



# PONDICHERRY UNIVERSITY MAHE CENTRE COMMUNITY COLLEGE

(A Constituent College of Pondicherry University)

## PROSPECTUS - 2023-2024

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Dr. M. VIJAYAKUMAR

CENTRE HEAD  
MAHE CAMPUS

Prof. M. P. RAJAN

## Vice Chancellor's Message



I am pleased to express my compliments to our constituent college, the Pondicherry University Community College, Mahe, for the academic year 2023-24. The Pondicherry University's Community College is the first of its kind in the University system of higher education in India to offer job- oriented courses viz., M. Voc, B.Voc, Diploma and Certificate Courses, keeping in mind the needs and demands of the local community. In short, Community College is "for" the Community and "of" the Community. Let us keep our motto "*vers la lumiere*" (From Darkness, towards the Light) at the heart of everything we do.

Our endeavor is to make this University a unique one by generating new ideas that will benefit society and educate people. I am highly impressed by the enthusiasm that our staffs show by their commitment to the ideals that will help us to achieve our vision of being a student-centred University.

The Pondicherry University Community College Mahe Centre is a pioneering education institution which provides excellent education to the unprivileged sections of the community without gender disparity. Due to the recent advancement in the education sector, the need for a contemporary learning and creation of promising and responsible professionals is essential. Two more degree courses viz., B. Com Co-operative Management and B. B. A. (Business Administration) are added in this year to the academic arena of Community College, Mahe keeping in mind the requirements of the pupil of the community.

It is my great privilege to welcome you to Pondicherry University Community College - Mahe Centre. I wish you all a fulfilling and empowering journey ahead.

  
(GURMEET SINGH)

## Centre Head's Message



Education plays a key role in the overall development of a nation. Higher education is a rich cultural and scientific asset which enables personal development and promotes economic, technological and social change. It promotes the exchange of knowledge, research and innovation and equips the students with the skills needed to meet ever changing labor markets. For students from the weaker sections of the society, it is a passport to economic security and a stable future. Education is not merely an act of amassing knowledge but it is also the acquisition of the skill sets needed to lead a better and useful life. It is the shaping force in forming one's personality. The ultimate end of education is to bring out the latent capabilities in the individual so that he becomes an asset to his family, the society and the nation. Thus man- making, as Vivekananda declared, is the goal of education and that is why it is of paramount importance to us.

To keep pace with the dynamic world we prepare students to be Global citizens by letting them constantly update their knowledge and skill sets. Community College, Mahe Centre of Pondicherry University is more than just a place to learn. It gives students a chance to grow by equipping them with everything they need to achieve excellence. We have created an environment to enable young minds to fulfill their potential while developing them into well mannered, well groomed, independent individuals with high self-esteem.

I am very happy with the progress the college has made by imparting to its students value based education synergized with modern teaching- learning methods to produce a generation of well informed, emotionally sound and responsible citizens.

Prof. M. P. Rajan

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# PONDICHERRY UNIVERSITY

Pondicherry University is a Central University established by an act of Parliament in October 1985. It is an affiliating University with a jurisdiction spread over the Union Territory of Puducherry, Lakshadweep and Andaman & Nicobar Islands. The University aims to disseminate and advance knowledge by teaching, research and extension. It also aims to promote interdisciplinary studies along with integrated and innovative courses to meet the current trends and demands of the industry at large. The University's motto is 'Vers la Lumiere' meaning 'towards the light'. The main campus is located in Kalapet, 10 km from the town.

The University has entered into MoUs with a good number of reputed international and national institutions for collaboration and faculty development. The University has a full-fledged placement cell. Students of Pondicherry University Departments, Community College and all affiliating institutions make use of this facility and get placed in highly reputed firms, industries and multinational Companies.

## Pondicherry University Community College - Mahe Centre

Pondicherry University-Mahe Centre is an expansion of Pondicherry University, established to cater the educational requirements of Mahe region of Pondicherry Union Territory and nearby places. Mahe Centre functions under the general, academic and the administrative supervision of Pondicherry University and the courses offered are recognized and supported by UGC.

The educational activities in Mahe Centre focus to reach out the entire community and empower them with need oriented value based holistic education. Through Teaching, Training, Research and Extension, Mahe Centre created a model of employment oriented education with adequate mutual collaboration and cooperation with its industry partners.

