



PONDICHERRY UNIVERSITY

(A Central University)



PROSPECTUS 2019-2020

Directorate of Distance Education
Courses Approved by Distance Education Bureau (DEB), UGC



Pondicherry University

(A Central University Established by an Act of Parliament No.53 of 1985)

Accredited with "A" Grade by NAAC



Prospectus 2019-20

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It is the student's responsibility to read and be familiar with the policies and regulations as laid down in this brochure. In case of any dispute, ignorance of regulations cannot be used as an excuse.

Directorate of Distance Education

(Makes Higher Education Affordable & Accessible)

PONDICHERRY UNIVERSITY
Administrative Structure of DDE

Visitor	Shri. RAMNATH KOVIND His Excellency, President of India
Chancellor	Shri. M. VENKAIAH NAIDU His Excellency, Vice-President of India
Chief Rector	Dr. KIRAN BEDI, IPS (Retd.) Her Excellency, the Lt. Governor of Puducherry
Vice-Chancellor	Prof. GURMEET SINGH
Director SEI & RR	Prof. S. BALAKRISHNAN
Director C & CR	Prof. RAJEEV JAIN
Registrar (I/C)	Dr. B. CHITHRA
Finance Officer	Shri. A.K. PRAKASH
Controller of Examinations (I/C)	Prof. D. LAZAR
Director (I/C)	Prof. SIBNATH DEB
Assistant Director	Dr. Arvind Gupta
Assistant Professors	Dr. A. Punitha Dr. V. Umasri Dr. Sk. Md.Nizamuddin
Assistant Registrar	Mr. S. Murugaiyan
Section Officers	Dr. L. Veerappan Mr. K. Ramachandran
Private Secretary	Mrs. K. Petchiammal



Message from the Vice-Chancellor



It is the time in India where the Government of India is making efforts to fine-tune and revamp Distance Education in the country. This quality check is done to ensure that updated and effective teaching and services are provided to every recipient as is the case of the students who have opted for the regular mode of studies. At this stage of increasing prominence, Pondicherry University expresses its enthusiasm to join the mission of making education accessible to every corner of the nation.

At the Directorate of Distance Education of Pondicherry University, we offer several Under Graduate, Post-Graduate and MBA programs which are well coordinated with all the twinning centres of the country. Since its inception in 1995, the Directorate of Distance Education has been upholding its legacy with over 2,50,000 students serving the society in their areas of expertise. Our association with a mix of students from different sections of the society has been worth cherishing and they include professionals who wanted to add value to their credentials, students who could not pursue higher education for variety of reasons including financial constraints and people who aspired to continue learning later in life. The increasing demand for each of these courses over the years validates this prestigious mission that our University is trying to complete in.

Aspiration to continue learning is a key determinant of an individual's positive outlook towards life. Here we are building the right platform for learning and growth for all our stakeholders. I would like to congratulate every aspiring student of DDE, Pondicherry University on their decision to pursue higher education and wish them all great success in their path to excellence.

PROF. GURMEET SINGH

Vice-Chancellor, Pondicherry University

Message from the Director, DDE



The robust nature of education makes it the most promising tool across all sectors of India that every step should be taken to resonate its spirit to the promising manpower of the nation. The benefits of uplifting education as a fundamental right have been manifested in the form of the country's progression. Evidently, the growth in enrolment rates in higher education is impressive, but is not as great as that is in other developing countries. This is the right juncture where the concept of education on distance mode finds its relevance. Appreciably, the Ministry of Human

Resource Development (MHRD), Government of India had provided equivalence of certificate for the courses offered by Open and Distance Learning Institutions to that of the courses offered by universities on regular mode. Working within the same orbit of formal education, students of distance education could now also envisage higher career prospects and opportunities as any student on regular mode of education.

