

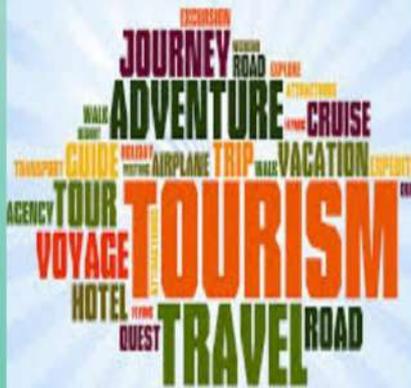


PONDICHERRY UNIVERSITY COMMUNITY COLLEGE MAHE CENTRE

(A CONSTITUENT CENTRE OF PONDICHERRY UNIVERSITY, A CENTRAL UNIVERSITY)



Career In
Mass Communication
& Journalism



PROSPECTUS 2020-2021

VISITOR

Shri. RAM NATH KOVIND
(His Excellency, the President of India)

CHANCELLOR

Shri. M. VENKAIAH NAIDU
(Hon'ble the Vice-President of India)

CHIEF RECTOR

Dr. KIRAN BEDI, I. P. S. (Retd.)
(Her Excellency, the Lt. Governor of Puducherry)

VICE-CHANCELLOR

Prof. GURMEET SINGH

DIRECTOR (Studies, Educational Innovation & Rural Reconstruction)

Prof.S.BALAKRISHNAN

DIRECTOR (Cultural & Cultural Relations)

Prof.RAJEEV JAIN

REGISTRAR (I/C)

Dr. B. CHITHRA

FINANCE OFFICER

Prof.AMARESH SAMANTARAYA

**CONTROLLER OF
EXAMINATIONS(I/C)**

Prof. D.LAZAR

LIBRARIAN

Prof.CHENNUPATHI K.RAMIAIAH

**CENTER HEAD
MAHE CAMPUS**

Prof.M.P. RAJAN

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VC'S MESSAGE



"I am happy to convey my good wishes to Pondicherry University Community College Mahe Centre, our constituent college, for bringing its prospectus for the academic year 2020-21.

Community College aims at disseminating knowledge through quality education to the underprivileged sections of the community. The primary objective of Community College Mahe Centre is to offer Job-Oriented Vocational Programmes to the deprived students of Mahe Region and its vicinity. Currently, the college offers courses in Radiographic & Imaging, Tourism & Service Industry, Journalism & Mass Communication and Fashion Technology.

The curriculum is well-designed, in such a way that, students of Mahe region will be benefited and well-equipped to meet the growing educational demands. The college has its state-of-the-art laboratory for the students to carry out hands-on training in their respective fields. "Education for Employment through skillsformation", is the prime motto of Community College.

I also wish to place on record my sincere gratitude to Shri M. Venkaiah Naidu, the Hon'ble Vice-President of India and the Chancellor of Pondicherry University, for appreciating the concept and functioning of Community College, during his address in the 28th Annual Convocation of Pondicherry University, as it is the first of its kind in the University system to offer job oriented courses.

I am happy to welcome all the students of this academic year and I wish them all success to march forward for a better tomorrow."


(GURMEET SINGH)

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➤ PONDICHERRY UNIVERSITY

Pondicherry University is a Central University established by an act of Parliament in October 1985. It is an affiliating University with a jurisdiction spread over the Union Territory of Puducherry, Lakshadweep and Andaman & Nicobar Islands.

The University aims to disseminate and advance knowledge by teaching, research and extension. It also aims to promote interdisciplinary studies along with integrated and innovative courses to meet the current trends and demands of the industry at large. The University's motto is 'Vers la lumiere' meaning 'towards the light'. The main campus is located in Kalapet, 10 km from the town of Puducherry. It is adorned with a serene and beautiful campus of 800 acres adjoining the scenic Bay of Bengal. Pondicherry University is accredited with "A" Grade by NAAC and ranks 48 under University category in the NIRF 2019 ranking. The University is also ranked 101 under Gender Equality and 200 under Climate Action categories in Times Higher Education (THE) World Impact Ranking 2019.