## Objective

The main objective is to offer job oriented courses based on perceived community demands for specific manpower with adequate mutual collaboration and co-operation of members from various cultural, commercial, agricultural, government and academic institutions and organizations.

## Mission

To create a dynamic learning and working environment which nurtures new ideas and creativity to ensure aptitude building in the youth with special reference to the unprivileged sections of the community without gender disparity. This comprehensive education model is intended for social transformations, intellectual enlightenment, professional and life skill development, social commitment, emotional balance with moral uprightness to ensure better quality of life and peaceful coexistence.

## Vision

To reach out the unreached youth population and empower them through providing need oriented and value based education and ethics. This would enable the graduates completing Degree/Diploma to make a meaningful participation in accelerating India's economy by gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge.

## Salient Features

The distinguishing hallmarks of Pondicherry University Mahe Centre are:

- The Centre ensures and encourages an active participation of community in its educational activities.
- The admission policy followed by the Mahe Centre helps to democratize education to every citizen subject to eligibility conditions.
- Courses are need-based and job-oriented as well as they are framed by the experts in the field, screened by Board of Studies and approved by the Academic Council of Pondicherry University.
- Experiential learning and/ or hands on experience is an essential component of all courses. This experience is provided by practical or lab work both within the Centre and outside the premises, with the associated institutions and industry partners. Therefore, on job training and industrial visits are integral component of every program.
- There is considerable flexibility in formulation and implementation of various courses. The Centre can introduce any course quickly, if it finds the demand for it or drop a course for which the demand is stagnant or sagging.
- The courses are taught by both professional teachers and experienced professionals in different skill sectors. Teaching faculty and Resource Persons are recruited on need-basis from time to time.
- The Centre at Mahe has been able to establish and maintain a rapport and collaboration with various institutions in and around Mahe and Kerala for providing effective training and placement facilities for the benefit of students.
- The Centre provides counselling and guidance services to the students both at the time of admission, during the course of study and at the time of employment.
- Courses are conducted with the partial financial support of University Grants Commission.
- Centre assists the students in identifying placements.

## College Timings

The class timing is scheduled from 9.30 am to 4.30 pm [Monday to Friday]



## Facilities

### ✓ Class Room

- Class rooms are ventilated and designed with modern teaching and learning equipment. Classrooms designed with modern teaching and learning equipment allows our students to stay competent and comfortable.

### ✓ Computer Lab/ Laboratories

- Well-equipped computer lab in common with internet facility.
- Well-equipped workshop for Apparel, make-ups and home furnishing.

### ✓ Library

- The Centre has a library which consists of books in the area of Commerce and management, Tourism and Service Industry, Radiographic and Imaging Technology, Fashion Technology, Journalism and Mass Communication.

## DIRECTORATE OF DISTANCE EDUCATION (DDE)

The Study Centre of Directorate of Distance Education, Pondicherry University, is also operational in Mahe Centre. The students seeking admission for UG and PG programs of Directorate of Distance Education, Pondicherry University can complete the admission process like certificate verification, spot admission, etc. through Mahe Centre of the University. The Personal Contact Program (PCP) for courses offered by DDE is regularly coordinated by this Centre.

## ADMISSION AND STUDY PROCESS

How to apply

**Online mode:** Candidates desirous of admission in Pondicherry University, Community college, Mahe should apply through admission portal which can be accessed through the link: <https://puccmaheadm.samarth.edu.in>

### Application Fee

SL. No	Category	Application Fee
1.	For General/OBC/EWS Candidates	Rs.100/- per programme
2.	For SC / ST candidates	Rs.50/- per programme*
3.	For Physically / Visually Challenged	Fee exempted**