Impartation of higher education opens a vista of far-reaching potency to large number of youth and knowledge aspirants in the country who are unable to access education after a certain point of time. Non-availability of suitable opportunities, affordability concerns, high standards of admission and poor academic history, demand on time, inaccessibility, and other situational factors might be a few of the curtailing reasons. Noticeably, the number of people who aspire for higher education and looks at education as a lifelong process, are numerous and Distance Education mode is exactly for those multitudes. The Directorate of Distance Education at Pondicherry University aims to reach out to the whole of our nation by emanating knowledge through academic programs of quality and relevance that are skill-based, professional and job-driven. Our in-house teaching and learning assistance, advanced e-learning facilities and Personal Contact Programs (PCPs) are much appreciated in the sphere of distance education. Along with providing classes at all our twinning centres, we also ensure cover-to-content quality of the study materials, thereby, marking our distinctive presence in higher education facilitation. We honour our societal obligation as much as how we are watchful of our quality maintenance, by providing fee concessions for those who deserve support.

Benefiting from the advent of Information and Communication Technology in education, we believe in widening our circumference and providing equal opportunity for all, to learn and grow in directions they dream of. In coherence with the nation's growth, we work towards creating an educated and progressive society of eminence, principles and codes.

I congratulate all the students who have wisely grabbed this opportunity to chase their dreams and extend them a hearty welcome to the world of knowledge and wisdom.

PROF. SIBNATH DEB
Director (I/C),
Directorate of Distance Education, Pondicherry University

LEGAL JURISDICTION

With regard to any dispute arising in all matters including admission, returning of original certificates, sending of study materials, personal contact program, examination, remittance of fees, etc., it is specifically stated hereby that any aggrieved shall first send a written representation to concerned authority for actions & proceedings as per the Pondicherry University Act 1985, its Statutes / Ordinances / Circulars on subject and that offices / forums / under said Special State & Central Act shall alone have Jurisdiction on all said disputes / claims in course of activities of University. It is also specifically stated hereby that in the event of any other disputes / claims being entertained by legal actions (including Suit / Complaint / Dispute / Appeal) under any applicable Laws, only the Courts / Forums / Tribunals / High Court having Jurisdiction over subject & Union Territory of Pondicherry shall alone have exclusive Territorial Jurisdiction for all purposes. For all said purposes, University shall always sue & be sued as “Pondicherry University – represented by its Registrar” and thus any such legal proceedings shall not be against Vice-Chancellor, Directors, Deans/Director, Directorate of Distance Education or Controller of Examinations or other authorities/ officials of “Pondicherry University”.

CAUTION

The Directorate of Distance Education, Pondicherry University, does not have any tie-up with any Tutorial, Private Agency/Establishment or Computer Centre to conduct coaching classes for its programs. Hence students are warned not to join any Tutorial/Private Agencies/ Computer Centre for the programs offered by the Directorate of Distance Education, Pondicherry University.

Any one enrolling with such institutions will be doing so at his/her own choice and the Directorate will not be responsible.

DIRECTOR
Directorate of Distance Education
Pondicherry University
(A Central University)
R.V.Nagar, Puducherry - 605014

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I. INTRODUCTION

Pondicherry University, located in Puducherry, the capital city of the Union Territory of Puducherry, is one of the fastest growing Central Universities of India. The University which spreads over 800 acre lush green campus on the sea shore of Bay of Bengal, is an ideal place for academic and research pursuits.

Conscious of its role and responsibilities as a Central University, besides offering innovative on-campus programs, the University, in order to reach out to the students who could not realize their dreams in the on-campus stream, forayed into the field of Distance Education in the academic year 1995-96. Ever since, Pondicherry University has established a mark of its own in the national map of Distance Education.

The fact that more than 2,50,000 students have enrolled in various distance mode programs over the years bears testimony to the quality of the programs of the Pondicherry University. The student mix includes those who are employed and prefer to enhance their academic credentials, those who missed out the on-campus learning for various reasons, those who don't have access to higher education, and various categories of disadvantaged groups and segments of the Society.