The University has entered into MoUs with a good number of reputed international and national institutions for collaboration and faculty development. The University has a full-fledged placement cell. Students of Pondicherry University Departments, Community College and all affiliating institutions make use of this facility and get placed in highly reputed firms, industries and multinational Companies.



PONDICHERRY UNIVERSITY COMMUNITY COLLEGE MAHE CENTRE

Pondicherry University-Mahe Centre is an expansion of Pondicherry University established to cater the educational requirements of Mahe region of Pondicherry Union Territory.

Mahe Centre functions under the general, academic and the administrative supervision of Pondicherry University and the courses offered are recognized and supported by UGC.

The educational activities in Mahe Centre focus to reach out the entire community and empower them with need oriented value based holistic education. Through Teaching, Training, Research and Extension, Mahe Centre created a model of employment oriented education with adequate mutual collaboration and cooperation with its industry partners.

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OBJECTIVE

The main objective is to offer job oriented courses based on perceived community demands for specific man power with adequate mutual collaboration and co-operation of mObjective. The main objective is to offer job oriented courses based on perceived community demands for specific man power with adequate mutual collaboration and co-operation of members from various cultural, commercial, agricultural, government and academic institutions and organizations.

MISSION

To create a dynamic learning and working environment which nurtures new ideas and creativity to ensure aptitude building in the youth with special reference to the unprivileged sections of the community without gender disparity. This comprehensive education model is intended for social transformations, intellectual enlightenment, professional and life skill development, social commitment, emotional balance with moral uprightness to ensure better quality of life and peaceful coexistence.

VISION

To reach out the unreached youth population and empower them through providing need oriented and value based education and ethics. This would enable the graduates completing B.Voc to make a meaningful participation in accelerating India's economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge.

Embers from various cultural, commercial, agricultural, government and academic institutions and organizations.

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SALIENT FEATURES

The distinguishing hallmarks of Pondicherry University Mahe Centre are:

- The Centre ensures and encourages an active participation of community in its educational activities.
- The admission policy followed by the Mahe Centre helps to democratize education to every citizen subject to eligibility conditions.
- Courses are need-based and job-oriented as well as they are framed by the experts in the field, screened by Board of Studies and approved by the Academic Council of Pondicherry University.
- Experiential learning and / or hands on experience is an essential component of all courses. This experience is provided by practical or lab work both within the Centre and outside the premises, with the associated institutions and industry partners. Therefore, on job training and industrial visits are integral component of every program.
- There is considerable flexibility in formulation and implementation of various courses. The Centre can introduce any course quickly, if it finds the demand for it or drop a course for which the demand is stagnant or sagging.
- The courses are taught by both professional teachers and experienced professionals in different skill sectors. Teaching Faculty, Resource Persons are recruited on need-basis from time to time.
- The Centre at Mahe has been able to establish and maintain a rapport and collaboration with various institutions in and around Mahe and Kerala for providing effective training and placement facilities for the benefit of students.
- The Centre provides counseling and guidance services to the students both at the time of admission, during the course of study and at the time of employment.
- Courses are conducted with financial support of University Grants Commission.
- Centre assists the students in identifying placements.

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- The Centre at Mahe has been able to establish and maintain a rapport and collaboration with various institutions in and around Mahe and Kerala for providing effective training and placement facilities for the benefit of students.

- The Centre provides counseling and guidance services to the students both at the time of admission, during the course of study and at the time of employment.

- Courses are conducted with the partial financial support of University Grants Commission.

- Centre assists the students in identifying placements.

College Timings

For Diploma and B.Voc Degree Courses the class timing is scheduled from 9.30 am to 4.30pm [Monday to Friday]

Facilities

Class Room

* Class rooms are ventilated and designed with modern teaching and learning equipment. Classrooms designed with modern teaching and learning equipment allows our students to stay competent and comfortable

Computer Lab/ Laboratories

* Well-equipped computer lab in common with internet facility.

* Well-equipped workshop for Apparel, made-ups and home furnishing.

Library

* The Centre has a library which consists of books in the area of Tourism and Service Industry, Radiographic and Imaging Technology, Fashion Technology, Journalism and Mass Communication.