\*Subject to submission of relevant certificates

\*\*Subject to submission of relevant certificate from Govt. Medical Officer



## **General Instructions for filling online Application Form:**

1. Read the Prospectus 2023-24 and all instructions in the Admission Portal in detail before proceeding to apply. Filled in Application forms cannot be changed at any stage. Hence applicants are advised to fill-up the application form with due diligence.
2. Carefully go through eligibility criteria, rules and regulations and the fee structure before applying.
3. Use a valid email address which will be used for sending Registration Id from the College after registration and will also be used for all admission related communications.
4. Keep the registered & valid mobile number ready for receiving important SMS from the College.
5. Keep ready Debit Card or Net Banking or UPI payment details for making online payment of application fees.
6. Also keep ready the mobile number which is registered with the Bank account which you are going to use to make payment. OTP will be sent to the registered mobile number which is usually valid for maximum 3 to 5 minutes.
7. Scan the original documents only (Only applicable documents) as per the file sizes prescribed in the Admission Portal and keep them ready in separate files before you start.
  - a. Photograph and signature should be scanned as JPG/JPEG files
  - b. All other documents must be scanned as PDF files.
8. Students who have been awarded grades from other Board of Examinations should also compulsorily scan the grade conversion formula or table as second page in the PDF file.
9. Fill in all the fields with complete and correct information. Incomplete/ false/ wrong information will entail rejection of application. Any claim based on wrong information, wrong course applied, wrongly selected category (OBC / SC / ST / EWS / Gen), etc. will not be entertained at a later stage.
10. A candidate can apply for as many programmes as he/she wishes provided he/she is eligible for the programme as per the eligibility criteria given in the prospectus. If a candidate applies for a programme for which he/she is not eligible, then the application will be summarily rejected without any intimation and no refund would be given.
11. A candidate has to pay application fee per programme.
12. Only the applications for which payment is done would be considered for admission. Applications for which payment has been made and not submitted till the last date will be summarily rejected.

## **Age**

For all B.Voc/Diploma Certificate programs, the candidate should be above 17 years as on 1<sup>st</sup> July 2023.

## **RESERVATION POLICY\***

For all the programs offered in the Mahe Centre, the reservation procedure is followed as per the norms of the Pondicherry University. In accordance with the policy of the Government of India and the guidelines of the UGC, the Centre has reserved:

1. 15% for SC and 7.5% for ST candidates
2. 27 % of seats are reserved for OBC.
3. 5% of seats are reserved for the Differently abled candidates.
4. 10% of seats are reserved for EWS.
5. 25% of seats are reserved for the Puducherry Union Territory

**\*Subject to change as per the University norms.**

## **Diploma /B.Voc/ M.Voc DEGREE COURSES:**

As a part of skill development based higher education, Diploma/B.Voc /M.Voc courses have been introduced by the University Grants Commission (UGC). The main focus of the programme is to provide undergraduate studies which would also incorporate specific job roles along with broad based general education.

Under the Work Integrated Training Programme, Pondicherry University Community College, Mahe Centre offers courses leading to Vocational Degrees of B. Voc and M. Voc. Every individual level/year is a standalone certification recognized and awarded by Pondicherry University. This course allows the students who have completed 12<sup>th</sup> standard or equivalent to join directly at NSQF Level 5 based on their academic achievements. The target group for such courses is largely marginalized youth who are seeking non-formal educational methods to enhance earning capabilities and thus improve their livelihood conditions. The main aim of M.Voc course is to develop industry-specific skills among students and to inculcate entrepreneurial skills, marketing tools and techniques and to make the students become industry ready.

## **Salient Features of the Scheme**

- B Voc Courses are of Three year duration with the provision for vertical mobility and lateral exit and entry.
- A student pursuing vocational course need not go empty handed, if they are leaving the course for good, before completing it.
- Job opportunities after completion of 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> year.
- NSQF model curriculum has series of levels of learning outcomes having National and International equivalency.
- As per the UGC Gazette, Bachelor of Vocation (B.Voc), a Bachelor degree specified by UGC under section 22(3) of UGC Act, 1956 and notified in Official Gazette of India dated 19<sup>th</sup> January, 2013 be recognized at par with the other Bachelor level degree for competitive

exam conducted by Union/State Public Service Commission, Staff Selection Commission other such bodies where the eligibility criteria is “Bachelor Degree in any Discipline”

- The UGC with the approval of the Central Government has specified that the B.Voc Degree under specification degree and notified vide Gazette Notification dt.19.01.2013 that B.Voc UG level course with minimum duration of 3 years and entry level qualification is 10 +2

**The UGC further conveyed vide letter dt.04.08.2016:**

*1. Bachelor of Vocational (B.Voc) a Bachelor level degree specified by UGC under section 22(3) of UGC Act, 1956 and notified in Official Gazette of India dated 19<sup>th</sup> January, 2013 be recognized at par with the other Bachelor level degree for competitive exams conducted by Union/State Public Service Commission, Staff Selection Commission or other such bodies where the eligibility criteria is “Bachelor Degree in any discipline”.*

*2. Students with B.Voc Degree should be considered eligible for the Trans disciplinary vertical mobility into such courses where entry qualification is a Bachelor Degree without specific requirement in a particular discipline.*

- M.Voc stands for Master of Vocation and it is a two year post graduate Degree in specialized industry and work skill sets.