The Directorate presently offers a number of courses under two modes:

- ❖ Conventional Mode - through Directorate of Distance Education
- ❖ Twinning Mode - through authorized Twinning Centres



Prof. Ved Prakash, Chairman, UGC
Delivering lecture in a Conference on Distance Education,
Organized by DDE, Pondicherry University during Sept.8-9, 2016



A Glimpse of Activities of DDE, Pondicherry University



Prof.H.P Dikshit

Former VC of IGNOU delivering lecture as Guest of Honour



II. PROGRAM DETAILS

i) Courses Offered By DDE

U.G Courses (3 year - Non Semester)

Name of the Course	Code	Eligibility
Bachelor of Commerce	55	The candidate should have passed in any of the stream of: 10+2 or 11+1 or 3 year diploma
Bachelor of Business Administration	56	

P.G Courses (2 year - Non Semester)

Name of the Course	Code	Eligibility
Master of Commerce in Finance	59	Candidate should possess B.Com / BBA / BCS / BBM / BISM / BA(Economics)/ MBA/ Commerce or Accountancy as a subject in UG Degree/ any degree with CA(Inter) or ICWA(Inter)/ CA/ ICWA from a recognized Institution with a mere pass in any of the following streams:10 + 2 + 3 or 11 + 1 + 3 or 11 + 2 + 2 system.
Master of Arts in English	60	Any Degree from a UGC recognized University under 10+2+3 or 11+1+3 or 11+2+2 streams
Master of Arts in Sociology	61	
Master of Arts in Hindi	62	

MBA Courses (2 year -Four Semesters)

Name of the Course	Code	Eligibility
Master of Business Administration in Marketing	36	Any Degree from a UGC recognized University under 10+2+3or 11+1+3 or 11+2+2 streams or any Professional degree.
Master of Business Administration in Finance	37	
Master of Business Administration in International Business	38	
Master of Business Administration in Human Resource Management	39	
Master of Business Administration in General	43	

COURSE STRUCTURE FOR NON-SEMESTER PATTERN

B.Com

First Year	
Paper Code	Paper Title
BCOM 1001	Principles of Management
BCOM 1002	Business Communication
BCOM 1003	Principles of Financial Accounting
BCOM 1004	Business Law
BCOM 1005	Business Economics

Second Year	
Paper Code	Paper Title
BCOM 2001	Financial Management
BCOM 2002	Business Statistics
BCOM 2003	Corporate Accounting
BCOM 2004	Banking Theory, Law & Practice
BCOM 2005	E- Commerce

Third Year	
Paper Code	Paper Title
BCOM 3001	Entrepreneurship Development
BCOM 3002	Elements of Marketing
BCOM 3003	Cost Accounting
BCOM 3004	Management Accounting
BCOM 3005	Auditing

BBA

First Year	
Paper Code	Paper Title
BBA 1001	Principles of Management
BBA 1002	Business Communication
BBA 1003	Principles of Financial Accounting
BBA 1004	Business Law
BBA 1005	Business Economics

Second Year	
Paper Code	Paper Title
BBA 2001	Financial Management
BBA 2002	Business Statistics
BBA 2003	Organisational Behaviour
BBA 2004	Business Environment
BBA 2005	Business Ethics

Third Year	
Paper Code	Paper Title
BBA 3001	Entrepreneurship Development
BBA 3002	Elements of Marketing
BBA 3003	Human Resource Management
BBA 3004	Production & Materials Management
BBA 3005	Accounting for Management Decisions

M.Com (Finance)

First Year		Second Year	
Paper Code	Paper Title	Paper Code	Paper Title
MCOM 1001	Corporate Accounting	MCOM 2001	Managerial Decisions Accounting
MCOM 1002	Management Concepts and Organisational Behaviour	MCOM 2002	Merchant Banking and Financial Services
MCOM 1003	Marketing Management	MCOM 2003	Investment and Portfolio Management
MCOM 1004	Financial Management	MCOM 2004	Statistical Analysis
MCOM 1005	Entrepreneurship Management	MCOM 2005	E - Commerce
MCOM 1006	Business Environment and Law	MCOM 2006	International Trade and Finance