Directorate of Distance Education (DDE), Pondicherry University

The Study Centre of Directorate of Distance Education, Pondicherry University, is also operational in Mahe Centre. The Personal Contact Programs (PCP) for courses offered by DDE is regularly coordinated by this Centre.

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ADMISSION AND STUDY PROCESS

HOW TO APPLY

Candidates desirous of admission in the Mahe Centre should get an application in the prescribed form which can be obtained along with the prospectus from the office of the Mahe Centre, Pondicherry University, Cemetery Road, Mahe – 673 310 on all working days during office hours either in person or by post or can download the same from the Pondicherry University website: www.pondiuni.edu.in

A. TO GET AN APPLICATION FORM IN PERSON

- I. General candidates can get the application and prospectus in person by paying ₹ 100/- in cash.
- II. SC/ST can get the application and Prospectus in person by paying ₹ 50/- in cash and producing attested photocopy of relevant certificate thereof.
- III. Application fee exempted for differently abled candidates subject to submission of relevant certificate.

B. TO GET AN APPLICATION BY POST

- I. General candidates can get the application and prospectus by post by sending a requisition letter to The Centre Head, Pondicherry University Mahe Centre, Cemetery Road, Mahe- 673 310 along with a Demand Draft of ₹100/- in favour of "The Finance Officer, Pondicherry University", payable at Mahe, and a self-addressed A4 size cover with stamp affixed for ₹ 60/-
- II. SC/ST candidates can get the application and prospectus by post by sending a requisition letter along with a Demand Draft for ₹ 50/- in favour of "The Finance Officer, Pondicherry University", payable at Mahe, an attested photocopy of relevant certificate thereof and a self-addressed A4 size cover with stamp affixed for ₹ 60/-

- III. Differently abled candidates can get the application and prospectus by post by sending a requisition letter along with an attested photocopy of relevant certificate thereof and a self-addressed A4 size cover with stamp affixed for ₹ 60/-

C. TO DOWNLOAD APPLICATION FROM PONDICHERRY UNIVERSITY WEBSITE

- I. Candidates can download the application and prospectus from the website www.pondiuni.edu.in while submission of application downloaded from the website, the candidates must enclose a Demand Draft for Rs. 100/- in favour of the "The Finance Officer, Pondicherry University" payable at Mahe
- II. SC/ST candidates while submission of application downloaded from website must enclose a Demand Draft for ₹ 50/- in favor of "The Finance Officer, Pondicherry University" payable at Mahe.
- III. Differently-abled candidates, while submission of application downloaded from Pondicherry University website need not attach Demand Draft.

The filled in application forms should reach the Office of **the Centre Head, Pondicherry University Mahe Centre, Cemetery Road, Mahe - 673 310** on or before the last date mentioned in the advertisement. Incomplete, defective and late applications will not be entertained. The application form is not transferable.

The Pondicherry University Mahe Centre follows an open door policy of admission. Admission is open to any citizen of India irrespective of Caste, Community, Religion, etc. The merit list of the students is drawn based on the marks secured in the qualifying examination according to the University norms for admission purposes.

AGE

For all B.Voc/Diploma programs, the candidates should be above 17 years as on 1st July 2018

MINIMUM QUALIFICATION

* For the B.Voc/Diploma courses, candidates should have passed Higher Secondary Examination or the examination equivalent there of recognized by Pondicherry University. For each course the students are expected to have studied the prescribed subject(s) at +2 level.

RESERVATION POLICY*

For all the programs offered in the Mahe Centre, the reservation procedure is followed as per the norms of the Pondicherry University which are given below:

1. In accordance with the policy of the government of India and the guidelines of the UGC, the Centre has reserved 15% for SC and 7.5% for ST candidates.
2. 27% of seats reserved for OBC.
3. 5% of seats are reserved for the differently abled candidates.
4. 10 % of seats are reserved for EWS.
5. 25% of seats are reserved for Puducherry Union Territory

*Subject to change as per the University norms.



DIPLOMA /B.VOC. DEGREE COURSES:

As a part of skill development based higher education, Diploma/B.Voc Degree courses have been introduced by The University Grants Commission (UGC). The main focus of the programme is to provide undergraduate studies which would also incorporate specific job roles along with broad based general education.

