



**UNIVERSITY OF MADRAS**  
**INSTITUTE OF DISTANCE EDUCATION**

[Established under the Act of Incorporation XXVII of 1857 -  
Madras University Act 1923](State University)

Phone: 25613757, Fax: 044 -25360865, unomidelsc@gmail.com  
IDE Building, Chepauk, Chennai – 600 005.



No.IDE/LSC/2022/

Dated: 17.06.2022

From  
The Registrar,  
University of Madras.

To  
The Principal / Co-ordinator,  
Learner Support Centre. (834)  
Thiruthangal Nadar College, Selavayal, Chennai 600 051

Sir / Madam,

Sub: University of Madras – Institute of Distance Education –  
Establishment of Learner Support Centre – Reg.

Ref.: Your application for Learner Support Centre.

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I am inform you that your college has been approved to serve as 'Learner Support Centre' for Institute of Distance Education, University of Madras from the Academic Year 2022-2023 onwards.

The admission will be made by University only through online method. I request to use the following user name and password to login in the University official website and to facilitate admission to the students those who are applied.

url for online admission : [www.ideunom.ac.in/singlewindow](http://www.ideunom.ac.in/singlewindow)

The Terms & Conditions, functions of Learner Support Centre, payment of share amount details are given below:

Admission, counselling, processing of application and granting provisional admission.		
Sl. No.	Courses	Remuneration
1	UG/Diploma/Certificate	Rs.300/- per admission
2	PG Arts/Science/Commerce	Rs.400/- per admission
3	BCA/M.Sc.,(IT)/MBA / MCA	Rs.750/- per admission

Contd. ...2.

The sharing of actual tuition fee only between University and the Learner Support Centre of the College for conducting PCP classes are as follows:

Sl. No.	Course Particulars	University Share Percentage	LSC Share Percentage
1	Non-lab oriented courses	65%	35%
2	Lab oriented courses	50%	50%

I am request you to open separate bank account in the name of Principal/Co-ordinator, Learner Support Centre, College Name and the bank account number, IFS code and Name of the Bank to be forward to the University, subject to the tuition fee paid by the candidates.

The Principal/Co-ordinator should send a claim for their share amount/admission remuneration before conduct the PCP classes. The share amount will be sent to you immediately on receipt of your application.

The courses for which PCP classes are to be conducted by you will be intimated later. The number of days of PCP class, Practical class & Practical examination to be conducted for each course will be intimated. Towards conduct of Practical examsaination orders of the Controller of Examinations/Additional Controller of Examinations (IDE) should be obtained for approval of Internal/External Examiners.

I am to inform you that all enquires/correspondence relating to this is to be addressed to the following address.

**THE DIRECTOR,  
INSTITUTE OF DISTANCE EDUCATION,  
UNIVERSITY OF MADRAS,  
CHEPAUK, CHENNAI – 600 005.  
TAMIL NADU, INDIA.**

**PHONE : 044-25613715/3716/25613709**

**E-MAIL : [idedirector@gmail.com](mailto:idedirector@gmail.com) ; [unomidelsc@gmail.com](mailto:unomidelsc@gmail.com)**

**WEBSITE : [www.ideunom.ac.in](http://www.ideunom.ac.in)**

I request you to extend your co-operation in the years to come and kindly acknowledge the receipt of this letter.

Yours Faithfully,

REGISTRAR i/c.

Encl.: Activities of learning support centre.

## ACTIVITIES OF LEARNER SUPPORT CENTRE

1	Principals/Co-ordinator are requested to instruct the candidates to download the prospectus cum admission application from the University website: <a href="http://www.ideunom.ac.in">www.ideunom.ac.in</a> and the application cost amount with the registration fee should be paid through online.
2	On receipt of admission application certificates in original has to be verified and return to the candidate. The application should be accompanied by attested copies of certificates.
3	The University will provide user ID/Password to the Co-ordinator to facilitate the admission process.
4	The particulars have to be entered furnished by the students by utilizing the User ID/ Password given.
5	Students should be instructed to download learning materials (E-Content) from the University website in addition to that the study materials/ID card will be sent to the centre to be distribute to the students.
6	Candidates may be informed that the Enrolment No. and DOB can be uses as user ID and Password respectively.
7	To conduct the Personal Contact Programme (Theory) and Practical Classes in the respective centres.
8	To conduct of Theory Examinations in the respective centres (Subject to minimum number of student strength in each course/centre) otherwise, the students shall be merged with other nearby centre.
9	The admitted students for B.Sc./M.Sc. (Psychology) and M.Sc. (Cyber Crimes and Security Services) the Personal Contact Programme classes will be conducted in Institute of Distance Education, Chennai only.
10	The MBA degree course Personal Contact Programme will be conducted by the Institute of Distance Education, Chennai only.