## **STUDY PROCESS**

### **Working Days:**

The Centre works for a minimum of 90 days in a Semester as per academic calendar and classes are conducted on all the week days. If necessary, special classes can be held on weekends owing to time constraints.

### **Evaluation:**

The students admitted to various PG/UG and Diploma programmes are evaluated by the University on the basis of internal and external assessment.

## Online Admission 2023 – 2024

### Courses Offered and Eligibility Criteria

Sl. No	Course Name	Subject	Intake	Eligibility criteria for Admission
1	M.Voc (2 Years)	Fashion Technology	20	A pass in any Degree from a University recognized by UGC
2	B.Voc. (3 Years)	Fashion Technology	56	A pass in +2 (or) its equivalent.
3	B.Voc. (3 Years)	Journalism and Mass Communication	56	A pass in +2 (or) its equivalent.
4	B.Voc. (3 Years)	Office Administration and Secretarial Assistance	56	A pass in +2 (or) its equivalent.
5	B. Com (3 Years)	Commerce Subjects Co-operative Management (Elective)	56	A pass in +2 (or) its equivalent.
4	BBA (3 Years)	Business Administration Airline and Cargo Management (Elective)	56	A pass in +2 (or) its equivalent.
6	Diploma (one year)	Tourism and service Industry	56	A pass in +2 (or) its equivalent.
7	Diploma (one year)	Radiographic and Imaging Technology	56	A pass in +2 with Biological Science Subjects (or) its equivalent.
8	Certificate (six months)	Modern Costume Designing And Jewellery Making	25	A pass in +2 (or) its equivalent.

**Note:** If sufficient number of students does not join for a program, the university reserves the right to withdraw the program for that particular period.

# FASHION TECHNOLOGY

## OBJECTIVE

The department offers the following courses:

- i) Master of Vocation in Fashion Technology (MVoc) of two year duration
- ii) Bachelor of Vocation in Fashion Technology (B.Voc) which is a Degree course with multiple exits such as Diploma/Advanced Diploma/B Voc under the NSQF study program.
- iii) Certificate in Modern costume designing and Jewellery making

**M.Voc Program** in Fashion Technology aims to create post graduates with core technical skills and knowledge required for Fashion garment industry. The program structured to provide intensive practical skills in the area of Fabric quality evaluation, Fabric value addition, Pattern and garment making, merchandising and retailing. The course will develop students the ability to develop designs and making of apparels according to the buyer's requirements in the industries.

**B.Voc programme** is exclusively designed for Passionate students and it aims to develop young dynamic talent capable of providing techno - managerial solutions to the industry with a balanced amalgam of operation and strategic thinking capabilities. It is designed to facilitate students to excel in understanding and integrating the areas of technology and management for the garment industry. Experienced faculty helps the Department to stay competitive and maintain the long standing tradition of providing highly trained personnel in garment manufacturing setups.

**Certificate programme** is designed to make students self-reliant and financially independent by providing vocational training in Modern Costume Designing and Jewellery Making through which one either can start up something of their own or take - up a job. For women, this will enable them to work from home and they can continue in their traditional role as homemaker and yet earn.

## Facilities

- Pattern making and Draping Laboratory
- Garment construction laboratory
- Textile testing and wet processing Laboratory
- Illustration Laboratory

# **JOURNALISM AND MASS COMMUNICATION**

## **OBJECTIVE**

The department offers a three year course in Bachelor of Vocation in Journalism and Mass Communication (B.Voc), with the core areas being journalism, film studies, television, radio, short film, documentary, and new media, with multiple exits such as Diploma/Advanced Diploma/B.Voc under the NSQF study program. The students gain balanced inputs in both theory and practice of mass communication. Looking beyond just scholarly gain and aiming at producing media professionals, this department relies heavily on practical training and regular internships, apart from applicable theoretical knowledge. With high-class professional expertise and faculty members, the department also aims to redefine education in the age of the internet.