Under the Work Integrated Training Programme, Pondicherry Community College, Mahe Centre offers courses currently beginning with Diploma course and leading to Bachelor of Vocational Degree (B.Voc). Every individual level/year is a standalone certification recognized and awarded by Pondicherry University. This course allows the students who have completed 12th standard or equivalent to join directly at NSQF Level 5 based on their academic achievements. The target group for such courses is largely marginalized youth who are seeking non-formal educational methods to enhance earning capabilities and there by improve livelihood conditions.



SALIENT FEATURES OF THE SCHEME

- B Voc Courses are of Three years duration with the provision for vertical mobility and lateral exit and entry.
- A student pursuing vocational course need not go empty handed, if they are leaving the course for good, before completing it.
- Job opportunities after completion of 1st, 2nd or 3rd year.
- NSQF model curriculum has series of levels of learning outcomes having National and International equivalency.
- As per the UGC Gazette, Bachelor of Vocation (B.Voc), a Bachelor degree specified by UGC under section 22(3) of UGC Act, 1956 and notified in Official Gazette of India dated 19th January, 2013 be recognized at par with the other Bachelor level degree for competitive exam conducted by Union/State Public Service Commission, Staff Selection Commission other such bodies where the eligibility criteria is "Bachelor Degree in any Discipline."
- The UGC with the approval of the Central Government has specified that the B.Voc Degree under B.voc degree under specification degree and notified vide Gazette Notification dt.19.01.2013 that B.Voc UG level course with minimum duration of 3 years and entry level qualification is 10, +2.

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The UGC further conveyed vide letter dt.04.08.2016:

1. *Bachelor of Vocational (B.Voc) a Bachelor level degree specified by UGC under section 22(3) of UGC Act,1956 and notified in Official Gazette of India dated 19th January ,2013 be recognized at par with the other Bachelor level degree for competitive exams conducted by Union/State Public Service Commission ,Staff Selection Commission or other such bodies where eligibility criteria is "Bachelor degree in any discipline."*
2. *Students with B.Voc Degree should be considered eligible for the trans disciplinary vertical mobility into such courses where entry qualification is a Bachelor degree without specific requirement in a particular discipline.*

Study process

Working Days:

The Centre works for a minimum of 90 days in a Semester as per academic calander and classes are conducted on all the week days. If necessary, special classes can be held on weekends owing to time constraints.

Evaluation:

The students admitted to various Diploma/B. Voc courses are evaluated by the university on the basis of external assessment made by End Semester Examinations.

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COURSES OFFERED

Diploma/B.Voc Degree Courses

| SL.NO | Course Name | Subject | Intake | Eligibility Criteria for Admission |
|-------|-------------------|-----------------------------------|--------|--|
| 1 | Diploma(One year) | Radiographic & Imaging Technology | 56 | A Pass in +2 with Biological Science subjects (or) its equivalent. |
| | | Tourism & Service Industry | 56 | A Pass in +2 (or) its equivalent. |
| 2 | B.Voc. (3 Years) | Journalism & Mass Communication | 56 | A Pass in +2 (or) its equivalent. |
| | | Fashion Technology | 56 | A Pass in +2 (or) its equivalent. |

TOURISM AND SERVICE INDUSTRY



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OBJECTIVE

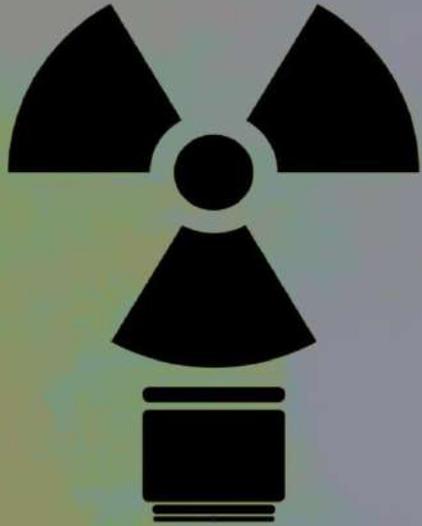
Tourism and Service Industry

The Diploma in Tourism and Service Industry is a vocational course under the NSQF study program. Tourism in India is a large industry. The world Travel and Tourism Council calculated that Tourism generated \$121 billion or 6.4% of the nation's GDP in 2011. It was responsible for 39.3 million jobs, 7.9% of its total employment. However the industry faces a shortage of over 2,00,000 trained persons annually and the existing institutes currently churn out 12,000 trained manpower and hence the course would provide a sizeable talent required by it.

