



PONDICHERRY UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

Photo to be
affixed and
attested by a
Gazetted
Officer

EXAMINATION APPLICATION FORM
(ALL ENTRIES SHOULD BE IN CAPITAL LETTERS)
Refer Instructions and Timetable for filling up the form

01. Examination Session Year

02. Course Code & Name of the Course

03. Enrolment Number (As per Identity Card issued by this University)

04. Name of the Candidate (As per School / College Records)

05. Examination Centre Code & City

06. Email Id 07. Mobile No.

08. Enter the Subject code for which the candidate is appearing (**Refer Time Table for Paper code**)
(Candidates should fill the Practical / Project / Viva-voce Paper Code if applicable)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

			Amount in Rs.
No. of Theory papers appearing	<input type="text"/>	Each paper fees	<input type="text"/>
Total fees (No. of Theory Papers x Each paper fees)			<input type="text"/>
Project Report / Viva Voce - - - fees (<u>Final Year</u> Students only – Rs. 500/-)			<input type="text"/>
09	Statement of Marks - - - fees (Each Student should pay compulsorily Rs.50/-)		50
*Provisional Certificate - - - fees (<u>Final Year</u> Students only – Rs. 150/-)			<input type="text"/>
*Consolidated Mark Sheet- - fees (<u>Final Year/Final Semester</u> Students only – Rs.500/-)			<input type="text"/>
*Degree Certificate - - fees (<u>Final Year/Final Semester</u> Students only – Rs.500/-)			<input type="text"/>
Late fee for receipt of application (upto 15 th May / 25 th November - Rs. 100/-)			<input type="text"/>
(Students should pay the Exam fees only)Total Amount			<input type="text"/>

*Note: 1 These are all compulsory one time payment. If you have already paid the fee, mention 'Yes' in the box. Otherwise pay for the above mentioned certificates. 2. PG Dip. (Non-Sem) Students need not pay CSM Fee.

10. Details of Examination fees

Demand Draft / Challan No	Demand Draft / Challan Date	Name of the Bank	Place	Amount (Rs.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

11. Whether tuition fee paid in full

Note:2 Please read carefully "Instructions to the Candidates" before filling up this application form.

DECLARATION

I declare that the particulars furnished by me are true to the best of my knowledge. I have read the instructions and I understand that my candidature shall be cancelled if any of the information given by me is false.

Station : _____ Signature of the Candidate

Date : _____

Exam Application Form to be forwarded to :
The Controller of Examinations, DDE – Exam Wing, Pondicherry University, Kalapet, Pondicherry – 605 014.
Before 20th November / 10th May Note: Filled-in Exam applications received after the last date, shall not be accepted.

(Note : Use photocopy / Down loaded Exam Application form whenever required)



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INSTRUCTIONS TO CANDIDATES

(To be retained by the Candidates)

1. Application for admission to the examination together with the Demand Draft, must be forwarded directly to **THE CONTROLLER OF EXAMINATIONS, DISTANCE EDUCATION - EXAMS, PONDICHERRY UNIVERSITY, PONDICHERRY - 605 014, not later than 20th November / 10th May.**
2. Late application and fees will be accepted by the office at the candidate's own risk upto **25th November / 15th May** with a late fee of Rs.100/-
3. Demand Draft for the Examination fees, Mark-Statement fee, Provisional Certificate fee etc., should be obtained in favour of **The Finance Officer, Pondicherry University, Pondicherry - 605 014, payable at Pondicherry.** The fees once paid, under any circumstances, will neither be refunded nor carried over for the subsequent examination. **(Demand Draft should be drawn on or after the Notification.)**
4. **At the first appearance, the candidate should pay the examination fees for all the papers of the semester / year concerned.**
5. Candidates should **write their name and enrolment number** on the backside of the demand draft in block letters. **Examination fees should be paid separately and should not be paid along with tuition fees.**
6. After the publication of the results, the statement of marks will be sent to all the candidates and provisional certificate to the successful candidates. The university is not responsible for loss in transit.
7. The examinations will be held at the following Centres:

Centre Code	Centre Code	Centre Code	
01 Pondicherry	02 Chennai	03 New Delhi	The numbers denoted against each centre are centre codes
04 Madurai	05T Bangalore	06 Cochin	
08 Bhubaneswar	12 Lucknow	14 Guwahati	
16 Port Blair	17 Thiruvananthapuram	18 Coimbatore	
19 Vishakapattinam	21 Mumbai	23 Vadodara	
30 Mahe	39 Tirupati	41 Kolkatta	
44 Yanam	46 Vijayawada	49 Patna	
51 Secunderabad	71 Karaikal		

* Exam Centres are subject to change / cancellation

8. **Candidate can opt for any Centre. CENTRE ONCE SELECTED WILL NOT BE CHANGED under any circumstances.** If the examination cannot be conducted at a Centre, due to unforeseen circumstances, candidates who have opted for that Centre will be asked to write the examination at the next nearest centre.

