



**PONDICHERRY UNIVERSITY**  
**ACADEMIC SECTION – II**

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Dy. Registrar (Aca-II)

Ref.No.PU/Aca-7/2008-09/  
2008

24<sup>th</sup> July

**POLICY CIRCULAR No. 1**

**Sub:** Affiliated Colleges – Guidelines for admission to various courses –  
Reg.

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The Affiliated Colleges are requested to strictly adhere to the following guidelines in respect of admission to various courses for the academic year.

1. The Recognition forms and Matriculate forms along with the original certificates of candidates admitted must be submitted to the University within one month from the date of closing of admission as per the Academic Calendar. The forms shall be submitted in **hard copy and soft copy (CD)**. Late submission will hamper the process of verification of certificates and delay the confirmation of provisional admission given to the student and also conduct of exams.
2. The Recognition fees Matriculation Fees, Sports Fees and UDF shall be remitted in the respective Head of Account as detailed below and the Challan to be submitted in original along with the respective forms:

Sl.No.	Fees	Amount	Account No.
1.	<b>Recognition Fee</b> (i) for UG/PG qualified students (except students qualified from Pondicherry University)  (ii) for HSC candidate qualified from the State Board of Tamil Nadu  (iii) for all other boards  (iv) for candidates qualified for outside India	Rs.180/-  Rs.75/-  Rs. 180/-  Rs.450/-	413264148
2.	<b>Matriculation fees</b> For U.G/P.G qualified candidates (to be collected from all the students except those who have qualified from Pondicherry University)	Rs.18/-	413264148
3.	<b>Sports Fees (per annum)</b> to be collected from all the students. i.e. I year II year etc.	Rs. 25/-	413264171
4.	<b>University Development Fund (One time payment at the time of admission for all student)</b>	Rs. 1000/-	413264251

**P.T.O.**

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3. The College must ensure that the provisional admission is done strictly in accordance with the eligibility criteria as laid down by the University. Any violation of the eligibility condition will be viewed seriously. For any clarification in this regard, please contact the Academic Section – II.
4. The conditions stipulated in the Affiliation Order such as intake of students etc. shall be followed strictly and any violation will be viewed seriously.
5. No rounding of percentage of marks is permitted. For instance 49.99 will not be rounded off to 50% or 44.99% will not be rounded off to 45%, as the case may be. The percentage of marks of the qualifying exam shall be calculated only on the Part III (*main & allied*) of the PG/UG degree. For such courses where H.Sc. is the qualifying exam the marks of the core subjects, as per the regulations, as the case may be, shall be take into account.
6. NRI candidates shall be admitted as per Government of India norms. For candidates admitted under NRI quota the relevant documents such as passport, bank transaction etc. should be submitted along with the recognition form.
7. Those candidates who have qualified from Foreign Universities/Institutions the eligibility certificate shall be obtained from the University before their admission to the respective courses. The prescribed form and fees are available in the *Academic Section – II*.
8. Prior permission must be obtained from the University for readmission of candidates, who have discontinued and wish to rejoin their course. In such cases, the break in studies should not exceed two academic years and such candidates should not have obtained their TC while discontinuing their respective courses. Those candidates who have been detained in any particular semester / year due to lack of attendance may be permitted to re-do the semester / year as “repeaters” under intimation and payment of fees to the University. 5% of the sanctioned strength for a particular course is reserved for repeaters.
9. Lateral entry will be permitted only for the courses where such provision is made available in the regulation. The admission for lateral entry must be done strictly in accordance with the eligibility condition laid down in the regulations. The number of students under lateral entry is limited to 10% of the sanctioned intake.
10. The receipt of this circular may kindly be acknowledged.

**(J. Sampath)**  
**DY.REGISTRAR (Aca-II)**

To  
**The Director/Dean/Principals**  
Affiliated Colleges/Institutions of Pondicherry University.

Copy to :

1. The Assistant Registrar (Aca-I), Pondicherry University