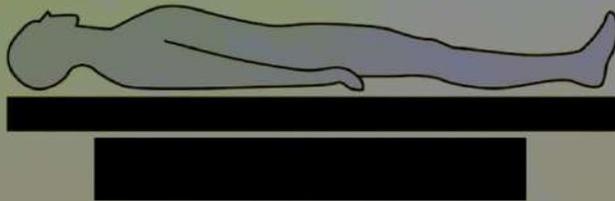
The course in Tourism and Service Industry aims to familiarize the students with a brief background of tourism, its concepts, development and scope with special reference to India. Considering that tourism industry is experiencing a phenomenal growth world over, a student who has studied this course would be equipped to work in a travel agency or as a tour guide and also inspires the participants to start a travel agency.

Students are expected to combine theory with practice and exhibit their skill with a sound knowledge of Tourism. Students are fortified with useful tourism knowledge to enter travel and tourism market and contribute effectively and efficiently to organizations within this field. The students get an early exposure to the industrial life at the time of three to four weeks long Internship programs both in Travel and Hospitality industry. Industrial visits and study tours to be held as part of the syllabus which will help students to gain organizing skills and practical knowledge.

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RADIOGRAPHIC AND IMAGING TECHNOLOGY



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OBJECTIVE

Radiographic & Imaging Technology

The Diploma in Radiographic & Imaging Technology is a course under NSQF study program. The students pursuing this course are expected to obtain the sound skill and deep knowledge on the diagnosis process where imaging techniques are used to scan the internal organs and parts of human anatomy. The course intends to provide understanding of radiological techniques and radio biology. The aims are to provide trained manpower for skilled handling of modern imaging equipment like X-ray, CT scan, MRI, Mammography, Cath lab, and Ultrasonography.

The course is helpful for a deeper understanding and practical training in the area of Anatomy, Physiology, Pathology and Surgery & Medicine. The students who complete the Radiographic and Imaging technology will be capable of doing basic diagnosis and radiography. Students will get practical training and understanding of radiological equipment during the time of their internship.

In India the number of Hospitals with Radiology Department with X-Ray, CT scan, MRI & Mammography facilities might be more than a lakh, for these Health care Institutes qualified "Medical Imaging Technologists" are in great demand, this makes the course more significant.

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JOURNALISM AND MASS COMMUNICATION

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OBJECTIVE

Journalism and Mass Communication

The department offers a three year course in Bachelor of Vocation in Journalism and Mass Communication (B.Voc), with the core areas being journalism, film studies, television, radio, short film, documentary, and new media, with multiple exits such as Diploma/Advanced Diploma/Bvoc under the NSQF study program. The students gain balanced inputs in both theory and practice of mass communication. Looking beyond just scholarly gain and aiming at producing media professionals, this department relies heavily on practical training and regular internships, apart from applicable theoretical knowledge. With high-class professional expertise and faculty members, the department also aims to redefine education in the age of the internet.



Facilities:

- * A computer lab enabled with various softwares used in media industry
- * Workshops conducted by professional expertise from respective industries.
- * Industrial visits.
- * Practical training with the aid of professional equipments including latest still and digital cameras which will be overseen by experienced technical assistants.

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FASHION TECHNOLOGY

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OBJECTIVE

Fashion Technology

The Bachelor of Vocation in Fashion Technology B.Voc (Fashion Technology) is Degree with multiple exits such as Diploma/Advanced Diploma/B Voc under the NSQF study program.

The programme is exclusively designed for Passionate students and it aims to develop young dynamic talent capable of providing technological managerial solutions to the industry with a balanced amalgam of operation and strategic thinking capabilities.

The programme is designed to facilitate students to excel in understanding and integrating the areas of technology and management for the garment industry. Experienced faculty helps the Department to stay competitive and maintain the long standing tradition of providing highly trained personnel in garment manufacturing setups.