## **Facilities**

- A computer lab enabled with various software's used in media industry
- Workshops conducted by professional expertise from respective industries.
- Industrial visits.
- Practical training with the aid of professional equipment including latest still and digital cameras which will be overseen by experienced technical assistants.

# **OFFICE ADMINISTRATION AND SECRETARIAL ASSISTANCE**

## **OBJECTIVE**

Smooth functioning of any organization depends upon the way various activities are organized, the facilities provided to the staff working in the office, the working environment, tools and equipment used in office. The primary objectives of office administration curriculum are to have sufficient exposure to the realities of the business world, through academic instructions closely coordinated with the business community; to have common foundation of knowledge and understanding concerning modern business through a core program consisting of general education

and professional office administration; and to provide proper motivation for professional growth. B.Voc. in Office Administration and secretarial assistance is a three year degree program designed to provide students with knowledge and skills in business management and office processes needed in different workplaces such as general business offices, legal or medical offices. The program prepares students to be able to carry out clerical, administrative, supervisory, secretarial and managerial tasks in an organization. Imparting practical training to the students through internship in result oriented organizations is an integral part of the course.

## **B. Com. (Bachelors of Commerce)**

### **OBJECTIVE**

B.Com course is designed to teach students the managerial skills and competencies required in commerce. The three-year degree course provides students with a thorough grounding in the fundamentals of business communication, accounting, statistics, economic policies, taxation, marketing, law and Co-operative Management.

B.Com Co-operative Management is a course designed to inculcate a wide range of professional and interpersonal skills in the field of economic societies, rural and urban banking, etc. with many MNCs setting up offices in India's rural sector, the course helps the candidates improve their understanding of management in the co-operative economic models. B. Com in Co-operative Management is a course that guides students in acquiring specialized theoretical and practical knowledge and will equip them to do advanced studies in the allied areas. The B.Com Co-operative Management course also aims to prepare students towards entrepreneurship and competing for the co-operative opportunities in the industry. B. Com Co-operation job scope is extensive, ranging from business development trainee to business analyst in both private and public sectors.



## **B.B.A. (Bachelor of Business Administration)**

### **OBJECTIVE**

The overall objective of the B.B.A program is to educate and prepare students with the needed knowledge and skills, analytical ability as well as a managerial perspective that is needed in the highly competitive business environment. Enrolling in the B.B.A program will allow students to come out of their comfort zone and explore various business trends as well as they will be able to challenge themselves, acquire business skills, team work and communication skills. The B.B.A program will allow students to adapt to the ever-changing business environment and to gain flexible management skills.

## **TOURISM & SERVICE INDUSTRY**

### **OBJECTIVE**

The course Diploma in Tourism and Service Industry aims to familiarize the students with a brief background of tourism, its concepts, development and scope with special reference to India. Considering that tourism industry is experiencing a phenomenal growth world over, a student who has studied this course would be equipped to work in a travel agency or as a tour guide and also inspires the participants to start a travel agency.

Students are expected to combine theory with practice and exhibit their skill with a sound knowledge of Tourism. Students are fortified with useful tourism knowledge to enter travel and tourism market and contribute effectively and efficiently to organizations within this field. They get an early exposure to the industrial life at the time of three to four weeks long Internship programs both in Travel and Hospitality industry. Industrial visits and study tours will be held as part of the syllabus which will help students to gain organizing skills and practical knowledge.

## **RADIOGRAPHIC & IMAGING TECHNOLOGY**

### **OBJECTIVE**

The Diploma in Radiographic & Imaging Technology (Radiographic & Imaging Technology) is a course under NSQF study program. The students pursuing this course are expected to obtain the sound skill and deep knowledge on the diagnosis process where imaging techniques are used to scan the internal organs and parts of human anatomy. The course intends to provide understanding of radiological techniques and radio biology. The aims are to provide trained manpower for skilled handling of modern imaging equipment like X-ray, CT scan, MRI, Mammography, Cath lab, and Ultrasonography.

The course is helpful for a deeper understanding and practical training in the area of Anatomy, Physiology, Pathology and Surgery & Medicine. The students who complete the Radiographic and Imaging technology will be capable of doing basic diagnosis and radiography. Students will get practical training and understanding of radiological equipment during the time of their internship.

In India, the number of Hospitals with Radiology Department with X-Ray, CT scan, MRI & Mammography facilities might be more than a lakh, for these Health care Institutes qualified “Medical Imaging Technologists” are in great demand, this makes the course more significant.