MA (English)

First Year		Second Year	
Paper Code	Paper Title	Paper Code	Paper Title
MAEG1001	British Poetry	MAEG2001	New Literature in English
MAEG1002	British Drama	MAEG2002	Principles and methods of teaching of English
MAEG1003	British Fiction	MAEG2003	Basics of Journalism
MAEG1004	Literacy-Criticism and Theory	MAEG2004	Translation: Theory and Practice
MAEG1005	American Literature	MAEG2005	Linguistics and Stylistics
MAEG1006	Indian Writing in English	MAEG2006	Shakespeare

MA (Hindi)

First Year/प्रथमवर्ष		Second Year/दूसरेवर्ष	
Paper Code	Paper Title	Paper Code	Paper Title
MAHD1001	हिन्दी साहित्य का इतिहास	MAHD2001	भाषाविज्ञान एवं हिन्दी भाषा
MAHD1002	प्राचीन एवं मध्यकालीन काव्य	MAHD2002	प्रयोजनमूलक हिन्दी
MAHD1003	आधुनिक कविता	MAHD2003	अनुवाद विज्ञान
MAHD1004	कथा साहित्य	MAHD2004	भाषा प्रौद्योगिकी
MAHD1005	कथेतर साहित्य	MAHD2005	नई मीडिया एवं हिन्दी
MAHD1006	भारतीय साहित्य	MAHD2006	हिन्दीतर प्रदेश-हिन्दी भाषा एवं साहित्य

MA (Sociology)

First Year		Second Year	
Paper Code	Paper Title	Paper Code	Paper Title
MASY1001	Sociological Concepts	MASY2001	Sociology of Mass Communication
MASY1002	Sociological Thoughts	MASY2002	Urban Sociology
MASY1003	Social Research Methods and Statistics	MASY2003	Industrial Sociology
MASY1004	Sociology of India	MASY2004	Sociology of Education
MASY1005	Rural Sociology	MASY2005	Sociology of Health
MASY1006	Social Movements in India	MASY2006	Project Work

COURSE STRUCTURE FOR SEMESTER PATTERN

MBA -First Year (Common to all MBA Courses)

Semester – I		Semester – II	
Paper Code	Paper Title	Paper Code	Paper Title
MBAC1001	Management Concepts and Organisational Behaviour	MBAC2001	Financial Management
MBAC1002	Managerial Economics	MBAC2002	Marketing Management
MBAC1003	Accounting for Managers	MBAC2003	Human Resource Management
MBAC1004	Business Environment and Law	MBAC2004	Operations Research & Management
MBAC1005	Research Methodology	MBAC2005	Strategic Management

Second Year

MBA (Marketing)

Semester –III		Semester - IV	
Paper Code	Paper Title	Paper Code	Paper Title
MBMM3001	Consumer Behaviour	MBMM4001	Rural Marketing
MBMM3002	Marketing Research	MBMM4002	Services Marketing
MBMM3003	Industrial Marketing	MBMM4003	Advertising and Sales Promotion
MBMM3004	Logistics & Supply Chain Management	MBMM4004	Customer Relationship Management
MBMM3005	Retail Marketing	MBMM4005	Global Marketing
		MBMM4006	Project Work

MBA (Finance)

Semester –III		Semester - IV	
Paper Code	Paper Title	Paper Code	Paper Title
MBFM3001	Strategic Financial Management	MBFM4001	Investment and Portfolio Management
MBFM3002	Banking and Indian Financial Systems	MBFM4002	Global Financial Management
MBFM3003	Merchant Banking and Financial Services	MBFM4003	International Trade and Finance
MBFM3004	Project Management	MBFM4004	Security Market Operations
MBFM3005	Management Accounting	MBFM4005	Financial Derivatives
		MBFM4006	Project Work

MBA (International Business)