Facilities:

- * Pattern making and Draping Laboratory
- * Garment construction laboratory
- * Textile testing and wet processing Laboratory
- * Illustration Laboratory

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COURSES FEES

Fee Structure for Bachelor of Vocational Courses

| S N. | Particulars | Radiography & Imaging Technology | Journalism & Mass Communication | Fashion Technology | Tourism & Service Industry |
|------|--|----------------------------------|---------------------------------|--------------------|----------------------------|
| 1. | Tuition Fee (Per Semester) | 12,500 | 10,500 | 10,500 | 10,000 |
| 2. | Registration Fee | 40 | 40 | 40 | 40 |
| 3. | Matriculation Fee | 18 | 18 | 18 | 18 |
| 4. | Recognition Fee | 75 | 75 | 75 | 75 |
| 5. | Identity Card Fee | 100 | 100 | 100 | 100 |
| 6. | University Development Fund | 500 | 1000 | 1000 | 500 |
| 7. | Laboratory Fee (Per Semester) | 3,600 | 3,000 | 3,000 | 2,400 |
| 8. | Caution Deposit (Refundable) | | | | |
| | Laboratory | 1,000 | 1,000 | 1,000 | 500 |
| | Library | 500 | 500 | 500 | 500 |
| 9. | Alumni Association Fund | 100 | 100 | 100 | 100 |
| 10 | Internet Fee (Per Annum) | 200 | 200 | 200 | 200 |
| 11 | Sports Fee (Per Annum) | 200 | 200 | 200 | 200 |
| 12 | Student Welfare Fund (Per Annum) | 100 | 100 | 100 | 100 |
| 13 | Library Fund (Per Annum) | 300 | 300 | 300 | 300 |
| 14 | Infrastructure Development Fund (Per Annum) | 1000 | 1500 | 1500 | 1000 |
| 15 | Field Study and Tour Fund(Per Annum) | 500 | 500 | 500 | #500 |
| 16 | Group Medical Insurance (One time) | 290 | 290 | 290 | 290 |
| 17 | Placement Activity Fund (One time) | 250 | 500 | 500 | 250 |
| 18 | Skill Sector Council Assessment fee (one time) | 800 | 800 | 800 | 800 |
| 19 | Medical Examination immunization Fee | 300 | 0 | 0 | 0 |
| | TOTAL | ₹22,373.00 | ₹20,723.00 | ₹20,723.00 | ₹17,873.00 |

Note: Important Instructions: If the tuition fee is not paid by the students, within the stipulated time from the due Date, their names will be removed from the rolls without any intimation.

PAYMENT OF FEES

All the students of Diploma/Degree programs shall pay the fees to the Centre at the time of admission and for the subsequent semesters within ten days from the beginning of the semester. Examination fees shall be payable on or before the last date prescribed in this regard. If the above date falls on Saturdays or any other holidays, the last date for payment of the above fees will be the preceding working day. If a student does not pay the fee on time, late payment fine shall be levied as follows at the time of payment.

- (i) @ ₹5.00 per day for the first 10 days.
- (ii) @ ₹10.00 per day thereafter up to the last date of the month in which the fee is due.

REFUND OF FEES, CAUTION DEPOSIT

If after having paid the fees, a candidate desires to discontinue he/she shall be refunded the entire fee after deducting ₹1000/- provided he/she discontinues on or before 01.09.2019. Laboratory and library caution deposits are refundable, on an application from the student. If any student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her leaving the Centre, it shall be deemed to have been donated by him/her to the student's Aid Fund. The period of one year shall be reckoned from the date of due to be taken by the student or the date from which his/her name is struck off from the roll of the Centre whichever is earlier.

If a student owes any money to the Centre on account of any damage he/she may have caused to the University property, it will be deducted from the deposit due to him/her.

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CONDUCT & DISCIPLINE

STUDENTS DISCIPLINE

Students enrolled at Mahe Centre must recognize their responsibilities towards the faculty, office staff and fellow students. Failure to maintain appropriate standards of conduct will attract disciplinary action.