## **MODERN COSTUME DESIGNING AND JEWELLERY MAKING**

### **OBJECTIVE**

Certificate Course in Modern Costume Designing and Jewellery Making aims to equip the students with core technical skills and knowledge required for Fashion garment industry. The program structured to provide intensive practical skills in the area of Fabric quality evaluation, Fabric designing, Pattern and garment making. The course will develop students the ability to develop designs and making of apparels according to the buyer's requirements in the industries.

## FEE STRUCTURE

Sl. No	Particulars	B.Com & BBA	M.Voc Courses	B.Voc Courses				Diploma Courses	
			M.Voc Fashion Technology	B. Voc Fashion Technology	B. Voc Journalism and Mass Communication	B. Voc Office Administration & Secretarial Assistance	Diploma in Tourism & Service Industry	Diploma in Radiography & Imaging Technology	
1.	Tuition Fee (Per Semester)	8,750	18,000	10,500	10,500	10,500	10,000	12,500	
2.	Registration Fee	40	40	40	40	40	40	40	
3.	Matriculation Fee	100	100	100	100	100	100	100	
4.	Recognition Fee	150	500	500	500	500	500	500	
5.	Identity Card Fee	100	100	100	100	100	100	100	
6.	University Development Fund	1,000	1000	1000	1000	1000	1000	1000	
7.	Laboratory Fee (Per Semester)	750	3,000	3,000	3,000	3000	2,400	3,600	
8.	Caution Deposit (Refundable)								
	Laboratory	500	1000	1,000	1,000	1000	500	1,000	
	Library	500	500	500	500	500	500	500	
9.	Alumni Association Fund	100	200	100	100	100	100	100	
10	Internet Fee (Per Annum)	200	200	200	200	200	200	200	
11	Sports Fee (Per Annum)	200	200	200	200	200	200	200	
12	Student Welfare Fund (Per Annum)	100	100	100	100	100	100	100	
13	Library Fund (Per Annum)	300	500	300	300	300	300	300	
14	Infrastructure Development Fund (Per Annum)	1,500	1500	1500	1500	1500	1500	1500	
15	Field Study and Tour Fund(Per Annum)	0	500	500	500	500	500	500	
16	Group Medical Insurance (One time)	290 (Per Annum)	290	290	290	290	290	290	
17	Placement Activity Fund (One time)	500	200	500	500	500	500	500	
18	Skill Sector Council Assessment fee (one time)	0	800	800	800	800	800	800	
19	Medical Examination immunization Fee	0	0	0	0	0	0	300	
<b>TOTAL</b>		<b>₹ 15,080</b>	<b>₹ 28,730</b>	<b>₹ 21,230</b>	<b>₹ 21,230</b>	<b>₹ 21,230</b>	<b>₹ 19,630</b>	<b>₹ 24,130</b>	

Fee for Certificate Course in Modern Costume Designing & Jewelry Making fee is ₹ 6,990

## Important Instructions:

- *If the tuition fee is not paid by the students, within the stipulated time from the due Date, their names will be removed from the rolls without any intimation.*
- *If not paid by the last date, fine to be paid at ₹5 /day for the first 10 days and thereafter ₹10 /day up to the last day of the month in which the fee is due. After that the readmission fee of ₹1000/-plus UDF ₹500/- are to be paid along with the fee arrears with fine. Readmission will require Vice Chancellor's approval.*

## Payment of Fees

All the students of Diploma/Degree/MVoc programs shall pay the fees to the Centre at the time of **Admission and for the Subsequent Semesters within ten days from the beginning of the Semester**. Examinations fees shall be payable on or before the last date prescribed in this regard. If above date fall on Saturdays or any other holidays, the last date for payment of the above fees will be the preceding working day.

## Refund of Fees, Caution Deposit

If after having paid the fees, a candidate desires to discontinue he/she shall be refunded the entire fee after deducting ₹1000/- provided he/she discontinues on or before **01.09.2023**. Laboratory and library caution deposits are refundable, on an application from the student. If any student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her leaving the Centre, it shall be deemed to have been donated by him/her to the student's Aid Fund. The period of one year shall be reckoned from the date of due to be taken by the student or the date from which his/her name is struck off from the roll of the Centre whichever is earlier.

