

5.1.5 Pre-Admission Counselling Services, Online Admission & Related Activities at DDE

1. Pre-admission counselling

- In-house faculty counsel the students to choose appropriate specialisation/course related to their academic qualifications and career prospects during the months of January to March and June to September.
- Counselling is provided for online application, registration and Online payment using individual dashboard through SAMARTH Portal.
- Detailed instructions/walk-through for online admissions is provided in the website.
- A scheduled orientation programme is conducted separately for UG, PG and MBA students during every session of admissions.
- Admission queries are attended in three modes namely, in-person, telephone and email.

2. Online Admission & related Activities

- Once the notification for online admission is released, the necessary and important steps are listed in the webpage of Distance Education for creating a one stop point for easy and proper registration.
- The instructions include:
 - Keep digital (scan copies) of the following documents ready before you start filling up the admission forms. Upload only scanned Copies. Digital photos should not be uploaded. If the documents are not legible, applications will be summarily rejected
 - Students are requested to create Academic Bank of Credits (ABC) ID in Digi Locker as per the guidelines of Distance Education Bureau (DEB), UGC and fill in the number in the application form. Also, it is to be noted that you are required to link your mobile number to Aadhar card to create the ABC ID in Digi Locker.
 - Decide whether you are applying for Conventional Mode (Jan-Feb and Jul-Aug admissions) or TPI Mode (Jul-Aug admissions only). Refer Directorate of Distance Education, Pondicherry University website for more details on TPI mode. You cannot change mode once you have submitted the application
 - Decide which course / Specialisation you are to select. Once selected, you cannot change course or specialisations
 - Check your eligibility for the course you are applying before submitting the application
 - Upload scanned / digital copy of passport size photo only (to be used in the ID card)
 - Ensure you are entering the accurate spelling/ details for the following before submitting the profile section in the application
- During the admission process, learners can avail the benefit of fee concessions under any one of the below mentioned categories only upon submitting the certificate of proof from competent authority at the time of admission.
 - 100% Tuition Fee Concession is extended to Differently abled persons.
 - 50% Tuition Fee concession is extended to non-teaching employees of Pondicherry University and their wards (Group B, C & D only); Defence Personnel in Indian Armed and Para-military Forces; Widows; Deserted Women; Prisoners and Transgender.
- Academic query clarifications are provided 24/7.