The Centre believes that duty, decorum and discipline are the hallmarks of a good student. Students with such qualities alone can prove to be productive manpower with an appreciable value system. Therefore erring students would be subjected to certain disciplinary code. The following acts, would be deemed to be acts of indiscipline. Any overt or covert act leading to ragging and eve teasing, disruption of class room activities or disturbing the studies of other students or marring the operations of the Centre or its educational activities or harming the health or safety of staff or students or damaging the centre property or possession of any intoxicants or illicit drugs or weapons in the campus of Mahe Centre, misconduct during examination, production of false information or documents for admission, purpose and the failure to return loaned materials or settle debts with the Centre.

PROHIBITION OF RAGGING

Ragging in any form is strictly prohibited. If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution.

The Centre will not show any mercy to a misbehaving student and would initiate disciplinary action whenever occasion demands. At the time of admission, every student and his/her parent/guardian shall be required to sign a declaration to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Centre Head and the other authorities of the Centre.

All powers relating to discipline among the students are vested in the Centre Head. The Centre Head may delegate all or any of his/her powers as he/she deems proper to any of the Officers of the Centre specified by him/her. The Centre Head's decision shall be final in all matters of punishment of the students for violation of any of the rules and regulations of the University.

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SPECIFIC RULES FOR STUDENT DISCIPLINE

- * Students are expected to use only courteous and polite language and behave with decorum with the faculty members and the staff of the Centre.
- * Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should abstain themselves from violence.
- * Students shall not talk or act in any manner outside the institution in a way that would bring disrepute to the Centre.
- * The students shall be regular and punctual in attending classes and all activities connected with the Centre.
- * Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.
- * The students shall observe strict silence in the class irrespective of the presence or absence of the faculty member.
- * No student is permitted to leave the classroom during class hours.
- * Students should not leave the class or attend it late under the pretext of paying fees, visiting the library etc.
- * Students are expected to read notices/circulars thus displayed on the Centre Notice Board. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse failing to comply with the directions contained in it.
- * All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
- * While attending functions organized by the Centre, the students will conduct themselves properly.
- * Spitting, smoking and throwing bits of paper inside the University campus must be avoided.
- * Students are forbidden from entering the University office and the staff rooms during unspecified hours.
- * Students are prohibited from damaging the building or any other property of the University in any way. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.

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- * Representation of complaints and grievances may be made individually to the Centre Head through the Class Teacher concerned or Discipline-cum-Grievance committee.
- * No meeting/function of any kind shall be held in the campus premises without the written permission of the Centre Head.
- * No notice of any kind shall be circulated among students or displayed on black boards or on notice board without the written permission of the Centre Head. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Centre Head.
- * The Centre Head will deal strictly with students who play a leading part, by organizing or assisting, in strikes.
- * The students are expected to take up all assignments, tests and examinations of this Centre of Pondicherry University seriously and would try to perform the best.
- * Misconduct during examination, production of false information or documents for admission purpose and the failure to return loaned materials or setting debts with the Centre would be seriously dealt with.
- * In this campus various courses are conducted simultaneously and hence, students should observe SILENCE within the campus.
- * Ragging and Eve Teasing are considered as crime and strictly prohibited by an act promulgated by the Government of Puducherry with the penalty of ₹ 10,000/- and two years' imprisonment. If any student indulges in any form of ragging or Eve-Teasing inside the University Centre premises or outside, he/she/ will be summarily expelled from the University.
- * Each student of the Mahe Centre must possess Student Identity Card with his/her photograph affixed on it, duly signed by the Centre Head. The students must compulsorily wear the Students Identity Card inside the Campus.
- * Students shall come clean, tidy and modestly dressed in Uniform. **Students not in Uniform would be marked as absent for that particular day.** If non-adherence to this rule is reported against a student often, severe action may be initiated against him/her.
- * Students should not involve themselves either directly or indirectly in any form of politics either inside or outside the College during their period of study. If a student fails to comply with this regulation, strict disciplinary action will be initiated against the student which may even result in the restriction of the student from the Mahe Centre.
- * Use of mobile phones within college campus is strictly banned. **Violation of this rule by any student would result in impounding of the cell phones and strict disciplinary action against students.**

