



**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. 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"/>
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	No. of Theory papers appearing <input type="text"/>	Each paper fees <input type="text"/>	Total fees (No. of Theory Papers x Each paper fees)	Amount in Rs.
	Project Report / Viva Voce - - - fees ( <b>Final Year</b> Students only – Rs. 200)			
	Statement of Marks - - - fees (Each Student should pay <b>compulsorily</b> )			<b>20</b>
	Provisional Certificate - - - fees ( <b>Final Year</b> Students only – Rs. 100)			
07	Consolidated Mark Sheet - fees (MBA 2008 <b>Final Year</b> Students only – Rs.250)			
	Late - - - fees (If Application sent after the last date Rs. 50)			
	<b>(Students should pay the Exam fees only)</b>			<b>Total Amount</b>

**08. Details of Examination fees**

Demand Draft / Challan No	Demand Draft / Challan Date	Name of the Bank	Place	Amount (Rs.)

09. Whether tuition fee paid in full

10. Number of Days PCP Attended    
(Attendance certificate to be enclosed)

Note: Please see Sl.No.5 of the "Instructions to the Candidates".

**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 :

Date :

Signature of the Candidate

**Exam Application Form to be forwarded to :**  
**The Controller of Examinations, DDE – Exam Wing, Pondicherry University, Kalapet, Pondicherry – 605 014.**  
**Before 10<sup>th</sup> November / 10<sup>th</sup> 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)





**PONDICHERRY UNIVERSITY**  
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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 10<sup>th</sup> November / 10<sup>th</sup> May.**
2. Late application and fees will be accepted by the office at the candidate's own risk upto **15<sup>th</sup> November / 15<sup>th</sup> May** with a late fee of Rs.50/-
3. Demand Draft for the Examination fees, Mark-list 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 purchased on or after the Notification.**)
4. **At the first appearance, the candidate should pay the examination fees for all the papers of the 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. Candidates are requested to give the ***Address with Pin code as complete and accurate as possible.*** This would ensure any communication by post reaching them without delay.
8. 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 center are center codes
04 Madurai	05 Bangalore	06 Cochin	
07 Hyderabad	08 Bhubaneswar	12 Lucknow	
14 Guwahati	15 Jammu	16 Port Blair	
17 Thiruvananthapuram	18 Coimbatore	19 Vishakapattinam	
21 Mumbai	23 Vadodara	24 Indore	
25 Chandigarh	30 Mahe	39 Tirupati	
40 Jaipur	41 Calcutta	44 Yanam	
45 Sikkim	46 Vijayawada	47 Mysore	
49 Patna	50 Solan	51 Secunderabad	
52 Mancherial	53 Kerala (Kannur)	55 Dharwad	
56 Gandhi Nagar	57 Raipur		

**\*\* Exam Centres are subject to change / cancellation**

9. **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.

10. **Details of Examination Fees.**

Particulars	U.G.	P.G.	P.G. Diploma
a. Each Written Paper	50.00	125.00	90.00
2 Project Work	-----	** 200.00	** 200.00
2 M.A. Hindi – Viva Voce (for students whose mother tongue is not Hindi)	-----	200.00	-----
d. Statement of Marks <b>(Each student should pay compulsorily)</b>	20.00	20.00	20.00
e. Provisional Certificate (Final Year Students)	100.00	100.00	100.00
f. Consolidated Statement of Marks <b>(Compulsory for Final Semester MBA Students only)</b>	250.00	250.00	250.00

**\*\* Payment of this compulsory for the final semester MBA Students 2008 batch for June 2010**

**\*\* for the students admitted prior to 2000-2001 batch & M.A Hindi / MBA students only.**

11. Candidates should not send more than one examination application form.
12. Identity card issued by the Directorate of Distance Education must be produced at the time of the examination.
13. Candidates are advised to possess copies of filled-in application form and demand draft for verification and proof of mailing.
14. 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.***
15. Attending the Personal Contact Programme is compulsory for all the Programmes except Master of Arts in Sociology, History, Hindi, Political Science and Master of Public Management. It is a precondition to appear for the exams.
16. **RESPONSE SHEETS:** All the students (Except Master of Human Rights) have to submit their Response sheets before the commencement of the exams to **THE DIRECTOR, DIRECTORATE OF DISTANCE EDUCATION, PONDICHERRY UNIVERSITY, PONDICHERRY 605 014** by Registered Post with Acknowledgement due. *Candidate should not send their filled in examination application forms and the Demand Draft along with the Response sheets.*
17. **PROJECT REPORT ::** One copy of the Project Work has to be sent directly to **THE CONTROLLER OF EXAMINATIONS, PONDICHERRY UNIVERSITY, PONDICHERRY 605014** by Registered Parcel / Speed Post on or before **5<sup>th</sup> December for December Exam / 5<sup>th</sup> June for June Exam. Late submission of Project report will be accepted upto 20<sup>th</sup> December / 18<sup>th</sup> June with a late fee of Rs.50/-.**
18. 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.
19. The venue of the Exam Centre and the Time Table will be sent along with Hall-Ticket.
20. 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.

<b><u>Revaluation</u></b>	<b><u>Retotalling</u></b>
<b>Eligibility :</b> Students who failed in not more than 2 papers.	<b>Eligibility :</b> All students
<b>Fee:</b> Rs. 300/- per paper	<b>Fee:</b> Rs. 75/- per paper
<b><u>LAST DATE</u></b>	
<b>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></b>	

**NOTE ::** There is no Internal Assignment for the students who have enrolled for **UG and PG Diploma** programmes and Project Work for Post Graduate programmes except **M.A. Hindi** from the academic year **2000 onwards**. There is no Internal Assignment for the students who have enrolled for **P.G. programmes** from the Academic year **2005 onwards**.

## **REVALUATION / RETOTALLING**

<b><u>Revaluation</u></b>	<b><u>Retotalling</u></b>
<b>Eligibility :</b> Students who failed in two subjects only.	<b>Eligibility :</b> All students
<b>Fee:</b> Rs. 300/- per paper	<b>Fee:</b> Rs. 75/- per paper
<b><u>LAST DATE</u></b> 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>	

## **LAST DATE FOR RECEIPT OF EXAM APPLICATIONS**

	<b>JUNE SESSION</b>	<b>DECEMBER SESSION</b>
<b>Twinning Students</b>	<b>30<sup>th</sup> April</b>	<b>30<sup>th</sup> October</b>
<b>Other Students Without Fine</b>	<b>10<sup>th</sup> May</b>	<b>10<sup>th</sup> November</b>
<b>With Fine</b>	<b>15<sup>th</sup> May</b>	<b>15<sup>th</sup> November</b>

## **IMPROVEMENT OF MARKS**

No provision 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.