



PONDICHERRY UNIVERSITY COMMUNITY COLLEGE MAHE CENTRE (A Constituent College of Pondicherry University)



PROSPECTUS
2025 - 26



മാതൃഭൂമി 2025 മാർച്ച് 08 • ശനിയാഴ്ച KTYKNR

II നാട്ടുവർത്തമാനം

വനിതാ തൊഴിലാളികളെ ആദരിച്ചു

മണ്ണി വനിതാദിനം

മണ്ണി • പോങ്ങല്ലൂരിൽ യൂണിറ്റിലെ വനിതാ സെക്രട്ടറി വനിതാദിനം ആഘോഷിച്ചു. മേമ്പാടി കോൺട്രി ക്ലബ്ബ് കളിപ്പാലത്തിൽ നടന്ന ചടങ്ങിൽ വനിതാ തൊഴിലാളികളെ ആദരിച്ചു. പോങ്ങല്ലൂരിൽ യൂണിറ്റിലെ സെക്രട്ടറി അമൽ ഫാ. എ.പി. രാജൻ അദ്ധ്യക്ഷത വഹിച്ചു. സജിത മോഹൻ, ജയശ്രീ, ശാലിനി, കെ.വി. വിജയ, സി. രമ, കെ. അനീത, സി. ബിനു, മോണ, റിമിത, ഹാണ, സി. ഡേവിഡ്, താമര, മേനോൻ എന്നീ ശുപാരികളെ തൊഴിലാളികൾ വിദ്യാർത്ഥികളുമായി സംഗമിച്ചു.

പോങ്ങല്ലൂരിൽ യൂണിറ്റിലെ സെക്രട്ടറി അമൽ ഫാ. എ.പി. രാജൻ വനിതാ തൊഴിലാളികളെ ആദരിക്കുന്നു.





PONDICHERRY UNIVERSITY
COMMUNITY COLLEGE, MAHE CENTRE
(A Constituent College of Pondicherry University)

PROSPECTUS
2025 - 26

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Prof. D. LAZAR

CONTROLLER OF
EXAMINATIONS

Shri. SADANAND G. SWAMI

CENTRE HEAD
Mahe Campus

Prof. M. P. RAJAN



VICE CHANCELLOR'S MESSAGE

Welcome to Pondicherry University Community College, Mahe. As we navigate the rapidly evolving landscape of higher education, we remain committed to fostering academic excellence, innovation, and inclusivity. Our Community College, Mahe offers a range of courses designed to equip students with the skills, knowledge, and values necessary to thrive in an ever-changing society. I invite you to explore our programmes for joining our vibrant community of learners. Together, let us embark on a journey of discovery, growth, and transformation.

Prof. P. PRAKASH BABU
(Hon'ble Vice Chancellor)



CENTRE HEAD'S MESSAGE

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 / she becomes an asset to his / her family, the society and the nation. Higher education is evolving to better prepare students for the demands of the modern workforce. By reimagining curricula, emphasizing soft skills, fostering industry partnerships, and integrating technology, colleges and universities are equipping students with the tools they need to become industry-relevant and job-ready.

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. It has 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 Research University located in Kalapet, Puducherry, India. It was established by an Act of Parliament in October 1985 under the Department of Higher Education, Ministry of Education, Government of India. The University serves as an affiliating institution with jurisdiction extending over the Union Territories of Puducherry, Lakshadweep, and the Andaman & Nicobar Islands.

The University is committed to the dissemination and advancement of knowledge through teaching, research, and extension activities. It also strives to promote interdisciplinary studies and introduce integrated and innovative courses that align with current academic and industry trends.

The President of India serves as the Visitor of the University, the Vice President of India acts as the Chancellor, and the Lieutenant Governor of Puducherry serves as the Chief Rector. The University's jurisdiction spans the Union Territory of Puducherry—including Puducherry, Karaikal, Yanam (Andhra Pradesh), Mahe (Kerala)—as well as the Union Territories of Andaman and Nicobar Islands.

The University's motto, *Vers la Lumière*, translates to "Towards the Light." The main campus is situated in Kalapet, approximately 10 km from the town center. Pondicherry University has signed Memorandums of Understanding (MoUs) with several prestigious national and international institutions to foster academic collaboration and faculty development.

The University also boasts a dedicated placement cell, supporting students from its departments, community colleges, and affiliated institutions in securing placements in top-tier firms, industries, and multinational companies.



