Online Teaching from Industry Experts
 - Study Material in Self Learning Format
 - Online Q & A sessions
 - Exhaustive Online Support through DPUB LMS.
 - Online Assessment and Feedback
 - Online University Examination
 - Lateral Entry Option
 - Affordable fee structure
 - Innovative Curriculum and Pedagogy
6. **Does B.Sc Digital Publishing can be studied from any where ?**
Yes, one can attend classes from any one of the Learning Centres or can study Online from home or office. Trained faculties in the Learning Centres will provide help in theory and practical classes.
7. **What is Dpub-Digital Varsity?**
Dpub Digital Varsity is the online portal for students to attend classes from experts, study the ebooks, carry out exercises, attend quizzes, get grades, submit questions, discussion forums and many more.
8. **What is the maximum age at which one can take admission in B.Sc Digital Publishing ?**
Age is no bar for admission in B.Sc Digital Publishing.
9. **What are the minimum qualifications for admission to B.Sc Digital Publishing ?**
The minimum qualification is pass in Plus 2 or equivalent exams or pass in 3 years polytechnic diploma course in any branch.
10. **What is Lateral Entry? Who can take admission in Lateral Entry Programmes?**
Those who have passed the three years technical diploma in Computer Engineering/Information Technology/Computer Science and Engineering/Computer Technology/Printing Technology/Pre-Press Technology/Electronics and Communication are eligible for second year lateral entry.
11. **What would be the cost of the Prospectus?**
The prospectus and application costs Rs. 250/- in person and Rs. 290 by post.
12. **From where I can get the Prospectus?**
You can get the Prospectus from Digiscape Gallery or from any of the DPUB Learning Centres.
13. **Can I take admission through website?**
Yes, you may take admission through the "www.dpub.in" website. The Application Form is available on the website, which can be downloaded and submitted through post, along with all the relevant documents, and fees and send them to Digiscape Gallery.
14. **Is it mandatory to attend the Classes?**
Yes, Minimum 80% attendance is required to write the final exam.
15. **What are the types of study material provided to the students?**
The study material is available in the form of
 - Self Learning Material (Printed material)
 - CD containing all the files required for Practical classes and 30 day trial software
 - Online eBooks
 - Online Video Classes
16. **Is Annamalai University Degree valid abroad?**
Yes, Annamalai University Degree is valid abroad.
17. **Where do I get Placed?**
E-Publishing companies, Printers, Publishers or Advertising Agencies, IT companies, Mobile Developers, News papers etc.
18. **Who can take admission in B.Sc Digital Publishing ?**
Anyone! Students, Professionals, Businessmen, Entrepreneurs, House-wives and any other individual who wishes to pursue higher education while still continuing with what he is doing.



Online B.Sc in Digital Publishing



Dual Degree
for degree students

Lateral Entry
for diploma holders

Placement
after first year

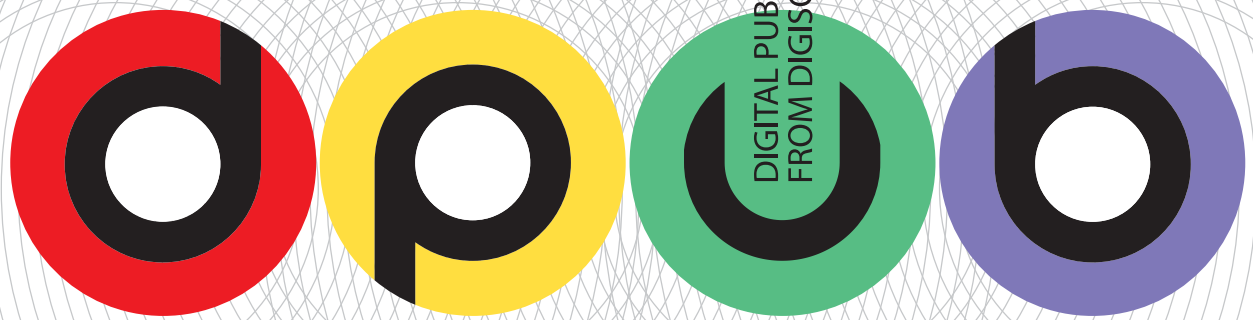
Eligibility
+2/Diploma

Work as you Study

You can even start earning before you complete the course

Why B.Sc Digital Publishing?

	B.Sc dpub	B.A, B.Sc, BBA	B.E, B.Tech
Duration	3 Years	3 Years	4 Years
Timing	Flexible	Fixed	Fixed
Work While You Study	Yes	No	No
Placement Opportunities			
After 1st Year	Yes	No	No
After 2nd Year	Yes	No	No
On Completion	>80%	11%	14%
Course Deployment			
Teaching Method	Individual Learning	Group Learning	Group Learning
Online Assistance	24x7	Nil	Nil
Evaluation & Feed back	Daily	Quarterly	Quarterly
Handson Training	100%	Low	Low
Annual Fee	₹ 22,000	₹ 10,000-25,000	₹ 40,000-80,000
Industry Accreditation	CII Publishing Forum - 150 Companies	None	None



D I G I T A L V A R S I T Y

Placement opportunities in Digital Publishing Industry:

Adobe Systems ● Aptara, Inc. ● ACE Pro India Pvt. Ltd ● Apple Computers ● Ad2proMedia Solutions Pvt Ltd ● Antares Publishing Services Pvt Ltd ● Cognizant Technology Solutions (India) Ltd ● Covansys India Limited ● Datamatics Global Services Ltd ● diacriTech Technologies (P) Ltd ● Elsevier Publishing Services ● Edserv Softsystems Limited ● Exeter Premedia Services ● Exceledit Services Pvt. Ltd ● Foster Talent ● Infosys Technologies Limited ● HCL Technologies Limited ● Integra ● i-Gate Global Solutions ● India Today ● Jouve India ● KG Information Systems Private Limited ● Knowledge Works Global Limited ● Krishtel eMaging Solutions Pvt. Ltd ● K PRO Technologies ● Laserwords ● Lezworkz Data Services Pvt. Ltd ● Microsoft Corporation (I) Pvt Ltd ● MPS Limited ● Macmillan Publishing Solutions ● MindTree Consulting Pvt. Ltd ● Mphasis BFL limited ● NIIT Technologies Limited ● Newgen Imaging ● Oxford University Press ● Pre-media Global ● Q-con Technologies ● RR Donnelley ● Siemens Information Systems Limited ● Scientific Publishing Services Private Ltd ● SPI ● SPI Technologies ● S4carlisle Publishing Services P Ltd ● Serco BPO Pvt. Ltd ● Scope e-Knowledge Center Pvt Ltd ● The Hindu ● Tata Consultancy Services Limited ● Thomson Digital ● McGraw-Hill Publishing Company, Inc ● Techset Composition India (P) Ltd ● Times of India ● Tech-Net Scientific e-publishing Services (P) Ltd ● Virtusa (India) Pvt Ltd ● Wipro Technologies Limited

Industries in Digital Publishing



Graphic Design & Print Publishing

- Newspapers & Magazines
 - Advertising Agencies
- Book Publishing Houses
 - Design Studios
- Outdoor Designers
 - Corporate Communication



E-Publishing

- STM Publishers
- Educational Publishers
- Directory Publishers
- Editorial Services
 - Art Services
- Data Management Services



Website Multimedia & E-Learning

- Website Developers
- Multimedia Developers
- 2D Animation Companies
- E-Learning Developers
 - Mobile Publishers
 - E-Paper & E-zine Publishers



Launch of B.Sc Degree in Digital Publishing Course by Hon'ble Minister for Shipping Mr. G.K.VASAN.



Annamalai University
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DIGISCAPE GALLERY

No. 2, Wheatcrofts Road, Nungambakkam, Chennai - 34.
Phone: 28236068, 28269021, 28256812, Mobile: 09710 938631, 09710 938632.
Fax: 91-44-28232290. E-mail: training@digiscape.in Website: www.dpub.in

Annamalai University
B.Sc.DIGITAL PUBLISHING
PROCEDURE FOR ADMISSION & FILLING APPLICATION FORM

For Prospectus and Application form, please pay Rs.250/- in your nearby DPUB learning Center (or) deposit Rs. 290/- in our Bank A/c. as per the bank details given below:

1) ELIGIBILITY FOR ADMISSION (REGULAR STREAM)

- Plus 2 Pass
- 3-year Diploma Pass
- Students pursuing any other Degree
- Housewives who have passed Plus 2
- any working person who has passed Plus 2 or Diploma (3 years Polytechnic)

2) Documents to be submitted along with the Application form

- 1) Fill-up the application form without any mistake.
- 2) A recent passport size photograph to be pasted on Application Form.
- 3) In the filled in application form, the Applicant should sign on the pasted photograph and then get it **attested by a Gazetted Officer**.
- 4) Xerox copies of Plus 2 Pass (or) 3 Years Diploma Pass, mark sheets and Transfer Certificate are to be **attested** on the end of the page.
- 5) Two separate unattested passport size photographs without signature to be given along with Application Form. (for ID Card and Scan Card).
- 6) DD towards the University Fees and Cash/Cheque/DD towards Tuition Fees are to be paid during the submission of the application form. The fees structure details is enclosed for your ready reference.
- 7) Filled in application form along with fee DD's and relevant documents are to be sent to '**Digiscape Gallery**', as address given below, through your local DPUB Learning Center.
- 8) **For further clarifications / assistance please contact:**

**Mr.M.S.Abubucker,
Digiscape Gallery,
No.2, Wheatcrofts Road,
Nungambakkam, Chennai - 600 034.
Phone:044-28236068 / 42138895
Mobile:9710938631
Email:dpub@digiscape.in**

B.Sc Degree in Digital Publishing

Fees Structure:

Year	Fees (inclusive of all taxes)	DD in favour of
First Year	Rs. 7,000/- (University Fee)	The Director, DDE, Annamalai University, Payable at Chennai
	Rs.18,540/- (Tuition Fee)	Local DPUB Learning Center - by Cash/Cheque/DD (or) Digiscape Gallery, through Bank transfer
Second Year	Rs. 5,500/- (University Fee)	The Director, DDE, Annamalai University, Payable at Chennai
	Rs. 7,000/- (University Fee) for Lateral Entry	The Director, DDE, Annamalai University, Payable at Chennai
	Rs.18,540/- (Tuition Fee)	Local DPUB Learning Center - by Cash/Cheque/DD (or) Digiscape Gallery, through Bank transfer
Third Year	Rs. 5,500/- (University Fee)	The Director, DDE, Annamalai University, Payable at Chennai
	Rs. 18,540/- (Tuition Fee)	Local DPUB Learning Center - by Cash/Cheque/DD (or) Digiscape Gallery, through Bank transfer

If you own a system or Laptop, you can study from Home.

After finishing all enrollment formalities the user name and password will be provided and you can start studying through our website.

The Digiscape Gallery Bank details are follows:

BANK SWIFT CODE : IDIBINBBTSY

NAME OF THE BANK : INDIAN BANK
BRANCH : STERLING ROAD BRANCH
FULL ADDRESS : # 36, STERLING ROAD,
NUNGAMBAKKAM,
CHENNAI - 600034
TAMILNADU, INDIA.

BENEFICIARY : Digiscape Gallery
ACCOUNT NO. : 716475520
IFSC CODE : IDIB000S038