Semester –III		Semester - IV	
Paper Code	Paper Title	Paper Code	Paper Title
MBIB3001	International Business Environment	MBIB4001	Global Financial Markets & Instruments
MBIB3002	Management of Multinational Corporations	MBIB4002	Foreign Trade Policy
MBIB3003	International Business Laws	MBIB4003	Cross Cultural Business Management
MBIB3004	Global Marketing Management	MBIB4004	International Logistics Management
MBIB3005	EXIM Financing and Documentation	MBIB4005	FOREX Management & Currency Derivatives
		MBIB4006	Project Work

MBA (Human Resources Management)

Semester –III		Semester - IV	
Paper Code	Paper Title	Paper Code	Paper Title
MBHR3001	Human Resource Development	MBHR4001	Organizational Development and Change
MBHR3002	Performance Management	MBHR4002	Human Resource Accounting
MBHR3003	Knowledge Management	MBHR4003	Compensation Management
MBHR3004	Industrial Relations Management	MBHR4004	Human Resource Information Systems
MBHR3005	Employee Legislation	MBHR4005	Global HR Practices
		MBHR4006	Project Work

MBA (General)

Semester –III		Semester - IV	
Paper Code	Paper Title	Paper Code	Paper Title
MBGN3001	Consumer Behaviour	MBGN4001	Investment and Portfolio Management
MBGN3002	Performance Management	MBGN4002	Services Marketing
MBGN3003	Merchant Banking and Financial Services	MBGN4003	Information Technology & E-Business
MBGN3004	Management Control Systems	MBGN4004	International Business
MBGN3005	Entrepreneurship Management	MBGN4005	Training & Development
		MBGN4006	Project Work

Convocation Function of Twinning Program at Loyola College, Chennai





Inaugural Function of Twinning Program at St. Joseph College, Trichy



III. ADMISSION PROCEDURE

1) Regulations for Admission

Duration of the Programs

U.G - Duration of the UG programs are **THREE YEARS** under non-semester pattern.

P.G - Duration of the PG programs are **TWO YEARS** under non-semester pattern.

MBA - Duration of the MBA programs are **TWO YEARS** under semester pattern.

Medium of instruction is English for all courses except Hindi.

The maximum duration is six years for completion of UG courses and four years for all PG and MBA courses.

Information Brochure & Application Form

Applicants must go through the information brochure carefully before filling-up the application form and enter the course code and name of the program correctly.

The application form and information brochure can be availed from:

- **The DDE Office, Pondicherry University, Puducherry-605 014**, for free of cost in person.
- (or)
- Can be applied online from the University website: **www.pondiuni.edu.in** (Distance Education Link)

Admissions are open to all candidate throughout India who have passed any degree examination under 10+2+3 or 11+1+3 and 11+2+2 system from any University recognised by UGC or any professional degree approved by relevant constituent body.

Documents & Certificates to be sent

- a) Demand Draft for amount specified as in the fee structure, drawn in favor of “The Finance Officer, Pondicherry University, Puducherry”, payable at Pondicherry (Write Name, Course applied for, and Phone / Mobile number on the reverse side of the Demand Draft)
(or)
DDE copy of Challan paid in the DDE A/C No.6659354606 at Indian Bank, Pondicherry University branch.
(or)
Online payment gateway challan of DDE from DDE link in Pondicherry University website **www.pondiuni.edu.in**

b) **Original Certificates** and self-attested copies of

- 10th Class (SSLC) Mark Sheet.
- 12th Class (10+2) Mark Sheet.
- Degree/Provisional Certificate/Consolidated Marks Statement.
(Original certificates will be sent back immediately by Speed Post after verification)

Provisional Admission:

Candidates awaiting their final year result may also apply and get provisionally admitted. They must produce the Mark Statement/Degree Certificate as proof of fulfilling the prescribed eligibility criteria before **31st March for Calendar year / 31st September for Academic year** admission, failing which, the provisional admission already granted will be cancelled.