**If a student owes any money to the Centre on account of any damage he/she may have caused to the University property, it will be deducted from the deposit due to him/her.**

## Conduct & Discipline

### Student Discipline

Students enrolled at Mahe Centre must recognize their responsibilities towards the faculty, office staff and fellow students. Failure to maintain appropriate standards of conduct will attract disciplinary action.

The Centre believes that duty, decorum and discipline are the hallmarks of a good student. Students with such qualities alone can prove to be productive manpower with an appreciable value system. Therefore erring students would be subjected to certain disciplinary code. The following acts would be deemed to be acts of indiscipline. Any overt or covert act leading to ragging and eve teasing, disruption of class room activities or disturbing the studies of other students or marring the operations of the Centre or its educational activities or harming the health or safety of staff or

students or damaging the centre property or possession of any intoxicants or illicit drugs or weapons in the campus of Mahe Centre, misconduct during examination, production of false information or documents for admission, purpose and the failure to return loaned materials or settle debts with the Centre.

## **Prohibition of Ragging**

Ragging in any form is strictly prohibited. If any incident of ragging comes to the notice of the authority, the concerned Student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution.

The Centre will not show any mercy to a misbehaving student and would initiate disciplinary action whenever occasion demands. At the time of admission, every student and his/her parent/guardian shall be required to sign a declaration to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Centre Head and the other authorities of the Centre.

All powers relating to discipline among the students are vested in the Centre Head. The Centre Head may delegate all or any of his/her powers as he/she deems proper to any of the Officers of the Centre specified by him/her. The Centre Head's decision shall be final in all matters of punishment of the students for violation of any of the rules and regulations of the University.

## **Specific Rules for Student Discipline**

- ❖ Students are expected to use only courteous and polite language and behave with decorum with the faculty members and the staff of the Centre.
- ❖ Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should abstain themselves from violence.
- ❖ Students shall not talk or act in any manner outside the institution in a way that would bring disrepute to the Centre.
- ❖ The students shall be regular and punctual in attending classes and all activities connected with the Centre.
- ❖ Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.
- ❖ The students shall observe strict silence in the class irrespective of the presence or absence of the faculty member.
- ❖ No student is permitted to leave the classroom during class hours.
- ❖ Students should not leave the class or attend it late under the pretext of paying fees, visiting the library etc.

- ❖ Students are expected to read notices/circulars displayed on the Centre Notice Board. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse failing to comply with the directions contained in it.
- ❖ All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
- ❖ While attending functions organized by the Centre, the students will conduct themselves properly.
- ❖ Spitting, smoking and throwing bits of paper inside the University campus must be avoided.
- ❖ Students are forbidden from entering the University office and the staff rooms during unspecified hours.
- ❖ Students are prohibited from damaging the building or any other property of the University in any way. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
- ❖ Representation of complaints and grievances may be made individually to the Centre Head through the Class Teacher concerned or Discipline-cum-Grievance committee.
- ❖ No meeting/function of any kind shall be held in the campus premises without the written permission of the Centre Head.
- ❖ No notice of any kind shall be circulated among students or displayed on black boards or on notice board without the written permission of the Centre Head. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Centre Head.
- ❖ The Centre Head will deal strictly with students who play a leading part, by organizing or assisting in strikes.
- ❖ The students are expected to take up all assignments, tests and examinations of this Centre of Pondicherry University seriously and would try to perform the best.
- ❖ Misconduct during examination, production of false information or documents for admission purpose and the failure to return loaned materials or setting debts with the Centre would be seriously dealt with.
- ❖ In this campus various courses are conducted simultaneously and hence, students should observe SILENCE within the campus.
- ❖ Ragging and Eve Teasing are considered as crime and strictly prohibited by an act promulgated by the Government of Puducherry with the penalty of ₹. 10,000/- and two years' imprisonment. If any student indulges in any form of ragging or Eve-Teasing inside the University Centre premises or outside, he/she/ will be summarily expelled from the University.