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ATTENDANCE RULES

- * Student should attend all classes regularly and punctually.
- * Student must be punctual to each lecture hour. Students coming late to the class by more than five minutes will not be given attendance for that period.
- * Although the university prescribes a minimum of 75% of attendance, the college insists on regular attendance in all classes. Students are eligible for scholarships only when they earn more than 90% attendance.
- * **CBCS Regulations:** No students with less than 75% in any particular course shall be permitted to attend the end semester examination and shall be given grade FA- failure due to lack of attendance. However, an overall condonation of 10% is permitted for valid reasons (NCC, NSS, Swachh Bharat) or medical reasons. A student who has been awarded FA shall repeat the course when offered. The Principal/Head of the department shall ensure that the candidate is informed about the lack of attendance before commencement of end of semester examination and confirm that such candidates are not permitted to write the examination.
- * Students are not permitted to absent themselves without prior permission.
- * An application for leave must be submitted in the prescribed form well in advance or atleast a day before the leave is required.
- * When absence without prior information is unavoidable, the leave application must be submitted on the day of return of the college after leave period.
- * Even with prior permission, if a student absents oneself, even for a single hour, the student would be considered as absent for the whole session.
- * Absence without leave for even a part of the day will be counted as absence for one day.
- * Students without identity card and proper uniform will be marked absent.
- * If a student absents for three continuous working days without any notice, he or she will be removed from the rolls.
- * Removal of the names from the rolls shall entail forfeiture of attendance till the date of re-admission.
- * In case of any violation of rules and regulations by the student, action initiated against the student may include a warning or course suspension or expulsion from a particular class or from the college withholding of official documents, withdrawal of campus privileges and any other action which the college authorities deem appropriate that time.

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LIBRARY RULES

- * Each student of the University Mahe Centre will be issued two tickets. A book will be lent to a reader only in exchange of one of his/her tickets which will be returned back to the reader when he/she returns the book.
- * Date label and book pockets shall not be tampered with. Serious notice will be taken on any violation of this rule.
- * Library tickets are not transferable. A reader who misses a ticket shall follow the stipulated process including remittance of Rs. 50 as a fine to get another ticket. In case he/she happens to get the ticket at a later date, the reader should return the same immediately.
- * A reader who fails to return a book on the due date will be charged a sum of 50 paise per day as fine till he/she returns book. Such a reader will be allowed to use the library till the book is returned and fine paid.
- * At the end of each semester before receiving the hall ticket, the student should return all the books to the library. Without a clearance certificate (NO DUE) to this effect from the Librarian, the Centre will not permit a student to write the End Semester Examination.
- * The Provisional Certificate shall be issued to the students only after they return all the books and remit dues outstanding against them.
- * A book may be renewed for a further period of a fortnight provided:
 - (a) No other reader has applied for the book in the meantime.
 - (b) Not more than two consecutive renewals may be made for the same book.
- * In the case of books for which there is an exceptional demand, the period of loan may be reduced to fifteen days.
- * The Librarian in exigencies may recall any book at any time even if the normal period of loan has not expired and readers are not allowed to sub-lend the books of the library.
- * Dictionaries and books which might be difficult to replace and such other books declared as Reference Books shall not be allowed.
- * Readers shall be responsible for any damage done to the books or other property belonging to the Library of the Collage. If the replacement of the books or other properties.

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IMPORTANT NOTE

Centre reserves right to make changes in the information provided herein. This cannot be quoted for any sanction. Notwithstanding the information given in the prospectus, the Centre has the ultimate right to decide on any issues as per its rules and regulation.

Photo Gallery

FASHION TECHNOLOGY



B.VOC. JOURNALISM AND MASS COMMUNICATION



DIPLOMA IN TOURISM AND SERVICE INDUSTRY



DIPLOMA IN RADIOGRAPHY AND IMAGING TECHNOLOGY



CONCEPTUAL DESIGN: ADHIB.KP



PONDICHERRY UNIVERSITY COMMUNITY COLLEGE

MAHE CENTRE, CEMETERY ROAD, MAHE-673310

OFFICE: 04902332622, E-MAIL: PRINCIPAL.MCC@PONDUNI.EDU.IN

WWW.PONDUNI.EDU.IN

For details click on-> <https://pumcc-mahe.webnode.com/>