

## HAND BOOK

### 1. ADMISSION PROCEDURE

The Application Form and Information Brochure can be had from **The Director, Directorate of Distance Education, Pondicherry University, Puducherry–605014** in person on free of cost (or) can be downloaded from our web site (or) by post on request with self addressed Ten Rupees stamped envelope (25x18 cm.). All the columns in the application form should be filled in. Recent passport size photograph duly attested by a Gazetted Officer should be pasted on the application form in the space provided for it.

Further the following columns of the identity card attached below the application should also be filled in, affixing the photo in the space provided for it.

- i. Signature of the candidate
- ii. Name, address and course.

The filled in application form should be accompanied by the following:

1. A Demand Draft for Rs.100/- for processing fee apart from the requisite course fee, drawn in favour of “The Finance Officer, Pondicherry University, Puducherry”.
2. Original and attested copies of
  - Degree/Provisional Certificate.
  - Statement of marks
  - Consolidated Mark sheet

The filled in applications shall be sent only through **Registered post** in water-proof covers to **The Director, Directorate of Distance Education, Pondicherry University.**

Candidates seeking admission **need not submit the Transfer Certificate / Migration Certificate.**

The Application will be summarily rejected if there is any discrepancy between the information in the Application form and the supporting documents. The name of the applicant, date of birth and qualification will be considered as material particulars in this context. **Admission cannot be claimed as a matter of right.**

All the original certificates will be returned after scrutiny. Candidates who do not get back their certificates within a month from the date of admission may write to the Grievance Cell of the DDE.

**Note:** Admission is centralized. No spot admission centre is authorized to admit student on behalf of DDE.

**Candidates awaiting their results** may also apply and they must produce the Statement of Marks/ Degree Certificate as proof of fulfilling the prescribed eligibility criteria before 10<sup>th</sup> September of this year, failing which provisional admission already granted, will be cancelled.

## 2. MODE OF PAYMENT OF FEES

The fee at time of sending application for admission should be paid by means of a Demand Draft, drawn in favour of “The Finance Officer, Pondicherry University, Puducherry, payable at Pondicherry. Candidates seeking admission at DDE office in person can remit their fees directly at Indian Bank, Pondicherry University Branch.

Subsequent term fees may be paid in any one of the following manner.

A- Demand Draft in favour of the Finance Officer, Pondicherry University, payable at Pondicherry.

B-Direct remittance through challans in the following banks to the account of Finance Officer, Pondicherry University.

Sl. No	Name of the Bank	Account Number
1.	State Bank of Mysore, Puducherry	5401000050155
2.	Punjab National Bank, Puducherry	2928002101803781
3.	AXIS Bank, Puducherry	209010100047931

Challans will be available in the respective banks.

OR

- Electronic transfer to the account of Finance officer in any of the Banks mentioned in item - B

**Important Note:** The details regarding the Name of the candidate, Application number, Enrollment number, Course Name, Nature of fee should be clearly indicated in the copy of Challan or on the backside of the Demand Draft to be sent to the Directorate so as to ensure proper accounting in the data Base. The details of remittance of fees should be sent to Directorate in the format available in website. Students remitting fees for II, III and IV semester through ‘e’ transfer must invariably send the details of payment along with enrollment number and name to the Directorate for updating the database.

Students remitting fee through Bank should invariably send DDE copy of challan for updating the database.

However students are advised to verify the defaulters list published by DDE in official website periodically.

PONDICHERRY UNIVERSITY  
**DIRECTORATE OF DISTANCE EDUCATION**

**PARTICULARS OF TUITION FEE REMITTANCE**  
[Remittance without particulars will not be entertained]

1. Enrolment No.: 

--	--	--	--	--	--	--	--	--	--
2. Name : .....
3. e-mail ID : .....
4. Course : .....
5. Year/Semesters/ Term details: .....
6. DD Amount: **Rs.**..... Bank: .....
- (Pl. mention your Name, Enrolment No. and Fee Instalment details on the reverse side of Demand Draft also)
7. DD No..... DD Date:.....