Photographs

A recent passport size photograph should be pasted on the application form in the space provided for it.

Submission of Application Form

The filled-in application shall be sent through **Speed/Registered** post in cloth line cover to : **The Director, Directorate of Distance Education, Pondicherry University, Kalapet, Pondicherry-605014.**

The Application will be summarily rejected if there is any discrepancy between the information in the Application form and the supporting documents. The name of the applicant, date of birth, qualification and fees will be considered as material particulars in this context.

Return of Original Certificates

All the ***Original certificates will be returned after verification.*** Candidates who do not receive their certificates within a month from the date of admission may write to The Director, Directorate of Distance Education, Pondicherry University, Puducherry – 605 014.

Change of Course

Change of course will not be entertained at any cost. Candidates seeking admission to the various programs are requested to exercise **utmost caution** before choosing their course of study.

Important Note:

- Applications without supporting documents and incomplete information will be summarily rejected.
- Admission cannot be claimed as a matter of right.
- Candidates seeking admission for any program need not submit ***Transfer Certificate/ Migration Certificate.***

2. Fee Structure

Sl.No.	Fee Particulars	UG ₹	PG ₹	MBA (Marketing, Finance, IB, HRM & General) ₹
1.	Registration & Processing Fee	200	200	200
2.	Matriculation Fee	25	25	25
3.	University Development Fund	1,000	1,000	1,000
4.	Study Material & Handling Charges	1250	2,000	3,500
5.	Tuition Fee	7500	8,000	20,000
6.	Recognition Fee*	-	200	200
Total		9,975	11,425	24,925

*(For Foreign University Degree – ₹.450)

a) Fee can be paid in full or in installments as given below:

Sl.No.	Fee Particulars	UG ₹	PG ₹	MBA ₹
1.	First Year / I Semester (at the time of Admission)	4,975	7,425	9,925
2.	Second Year / II Semester	2,500	4,000	5,000
3.	Third Year / III Semester	2,500		5,000
4.	IV Semester	-		5,000
Total		9,975	11,425	24,925

Schedule for Payment of Semester/ Non-semester Fee

For Semester Pattern

Fee Particulars	Calendar Year (Jan-Dec)		Academic Year (July –June)	
	Without fine	With fine	Without fine	With fine
I Semester	At the time of Admission		At the time of Admission	
II Semester	31 st July	31 st August	31 st January	28 th February
III Semester	31 st January	28 th February	31 st July	31 st August
IV Semester	31 st July	31 st August	31 st January	28 th February

For Non-Semester Pattern

Fee Particulars	Calendar Year		Academic Year	
	Without fine	With fine	Without fine	With fine
First Year	At the time of Admission		At the time of Admission	
Second Year	31 st January	28 th February	31 st July	31 st August
Third Year	31 st January	28 th February	31 st July	31 st August

Late Fee

If the tuition fee is not paid within the due date, it will attract a penalty of ₹.200/- irrespective of the period of delay. Tuition fee with penalty will be accepted up to the last day of the month succeeding the month in which the fee is due.

- Thereafter the name of the students who have not paid the fee with penalty will be removed from the rolls of DDE after informing the students.
- A student whose name has been struck off from the rolls of the University, under the above clause, may be re-admitted on the recommendation of the Director and on payment of arrears of fee in full and other dues, together with a re-admission fee of ₹.200/-.

3. Fee Concession

100% Concession of Tuition fee is extended to *differently abled persons*.

50% Concession of Tuition fee is extended to:

- ◆ Non- teaching employees of Pondicherry University and their wards (Group B, C & D only)
- ◆ Defence Personnel in Indian Armed and paramilitary forces
- ◆ Widows
- ◆ Deserted Women
- ◆ Prisoners
- ◆ Third gender

A person could avail the benefit under any one of the aforesaid categories only. Such candidates should enclose certificate of proof from competent authority.

