



PONDICHERY UNIVERSITY

ADMISSIONS 2022-23

GENERAL INSTRUCTIONS

P.G. & P.G. Diploma Programmes

- 1) The admissions are provisional and subject to fulfillment of eligibility conditions prescribed in the prospectus.
- 2) The *interse* ranking of the candidates who have got the same marks has been decided based on the criteria given in the Information Brochure.
- 3) Original Certificates/documents required for admission:
 - a) X Std. or equivalent certificate/mark statement along with age proof
 - b) H.Sc. or its equivalent certificate/mark statement
 - c) Degree/Provisional certificate of the qualifying degree along with mark statements
 - d) OBC with Non- Creamy Layer certificate/ EWS recently issued (after 1st January 2022) by competent Authority, in case of OBC/EWS candidates respectively
 - e) Recently issued SC/ST/PH/ Pondicherry Residence/Karaikal Residence certificate from competent authority as applicable
 - f) Migration/Transfer certificate and Conduct certificate from the institution last studied
 - g) Recently taken two stamp size colour photographs (for Group Medical Insurance Policy)

Payment of Fees:

- 4) Refer Information Brochure **2022-23 for details of Fees payable.**
- 5) SC/ST candidates who are eligible for Post-matric scholarship/Top class scholarships are permitted to pay the prescribed fees as soon as they receive the scholarship amount on submission of an undertaking to this effect at the time of admission. *However, such SC/ST students should pay the Group Medical Insurance fee and Caution Deposit at the time of admission.*
- 6) In any case, such SC/ST students should pay the fees within 90 days from the date of admission either through the said scholarship or on their own failing which the admission stands cancelled.
- 7) **Hostel Accommodation:** Hostel accommodation shall be provided to eligible students who are admitted into various programmes, based on the availability and on payment of prescribed Hostel Fees. However, this will be done only after entry of students in the University Campus is permitted by the authorities.
- 8) Regular classes for first year of the Post Graduate programmes is likely to commence on **November 30, 2022.**

- 9) If Final year/semester results are not available, the Final year/semester mark statements/certificates may be produced before **31.12.2022**.

Note:

- i) In respect of **LL.M.** admission, the overall Merit list and Select List of candidates will be finalized and released after **assessment** of Statement of Purpose, Publication and Work experience.
- ii) In respect of **M.P.Ed. admission** the overall Merit list and Select List will be published after Physical Test is conducted by the Department.

Online Admissions & Fees Payment Portal

Selected List candidates should pay the prescribed fees online to confirm the offer of Provisional Admission to the PG programme

- The SELECTED LIST candidates of various PG programmes are required to confirm their acceptance of the offer of provisional admission by making payment of fees through Admissions portal of the University. If they fail to pay the fees on or before the prescribed deadline, the provisional offer of Admission shall automatically stand cancelled
- Vacancies thus arising shall be filled by candidates next in the merit order for each PG programme. This list of candidates shall be notified on the University web portal as SELECT LIST (II) and (III) and shall be allowed to make online Fees Payment as scheduled
- Candidates selected for Admission into more than ONE programme will be allowed to make payment for only ONE of them. Such Candidates are advised to carefully decide the programme that he/she wants to get admitted into and make payment ONLY for that programme
- A candidate selected for Admission into more than ONE programme, who had already joined a programme by paying prescribed fees, and wishes to join a different programme, then he/she has to discontinue from the admitted programme first. Only then he/ she will be allowed to join the other programme
- Candidates who are provisionally admitted (paid fees) shall report in person to the respective Dean/H.o.D./Centre Head only on the specified date , along with proof of payment of fees, relevant documents and original certificates as specified under General Instructions.
- If a candidate failed to join at the first opportunity, then he/she will not be considered for sliding/ admission in General/ other category subsequently.

- **Online Fees Payment PRE-REQUISITES**

1. Modes of Fee Payment supported in online Debit Card, Credit Card, Net Banking and UPI.
2. After payment of fees and confirmation of admission, the students have to send scanned copy of all essential certificates as specified to the e-mail ID of the respective HoD / Centre Head / Course Co-ordinator for verification.

Schedule for Payment of Fees	
Selected List (I)	18.11.2022 to 22.11.2022
Selected List (II) to be notified on 25.11.2022	25.11.2022 to 29.11.2022
Selected List (III) to be notified on 02.12.2022	02.12.2022 to 06.12.2022

Visit University website regularly for any announcements / updates

Discontinuation & Refund of Admission Fees:

- ❖ Admitted students who desire to discontinue from the admitted programme shall login online to the Admission portal and choose **DISCONTINUE**. Once discontinued he/she will not be considered for re-admission for the same programme
- ❖ The refund of admission fees will be done only if the candidate has discontinued through the online Admission portal, as detailed below:

Discontinued on or before 31.12.2022	Rs.1000 + Group Medical Insurance Fee amount shall be deducted from the fees paid and balance shall be refunded
Beyond 31.12.2022	only caution deposit shall be refunded