- ❖ Each student of the Mahe Centre must possess Student Identity Card with his/her photograph affixed on it, duly signed by the Centre Head. The students must compulsorily wear the Students Identity Card inside the Campus.
- ❖ **Students shall come clean, tidy and modestly dressed in Uniform. Students not in Uniform would be marked as absent for that particular day. If non-adherence to this rule is reported against a student often, severe action may be initiated against him/her.**
- ❖ Students should not involve themselves either directly or indirectly in any form of politics either inside or outside the College during their period of study. If a student fails to comply with this regulation, strict disciplinary action will be initiated against the student which may even result in the restriction of the student from the Mahe Centre.
- ❖ **Use of mobile phones within college campus is strictly banned. Violation of this rule by any student would result in impounding of the cell phones and strict disciplinary action against students.**

## ATTENDANCE RULES

- ❖ Student should attend all classes regularly and punctually.
- ❖ Student must be punctual to each lecture hour. Students coming late to the class by more than five minutes will not be given attendance for that period.
- ❖ Although the university prescribes a minimum of 75% of attendance, the college insists on regular attendance in all classes. Students are eligible for scholarships only when they earn more than 90% attendance.
- ❖ CBCS Regulations: No students with less than 75% in any particular course shall be permitted to attend the end semester examination and shall be given grade FA- failure due to lack of attendance. However, an overall condonation of 10% is permitted for valid reasons (NCC, NSS, Swachh Bharat) or medical reasons. A student who has been awarded FA shall repeat the course when offered. The Principal/Head of the department shall ensure that the candidate is informed about the lack of attendance before commencement of end of semester examination and confirm that such candidates are not permitted to write the examination.
- ❖ Students are not permitted to absent themselves without prior permission.
- ❖ An application for leave must be submitted in the prescribed form well in advance or at least a day before the leave is required.
- ❖ When absence without prior information is unavoidable, the leave application must be submitted on the day of return of the college after leave period.



- ❖ Even with prior permission, if a student absents oneself, even for a single hour, the student would be considered as absent for the whole session.
- ❖ Absence without leave for even a part of the day will be counted as absence for one day.
- ❖ Students without identity card and proper uniform will be marked absent.
- ❖ If a student absents for three continuous working days without any notice, he or she will be removed from the rolls.
- ❖ Removal of the names from the rolls shall entail forfeiture of attendance till the date of re-admission.
- ❖ In case of any violation of rules and regulations by the student, action initiated against the student may include a warning or course suspension or expulsion from a particular class or from the college, withholding of official documents, withdrawal of campus privileges and any other action which the college authorities deem appropriate that time.

## **LIBRARY RULES**

- ❖ The library is open to all the students and staff of PUCC
- ❖ Readers are not allowed to enter the library with their personal belongings
- ❖ Readers are prohibited from engaging in any activity which may disturb or distract the attention of other readers
- ❖ Each student of the Community college, Mahe Centre will be issued two tickets. A book will be lent to a reader only in exchange of one of his/her tickets which will be returned to the reader when he/she returns the book.
- ❖ Date label and book pockets shall not be tampered with. Serious notice will be taken on any violation of this rule.
- ❖ Library tickets are not transferable. A reader who lost a ticket shall follow the stipulated process including remittance of ₹50 as a fine to get another ticket. In case he/she happens to get the ticket at a later date, the reader should return the same immediately.
- ❖ A reader who fails to return a book on the due date will be charged a sum of 50 paise per day as fine till he/she returns book. Such a reader will be allowed to use the library till the book is returned and fine paid.
- ❖ At the end of each semester before receiving the hall ticket, the student should return all the books to the library. Without a clearance certificate (NO DUE) to this effect from the Librarian, the Centre will not permit a student to write the End Semester Examination.

- ❖ The Provisional Certificate shall be issued to the students only after they return all the books and remit dues outstanding against them.
- ❖ A book may be renewed for a further period of a fortnight provided: (a) No other reader has applied for the book in the meantime and (b) not more than two consecutive renewals are made for the same book.
- ❖ In the case of books for which there is an exceptional demand, the period of loan may be reduced to fifteen days.
- ❖ The Librarian in exigencies may recall any book at any time even if the normal period of loan has not expired and readers are not allowed to sub-lend the books of the library.
- ❖ Dictionaries and books which might be difficult to replace and such other books declared as Reference books shall not be loaned.
- ❖ Readers shall be responsible for any damage done to books or other property belonging to the library of the college. If the replacement of the books or other properties is not possible, four times the value of book/property may be collected from the student concerned.

### **IMPORTANT NOTE**

Centre reserves right to make changes in the information provided herein. This cannot be quoted for any sanction. Notwithstanding the information given in the prospectus, the Centre has the ultimate right to decide on any issues as per its rules and regulations.