



PONDICHERRY UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

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 ASSISTANT DIRECTOR, DDE - EXAMS, PONDICHERRY UNIVERSITY, PONDICHERRY - 605 014, not later than 18th December 2020.**
2. Demand Draft for the Examination fees, Mark-Statement fee, Provisional Certificate fee etc., should be obtained in favour of **The Finance Officer, Pondicherry University, Pondicherry - 605 014, payable at Pondicherry.** The Examination fees once paid, under any circumstances, will neither be refunded nor carried over for the subsequent examination. **(Demand Draft should be drawn on or after the Notification.)**
3. 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.

4. **Details of Examination Fees.**

Particulars	U.G.	P.G	M.B.A.	P.G. Diploma
a. Each Written Paper	75.00	160.00	250.00	250.00
b. Project Work (Final Semester / Final Year Students)	-----	250.00	500.00	-----
c. Statement of Marks	50.00	50.00	50.00	50.00
d. Provisional Certificate (Final Year Students)	**500.00	**500.00	**500.00	**500.00
e. Consolidated Statement of Marks (Final Year / Final Semester students only)	**500.00	**500.00	**500.00	**500.00
f. Degree Certificate (Final Year / Final Semester students only)	**1000.00	**1000.00	**1000.00	**1000.00

**** These are all one time payment. If you have already paid the fee, mention 'Yes' in the Sl.No.9 in application form. Otherwise pay for the above mentioned certificates.**

5. Candidates should not send more than one examination application form.
6. Candidates are advised to possess copies of filled-in application form and demand draft for verification and proof of mailing.
7. 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 Assistant Director, DDE-EXAMS by Designation.** *Candidates are requested to write their Enrolment Number, Full Name and Address with phone number in all correspondence.*
8. **PROJECT REPORT ::** Each Student should submit individual project report. Joint work or Group work will not be accepted. One copy of the Project Work has to be sent directly to **THE ASSISTANT DIRECTOR, DDE-EXAMS, PONDICHERRY UNIVERSITY, PONDICHERRY-605 014** by Registered Parcel / Speed Post on or before **20th January 2021.** Late submission of Project report will be accepted upto **25th January 2021** with a late fee of Rs.100/-.
9. 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.
10. **Students are advised to download the Exam Application and the Time Table from the University website www.pondiuni.edu.in only.**
11. **The Candidates who are enrolled with Twinning Institutions should send their examination applications only through the concern Institutions.**

REVALUATION / RETOTALLING

<u>Revaluation</u>	<u>Retotalling</u>
Eligibility : Students who failed in two (2) papers only.	Eligibility : All students
Fee: Rs.300/- per paper	Fee: Rs.250/- per paper
<u>LAST DATE</u>	
Request for Revaluation / Retotalling will be accepted within 10 days of the declaration of the results. <i>Late application for Revaluation / Retotalling will not be accepted.</i>	
<ul style="list-style-type: none">• There is no provision for Revaluation of more than 2 failed papers as per the University norms.• There is no provision for Revaluation of passed papers as per the University norms.	

IMPROVEMENT OF MARKS

No provision is available 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.