



**CHECK LIST**

1. Prescribed Fee
2. Attested Photo Copy of the Provisional Certificate
3. Attested Photo Copy of the Qualifying Degree Certificate (In case of PG / PG Diploma Courses Only)

*Complete address to which the Degree / Diploma Certificate should be sent:*

Enrollment No:	Enrollment No:
Name:	Name:
Address:	Address:
Pin Code:	Pin Code:

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**ACKNOWLEDGEMENT**

*Pondicherry University, DDE Exams, received the Convocation Application Form submitted by \_\_\_\_\_.*

<b>Enrollment Number</b>	
<b>Degree Applied</b>	
<b>Month and Year of Passing</b>	

*Receiver Signature  
Examination Wing – DDE  
Pondicherry University*

*Date:*

*To*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.





**PONDICHERY UNIVERSITY  
ANNUAL CONVOCATION  
INSTRUCTIONS TO CANDIDATES**

**Note:**

- 1) The Degree / Diploma for all the courses will be conferred only in **ABSENTIA**
- 2) The Applications with the required fee etc., should reach the Office of the Controller of Examinations, Examination Wing – DDE, Pondicherry University, Puducherry 604 014.
- 3) The following is the fee for admission to the Degree / Diploma for all courses.

**Convocation Fee : Rs. 1000/-.**

***Note: In the case of candidates who have qualified for the Degree / Diploma in the previous years, an additional fee of Rs.100/- per year towards search fee will have to be added with the above fee of Rs.1000/-.***

- 4) The prescribed fee should be sent in the form of a Demand Draft drawn on any Nationalized Bank in favour of the "Finance Officer, Pondicherry University, Puducherry – 605 014 payable at Puducherry. The Convocation fee can also be remitted directly into the Indian Bank, Pondicherry University Branch, Kalapet, Puducherry and the cash remittance challan can be enclosed with the application.
- 5) The Degree / Diploma will be sent by Registered Post.
- 6) The date of the Convocation will be notified in the leading dailies later.
- 7)
  - a) Candidate for Post Graduate Degree, Post Graduate Diploma, B.Ed etc., should enclose along with the application, a Xerox copy of their Original qualifying Degree / Diploma namely B.Com., B.A., B.Sc., etc., attested by a responsible officer in the Government not below the rank of Gazatted Officer. The original Degree need not be enclosed Provisional Certificate will not however be considered as a qualifying Degree for the award of the above Post Graduate Degree / Diploma.
  - b) Candidates for UG / PG Degree and PG Diploma should enclose the attested Xerox copy of the Provisional Certificates obtained from the Pondicherry University.
  - c) Candidates who have taken their qualifying Degree from other than Pondicherry University should first obtain their qualifying Degree from that University and then apply for the present Degree / Diploma of this University duly enclosing the Xerox copy of the same with the Convocation Application Form.
- 8) The application forms defective in particulars will not be accepted.
- 9) No further correspondence in this regard will be entertained.
- 10) No Due Certificate from the Directorate of Distance Education should be enclosed along with this application.