

Instructions

1. Share amount is to be claimed on the Tution fees only remitted by students during the month.
2. Separate format may be used for each course.
3. Separate format may be used for each enrollment year.
4. Registration Fees + Matriculation Fees + University Development Fund + Recognition Fees + Study Materials Fees and handling charges are to be shown in the Column Entrance Fees.
5. Lists of students Enrolled with Enrolment Numbers, Course wise and Amount of Fees collected from each indicating Chalan No. and date of remittance are to be enclosed.
6. Date wise Collection of fees and Datewise statement of accounts certified by the Bank are to be enclosed separately.
7. University Copies of Chalans grouped Coursewise are to be enclosed.
8. Share amount bill is to be sent with the enclosures stated above to the Director of Distance Education, Pondicherry University, Pondicherry by Registered Post.