Date:

**Signature of the Candidate**

**Postal Orders, Money Orders, Mail Transfers and Cash Payments/Credit Cards will not be accepted. "Fee once remitted will not be refunded under any circumstances."**

If a student does not pay fee in time, late payment fee shall also be levied as follows at the time of payment:

- i) @ Rs.5/- per day for the first 10 days.
  - ii) @ Rs.10/- per day thereafter up to the last day of the month in which the fee is due.
- Names of the defaulters shall be removed from the rolls of the DDE after informing the students.
  - A student whose name has been struck off from the rolls of the University, under the above clause, may be re-admitted on the recommendation of the Director and on payment of arrears of fees in full and other dues, together with a re-admission fee of Rs.100/-. This fee should be sent to the Directorate before the commencement of PCP of that semester.

Whenever a student proposes to withdraw from the University, he shall submit an application to the Directorate intimating the date of his/her withdrawal. If he/she fails to do so, his/her name shall continue to be kept on the rolls of the University for a maximum period of one month, following the month up to which he/she has paid the fees. He/she shall also be required to pay all fees/charges that may fall due during this period.

### 3. FEE CONCESSION

50% Tuition fee concession is extended to the

<ul style="list-style-type: none"><li>• Non-teaching employees of the Pondicherry University and their wards.</li></ul>	<ul style="list-style-type: none"><li>• Defence personnel serving in Indian Armed Forces.</li></ul>
<ul style="list-style-type: none"><li>• Physically Challenged</li></ul>	<ul style="list-style-type: none"><li>• Widows/ Deserted Women</li></ul>
<ul style="list-style-type: none"><li>• Trans-genders</li></ul>	<ul style="list-style-type: none"><li>• Prisoners</li></ul>

A person could avail the benefit under any one of aforesaid categories. Such candidate should enclose a certificate of proof from the competent authority.

### 4. IDENTITY CARD

On admission, students will be issued an Identity Card by the Directorate. The Identity Card should be kept by the students safely till the completion of the course.

In the event of the original ID card being lost, a **Duplicate Card** can be obtained from the Directorate. In such an event, the students are requested to send their stamp size photograph with their Name and Enrolment Number written on the back side of the photograph along with a specimen signature and a demand draft for Rs.50/- drawn in favour of “The Finance Officer, Pondicherry University, Puducherry” payable at Pondicherry.

### 5. CHANGE OF COURSE

Change of course will not be entertained in any case. Candidates seeking admission to the various courses are requested to choose their course of study with **utmost care**.

### 6. CHANGE OF ADDRESS AND PCP CENTRE

All communications including study material will be sent to the students to the address (Address for Communication) given by them in the application form.

Change of address will be entertained on payment of Rs.100/- through demand draft drawn in favour of “**The Finance Officer, Pondicherry University, Puducherry**” payable at Pondicherry with a request for the change. Similarly for change of PCP centre request for the change should accompanied by a Demand Draft of Rs.100/-.

The students are advised to make necessary arrangements with the Post Office for getting study materials and other letters redirected to the new address, to avoid unnecessary delay.



Necessary fees are sent herewith by DD drawn in favour of The Finance Officer, Pondicherry University, Pondicherry", payable at Pondicherry.

I shall take all necessary steps to receive communications sent to me or being sent to my old address and visit [www.pondiuni.edu.in](http://www.pondiuni.edu.in) for PCP dates/address change acknowledgement.

**Enrolment number:..... Name:.....**

**Date:**

**Signature**

**Encl: As above + self addressed post card for acknowledgement. (To be mailed to the Director, Directorate of Distance Education, Pondicherry University, Puducherry-605 014).**

## **7. STUDY MATERIALS**

Study materials for first semester would be sent to the students before the commencement of PCP classes, which will guide them for effective learning. The syllabus of the course and the model question papers would be sent along with the study materials either by Registered Parcel or by Express Parcel Service. Similarly, the study material for II, III and IV semester will be dispatched.