PONDICHERRY UNIVERSITY COMMUNITY COLLEGE-MAHE CENTRE

Pondicherry University-Mahe Centre is an extension 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 has created a model of employment oriented education with adequate mutual collaboration and co-operation with its industry partners.

Objective

The main objective is to offer job oriented courses based on perceived community demands for specific man power 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 contribution in accelerating India's economy by gaining suitable 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 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. In addition, 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 qualified teachers and experienced professionals in different skill sectors. Teaching faculty and Resource Persons are recruited on need-basis from time to time.
- Centre assists the students in identifying placements.
- 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 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.



College Timings

The class timing is scheduled from 9.30 am to 5.30pm [Monday to Friday]

Facilities

Class Room

Class rooms are well ventilated and equipped with modern teaching and learning equipment. Well-equipped classrooms makes teaching & learning more effective.

Computer Lab/ Laboratories

The Centre has:

- Common computer lab with internet facility
- Well-equipped workshop for Apparel, make-ups and home furnishing.
- Journalsim Lab
- Fashion Lab

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)'s Study Centre.

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	₹ 100/- per programme
2.	For SC / ST candidates	₹ 50/- per programme*
3.	For Physically / Visually Challenged candidates	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 2025-2026 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 the 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 ready Debit Card or Net Banking or UPI payment details for making online payment of application fees.

5. 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.

6. 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.

- Photograph and signature should be scanned as JPG/JPEG files
- All other documents must be scanned as PDF files.

7. Students who have been awarded grades from other Board of Examinations should compulsorily scan the grade conversion formula or table as second page in the PDF file.

8. 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.

9. 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.

10. A candidate has to pay application fee individually for each programme applied for.

11. 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.

12. Provide the mobile number which can be used by the College for sending SMS.

Age

For all Under Graduate / B.Voc / Diploma Certificate programs, the candidate should be above 17 years as on 1st July 2025

RESERVATION POLICY*

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

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

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

NEP 2020 – Major Highlights

Government of India has launched the National Education Policy (NEP 2020) encompassing radical changes in the delivery and governance of Higher Education in India. Pondicherry University has adopted to implement the NEP curriculum framework from the Academic Year 2023-24.

Pondicherry University NEP Regulations provide clear procedure for implementation of different provisions of NEP in Higher Education in terms Undergraduate Degree (Honours / Honours with Research) programmes. The University seeks to enforce the academic disciplines to align with the spirit of NEP in terms of entry-exit requirements, academic bank of credits and credit transfers. The regulations are poised for skill development, inter/multi-disciplinary learning, wider access and inclusiveness and entrepreneurship.

- NEP – Regulations are applicable from the Academic Year 2023-24.
- All Schools / Departments are mandated to launch Integrated UG (Honours / Honours with Research) with entry – exit facility.
- The academic programs will have lateral entry facility in all the years of study.
- First year ends with the award of a Certificate, second year with a Diploma, third year with a UG degree and 4th year ends with an Honours / Honours with Research Degree.
- Skill development and holistic- multi-disciplinary learning are the focus of NEP.
- Summer vacation is proposed for conducting Internships / field studies / exploring / scientific innovations / conducting social / community outreach programmes and other similar field / work related programmes.
- The Curriculum Framework designed by UGC for implementing NEP 2020 specifies that all Undergraduate (UG) degree programmes are to be for a period either for 3 years or for 4 years leading to award of UG or UG (Hons) Degree.
- All UG courses shall focus on conceptual understanding and development of critical thinking in a given field of study, incidentally the skills such as communication, team work, and leadership shall embodied in teaching-learning process to facilitate for career option in the given field of specialization.
- All Academic Programmes offered under NEP shall be stylized in terms of credits. Each course / subject in a given Programme of study shall carry certain number of credits which will be awarded on completion of the said course.

Breakup of Credits and Courses:

Every Undergraduate (UG) programme offered by a College shall conform to the Structure specified by the UGC's Framework, 2023. A student of 3 year UG programme is mandated to complete a minimum of 120 credits and the student of 4 year Honours degree shall complete 160 credits.

A UG student shall complete the following courses under different heads as listed below:

1. Major Disciplinary Courses
2. Minor Disciplinary Courses
3. Multi-Disciplinary Courses
4. Ability Enhancement Courses
5. Skill Enhancement Courses
6. Value added / Common Courses
7. Internships and Community Service based projects
8. Research Project work for Honours degree

Skill-Based Undergraduate Programmes (3-Year / 4-Year Honours / Honours with Research)

In line with the vision of promoting skill-based higher education, the University Grants Commission (UGC) has introduced programmes that integrate specific job roles with a broad-based general education. These programmes aim to bridge the gap between academic knowledge and industry requirements, fostering both theoretical understanding and hands-on experience.