9. Details of Examination Fees.

Particulars	U.G.	P.G	M.B.A. / M.C.A	P.G. Diploma
a. Each Written Paper	75.00	160.00	250.00	250.00
b. Project Work (Final Semester / Final Year Students)	-----	250.00	500.00	-----
c. M.A. Hindi – Viva Voce (for students whose mother tongue is not Hindi)	-----	250.00	-----	-----
d. Statement of Marks	50.00	50.00	50.00	50.00
e. Provisional Certificate (Final Year Students)	**150.00	**150.00	**150.00	**150.00
f. Consolidated Statement of Marks (Final Year / Final Semester students only)	**500.00	**500.00	**500.00	**500.00
g. Degree Certificate (Final Year / Final Semester students only)	**500.00	**500.00	**500.00	**500.00

**** These are all one time payment. If you have already paid the fee, mention ‘Yes’ in the Sl.No.9 in application form. Otherwise pay for the above mentioned certificates.**

10. Candidates should not send more than one examination application form.
11. Identity card issued by the Directorate of Distance Education must be produced at the time of the examination.
12. Candidates are advised to possess copies of filled-in application form and demand draft for verification and proof of mailing.
13. For any clarification regarding Examinations, Statement of Marks, Re-totalling, Re-valuation, Provisional Certificate, Correction of Name, candidates are advised to write only to *The Controller of Examinations by Designation. Candidates are requested to write their Enrolment Number, Full Name and Address with phone number in all correspondence.*
14. **PROJECT REPORT ::** Each Student should submit individual project report. Joint work or Group work will not be accepted. One copy of the Project Work has to be sent directly to **THE CONTROLLER OF EXAMINATIONS, DDE-EXAMS, PONDICHERRY UNIVERSITY, PONDICHERRY 605014** by Registered Parcel / Speed Post on or before **21st January for December Exam / 5th July for June Exam.** Late submission of Project report will be accepted upto **31st January / 15th July** with a late fee of **Rs.100/-**.
15. The University shall have the right to cancel or modify any of the above instructions and such decision shall be binding on all the candidates appearing for the University Examination.
16. Students are advised to download the venue of the Exam Centre and the Time Table from the University website www.pondiuni.edu.in only.
17. Other than Twinning Programme Students, Hall Tickets will be sent by ordinary post. The Hall Tickets for the DDE Students will be uploaded in the University website www.pondiuni.edu.in.
18. If there are no adequate candidates for any centre, the University has the right to cancel such centre and allot the students in the nearby centres.
19. The Degree Certificate will be sent within three months after the Convocation, which shall be notified through the National Dailies.
20. The Candidates who are enrolled with Twinning Institutions should send their examination applications only through the concern Institutions.

REVALUATION / RETOTALLING

<u>Revaluation</u>	<u>Retotalling</u>
Eligibility : Students who failed in two (2) papers only.	Eligibility : All students
Fee: Rs.300/- per paper	Fee: Rs.250/- per paper
<u>LAST DATE</u>	
Request for Revaluation / Retotalling will be accepted within 15 days of the declaration of the results. <i>Late application for Revaluation / Retotalling will not be accepted.</i>	
<ul style="list-style-type: none">• There is no provision for Revaluation of more than 2 failed papers as per the University norms.• There is no provision for Revaluation of passed papers as per the University norms.	

LAST DATE FOR RECEIPT OF EXAM APPLICATIONS

	JUNE SESSION	DECEMBER SESSION
Twinning Students	30th April	31st October
Other Students Without Fine	10th May	20th November
With Fine	15th May	25th November

IMPROVEMENT OF MARKS

No provision is available for improvement of marks. The Pass marks of the first successful attempt alone would be taken for all purposes despite the students getting higher marks in the already passed papers in subsequent attempts, if any

QUERY / CLAIM – TIME LIMIT

Any Exam related query / claim such as Absent, Revaluation, Result, Name Correction, Mark Statement, Provisional Certificate, etc., should be made before the commencement of the next Examination session. No claim shall be entertained if it is received after the six months from the date of publication of results in the website.