The students are requested to refer our website for status of dispatch of study material. In case their enrolment is not appearing in dispatch list they should contact immediately to the Directorate. Likewise, if the students are not in receipt of their study material within one month of dispatch from this office they should immediately contact the Directorate and prefer their complaint, otherwise no representation will be entertained. Hence, the students are advised to visit our website periodically.

Further students are advised not to contact anyone other than the officials of the Directorate of Distance Education.

## **8. PERSONAL CONTACT PROGRAMME**

Attendance for Personal Contact Programme is **compulsory**.

80% of attendance in contact classes is a must for a student to take examination. The duration of the classes is as below:

**\* 40 hours classes per semester for MBA**

Personal Contact Programme classes will be arranged at the centres allotted by the Directorate.

Individual communication will be sent to the students in advance. (Please refer Web Support also)

**Note:** The Personal Contact Classes for every programme in every centre would be conducted depending upon the enrolment of students. In case, the strength is minimal for any programme, the Directorate is vested with the final decision to conduct at the nearest centre or waive the conduct of the PCP classes for that programme.

The PCP & Exam centres and their codes are furnished below:

Code	Centre	Code	Centre	Code	Centre
1	Puducherry	14	Guwahati	25	Chandigarh
2	Chennai	15	Jammu	27	Guntur
3	New Delhi	16	Port Blair	30	Mahe
4	Madurai	17	Trivandrum	31	Karaikal
5	Bangalore	18	Coimbatore	39	Tirupathi
6	Kochi	19	Vishakhapatnam	44	Yanam
7	Hyderabad	21	Mumbai	46	Kolkatta
8	Bhubaneswar	23	Vadodara	45	Jaipur
12	Lucknow	24	Indore	47	Sikkim
				48	Vijayawada

## 9. UNIVERSITY EXAMINATIONS

University Examinations will be held twice a year in June and December. The students are advised to download the Examination application form, blank hall ticket, instructions to candidates and time table from the University web site ([www.pondiuni.edu.in](http://www.pondiuni.edu.in)). **The above material will not be sent by post to the individual student. Photo copies of the downloaded materials may be used for this purpose.**

The filled in examination application form along with the requisite fees should be directly sent to the Office of **The Controller of Examination, Pondicherry University, Puducherry-605 014** within the last date stipulated below.

Exam	Last Date
June	15 <sup>th</sup> May
December	15 <sup>th</sup> November

Details of the examination fees to be remitted are indicated in the instruction to candidate enclosed with exam form. Hall tickets for the examinations will be sent directly by the Controller of Examinations before the commencement of the examinations.

**Note:**

1. As far as possible, the examination schedule (conduct of the examination) will be adhered to. If there is any change in the schedule due to unforeseen circumstances the students will be intimated in advance.
2. The Centres of University Examinations will be notified separately.
3. The minimum duration for completion of the MBA course shall be two years and the maximum period shall be four years. The names of students who have not completed the course within this maximum period, shall be removed from the roll.
4. A student of DDE would come within the disciplinary jurisdiction of the University at the time of conduct of University Examinations and any other University activity. Any misconduct on the part of student would attract action as per the University regulations.

**10. REQUISITE MINIMUM FOR A PASS**

The minimum marks required for a pass is 50% in each subject.