At Pondicherry University Community College, Mahe Centre, the curriculum is designed to align with the National Skills Qualification Framework (NSQF), enabling students who have completed their 12th standard or equivalent to pursue higher education that is practical, industry-oriented, and employment-driven.

These undergraduate programmes focus on empowering students particularly those from marginalized communities by enhancing their skill sets, boosting employability, and improving livelihood opportunities. The courses aim to cultivate industry-relevant competencies, entrepreneurial thinking, and practical marketing techniques, thus preparing students to meet the demands of the modern job market with confidence.

Salient Features of the Scheme

- B Voc Courses are of Three year duration with the provision for vertical mobility and lateral entry and exit.
- 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 1st, 2nd or 3rd 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 19th January, 2013 is 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 comes under specification degree and notified vide Gazette Notification dt.19.01.2013 that B. Voc UG level course is 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 19th 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.

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 2025 – 2026
Courses Offered and Eligibility Criteria

Sl. No	Course Name	Subject	Intake	Eligibility criteria for Admission
1	B. Voc. (3 Years)	Fashion Technology	25	A pass in +2 /VHSC (or) its equivalent.
2	B. Voc. (3 Years)	Journalism and Mass Communication	25	A pass in +2/ VHSC (or) its equivalent.
3	B. Voc. (3 Years)	Office Administration and Secretarial Assistance	25	A pass in +2/ VHSC (or) its equivalent.
4	B. Com (3years /4 Years Honours/ Honours with Research)	Commerce Subjects Co-operative Management (Major Disciplinary / Interdisciplinary Courses)	25	A pass in +2/VHSC (or) its equivalent having Accountancy with Commerce/Business Studies. For lateral entry, candidates who passed Diploma in Commerce or Diploma in Modern Office Practice (3 years course) awarded by Directorate of Technical Education of Tamil Nadu or other states shall be admitted to the second year of B. Com Degree Programme.

Note: If sufficient number of students not join for a programme, the University reserves the right to withdraw the program for that Academic year.



FASHION TECHNOLOGY

FASHION TECHNOLOGY

OBJECTIVE & COURSE OFFERED

The department offers the following courses:

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.

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.

Facilities available.

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



Journalism and Mass Communication

JOURNALISM AND MASS COMMUNICATION

OBJECTIVE & COURSE OFFERED

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 available.

- 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.





BACHELOR OF COMMERCE

B. Com. (3 Years / 4 Years Honours / Honours with Research)

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. For details, refer the link: <https://tinyurl.com/PUCO-OPM>

B.B.A. (3 Years / 4 Years Honours / Honours with Research)

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. For details refer the link:

<https://tinyurl.com/PU-BBA-GEN>





OFFICE ADMINISTRATION

COURSE ON OFFICE ADMINISTRATION AND SECRETARIAL ASSISTANCE

OBJECTIVE AND COURSE OFFERED

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..



FEES STRUCTURE

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

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 01.09.2025. 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. 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 dues 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 opportunity 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 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.
- 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

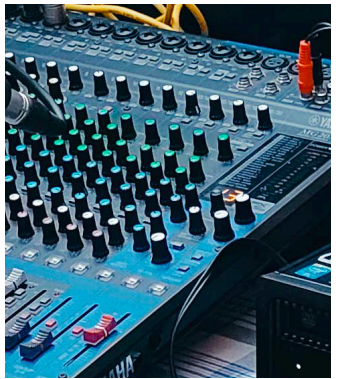
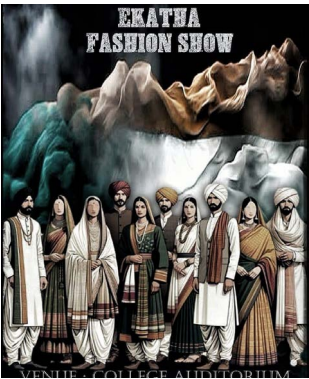
- > The library is open to all the students and staff of PUCC, Mahe.
- > Readers are not allowed to enter the library with their personal belongings.
- > Readers are prohibited from engaging in any activity which may disturb or distract the attention of other readers.
- > Each student of the Community 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 ₹1 per day as fine till he/she returns the book. Such a reader will not 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 DUES) 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.

Notepad

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' Cultivation of mind should be
the ultimate aim of human existence.'

Dr. Babasaheb Ambedkar

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