**11. CLASSIFICATION OF SUCCESSFUL CANDIDATES**

For declaration of First Class with Distinction/First Class/Second Class, the aggregate of the total marks secured by a candidate (including repeaters) in all the semesters put together shall be as detailed below:

75% and above	- First Class with Distinction
60% & above but below 75%	- First Class
50% & above but below 60%	- Second Class

**12. IMPROVEMENT / RE-TOTALLING / REVALUATION**

There is no provision for writing improvement examinations under any circumstances in the Directorate of Distance Education. However, re-totalling and revaluation of papers can be done for which the student has to pay a fee of Rs.75/- per paper for re-totalling and Rs.300/- per paper for revaluation. Requests pertaining to re-totalling/revaluation will be entertained only within a span of 15 days from the date of declaration of results. Requests received beyond this date will summarily be rejected. Students, who failed in more than 2 papers, are not eligible for applying for revaluation. All requests in this regard should be addressed to **The Controller of Examinations, Pondicherry University**. The Examination related evaluation disputes/answer scripts will be entertained up to a period of six months from the date of examinations and thereafter no claim will be entertained in this regard.

**13. PROVISIONAL CERTIFICATE**

The Controller of Examinations will send the Provisional Certificates through Registered Post to the students who complete the course successfully.

#### 14. CONVOCATION APPLICATION

The successful candidates should apply for convocation and the convocation application can be downloaded from the website and sent to **The Controller of Examinations, Pondicherry University**. Degree certificates will be issued to candidates only if they apply for the same. The Degree will be conferred in absentia and will be sent by Registered Post within three months from the date of the convocation.

#### 14. LIBRARY FACILITY

A library has been established recently in the DDE building exclusively for Distance learning students of Pondicherry University. A collection of latest management books exclusively for MBA students is catalogued. Students can avail this library facility during working hours of the University.

#### 15. MIGRATION AND TRANSFER OF STUDENTS

- Students on migration and transfer shall be admitted only in the first semester of course.
- No student shall be permitted to switch over to the Distance Mode from the Regular stream or vice-versa and from twinning mode to DDE mode or vice-versa. Migration and transfer certificate are therefore not required.

#### 16. FOR ALL CLARIFICATIONS, QUERIES AND FURTHER INFORMATION

For Academic Enquiries	For Examination Enquiries
<p><b>The Director</b> Directorate of Distance Education, Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014. Phone: 0413 – 2654439/2655257 Fax : 0413-2655258 Email: <a href="mailto:director.dde@pondiuni.edu.in">director.dde@pondiuni.edu.in</a> <a href="http://www.pondiuni.edu.in">www.pondiuni.edu.in</a></p>	<p><b>The Controller of Examinations</b> Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014. Phone: 0413-2655513 / 2654233 Fax: 0413-2655210 Email: <a href="mailto:drdde.ce@pondiuni.edu.in">drdde.ce@pondiuni.edu.in</a> <a href="http://www.pondiuni.edu.in">www.pondiuni.edu.in</a></p>

#### 17. USEFUL CONTACT NUMBERS

DDE (Main)		DDE (Exams)	
PS to Director (for Study Materials related enquiries)	0413-2654440	Controller of Exams	0413-2654204
Academic Coordinators (for PCP related enquiries)	0413-2654441	PS to Controller	0413-2654226
Enquiries/Reception	0413-2654439	Dy. Registrar (Exams)	0413-2654513
Academic Section (for Admission related enquiries)	0413-2654446	Section Officer (Exams)	0413-2654233 /2654436

**18. ACADEMIC CALENDAR****ACADEMIC CALENDAR**

<b>Particulars</b>	<b>Date</b>
Date of commencement of issue of Application forms & Admission	1 <sup>st</sup> April
Last date for issue of application forms	10 <sup>th</sup> September
Last date for receipt of filled in Application Forms	10 <sup>th</sup> September
Last date for Admission (for all the courses)	10 <sup>th</sup> September
Date of dispatch of Confirmation of Admission letter and ID card	25 <sup>th</sup> September
Last date for dispatch of Study Materials	25 <sup>th</sup> September

Tentative date for Personal Contact Programme	
<b>For Professional (I Semester)</b>	September /October
<b>For Professional (III Semester)</b>	August/September
Last date for submission of Examination Applications with fees – For December Session	15 <sup>th</sup> November
Last date for submission of Examination Applications with Late fees – for December Session	20 <sup>th</sup> November
Tentative date for Publication of Results	31 <sup>st</sup> March
Last date for submission of Revaluation Applications	15 <sup>th</sup> April
Date for Publication of Revaluation Results	10 <sup>th</sup> May
Date of dispatch of Statement of Marks / PC	25 <sup>th</sup> April
Tentative date for Personal Contact Programme	
<b>For Professional (II Semester)</b>	Feb /March
<b>For Professional (IV Semester)</b>	March/April
<b>For Non-Professional</b>	January to March
Last date for submission of Examination Applications with fees - for June	15 <sup>th</sup> May
Last date for submission of Examination Applications with Late fees – for June Session	20 <sup>th</sup> May
Tentative date for Publication of Results of June session	15 <sup>th</sup> September
Last date for submission of Revaluation Applications	30 <sup>th</sup> September
Date of Publication of Revaluation Results	31 <sup>st</sup> October
Date of dispatch of Statement of Marks / PC	25 <sup>th</sup> October
Date of close of the academic session	30 <sup>th</sup> June

The dates mentioned above are tentative and subject to change depending on administrative convenience. Individual communication will be sent to the students, confirming the dates of PCP. All information will be hosted in the website also.

### **19. HOW TO ATTEND MISSED PCP**

If you have missed your PCP class for a Semester, visit University website to know the next dates (for the same semester) of next batch. You will not get individual communication for your missed PCP. No need of payment to attend missed PCP. By showing your ID card and Tuition fee receipt, you will be permitted at PCP centre. Seek permission for attending your missed PCP from Directorate. However PCP attendance is compulsory for appearing Exam.

### **20. HOW TO APPEAR IN EXAMS, IF MISSED THE SCHEDULED SEMESTER EXAMS**

For instance, if you have missed to appear in June exam, you can take your exams in subsequent session, i.e December exam. However, it should be within the course duration of four years from admission.

### **21. IF HALL TICKET IS NOT RECEIVED OR LOST FOR THE EXAMINATION**

Please verify the website in defaulter list, if name included, pay the fee or show the proof of the remittance otherwise visit your exam centre (available at **Exam Notification, please refer University Website**) along with

- 1) Your student ID card.
- 2) Photo copy of DD/Challan paid towards tuition and exam fee,
- 3) Postal receipts /courier receipts to prove timely submission of exam form and appear for exams.

No need of getting permission from Directorate. Contact your exam centre Superintendent and show him all your above mentioned (3) documents for consideration and permission to appear for the exam. Exam centre venues and dates are notified through University website.

## 22. LEGAL JURISDICTION

With regard to any dispute arising in all matters including admission, returning of original certificates, sending of study materials, personal contact programme, examination, remittance of fees, etc., it is specifically stated hereby that any aggrieved shall first send a written representation to concerned authority for actions & proceedings as per the Pondicherry University Act 1985, its Statutes / Ordinances / Circulars on subject and that offices / forums / under said Special State & Central Act shall alone have Jurisdiction on all said disputes / claims in course of activities of University. It is also specifically stated hereby that in the event of any other disputes / claims being entertained by legal actions (including Suit / Complaint / Dispute / Appeal ) under any applicable Laws, only the Courts / Forums / Tribunals / High Court having Jurisdiction over subject & Union Territory of Pondicherry shall alone have exclusive Territorial Jurisdiction for all purposes. For all said purposes, University shall always sue & be sued as “Pondicherry University – represented by its Registrar” and thus any such legal proceedings shall not be against Vice-Chancellor, Directors, Deans/Director, Directorate of Distance Education or Controller of Examinations or other authorities/ officials of “Pondicherry University”.

DIRECTOR  
Directorate of Distance Education,  
Pondicherry University