4. Mode of Payment of Fees

The fee can be paid

1. By means of a **Demand Draft**, drawn in favour of “The Finance Officer, Pondicherry University, Puducherry”, payable at Pondicherry.
2. By cash at **Indian Bank, Pondicherry University Branch** for direct credit to the DDE Account of “The Finance Officer, Pondicherry University No.6659354606 in Indian Bank, Pondicherry University.
3. By Cash/DD at HDFC Bank branches under CMS code – “PONDIUNI”.

Important Notes

1. Students who have applied through post or in person may pay through DD or Challan
2. Students who applied online must pay only through online mode from DDE link in Pondicherry University Website (www.pondiuni.edu.in).
3. The consequent semester fee / year fee should be paid through DD or challan or Online.

The service charges payable by the user should be as follows:

- (a) Credit card – 1% + Service Tax
 - (b) Debit card- (1% + Service Tax) for $\geq ₹.2000$ and (0.75%+Service Tax) for $< ₹.2000$.
 - (c) For Internet banking – ₹.10 per transaction.
 - (d) NEFT/RTGS - free of cost.
4. The details regarding Name of the candidate, Application number, Enrolment number, Course Name, Nature of fee should be clearly mentioned on the backside of the Demand Draft.
 5. The Students remitting fee at Indian Bank, Pondicherry University branch should send the DDE copy of Challan to this Directorate.
 6. Students remitting fee by Electronic Transfer should furnish details of remittance such as Name, Enrollment Number, Semester, Name of the Bank, Date and Amount to this Directorate along with a copy of proof of remittance.
 7. Postal orders, Money Orders, Mail Transfers and Cash Payments/Credit Cards will not be accepted.
 8. Fee once remitted will not be considered for refund except under circumstances mentioned in the statutes, Ordinances of University, Circulars and Notices issued from time to time.
 9. Fee for Examination, change of address, duplicate ID, must be paid by means of Demand Draft drawn in favour of “The Finance Officer, Pondicherry University” or by Indian Bank Challan of Pondicherry University branch.

5. Enrolment Number

Enrolment Number will be assigned to the students after confirmation of admission. In all the communications addressed to the Directorate / Office of the Controller of Examinations, reference of this number should be quoted. Letters received without enrolment number will not be entertained.

6. Duplicate Identity Card

In the event of the original identity card being lost, a duplicate card can be obtained by sending the filled in form / requisition letter to the Directorate, along with a demand draft for ₹.50/- drawn in favour of “The Finance Officer, Pondicherry University, Puducherry” payable at Pondicherry.

Application for Duplicate ID card: Please download from the below Link:

http://www.pondiuni.edu.in/sites/default/files/downloads/correction_form.pdf

IV. DDE SERVICES

1. Study Material

Study material for first semester students will be sent before the commencement of PCP classes through Business Parcel Service. If the students are not available at the given address, arrangements have to be made by themselves to receive the same. The returned study material will be sent again to the student by registered post on payment of ₹.200/- towards postal charge.

2. Personal Contact Program (PCP)

- For UG courses, a total of 25 hours PCP classes will be conducted in the month of September / March.
- A total of 40 hours of PCP classes for MBA is organized per semester by the DDE at various centres across the country on four weekends in September / March.
- For PG (Non-Semester Pattern), a total of 30 hours of PCP classes will be organized, in the month of September / March.
- It is the prerogative of DDE to identify the centres for PCPs based on the enrolment of students from a specific region.
- In case the PCP is not conducted in the centre opted by the student, he/she may attend PCP at any of the centres where PCP is conducted.
- Those who are not able to attend the program at the Centres opted by them, may attend the classes at any one of the centres where PCP is conducted.
- Intimation for PCP classes will be hosted in website or sent through SMS. No individual communication will be sent through post (Please refer the DISTANCE EDUCATION link of the Pondicherry University Website for updates on PCPs).

It may be noted that usually PCP classes / Exam Centres are organized at the following centres depending on the enrolment of the students.

Tentative Personal Contact Program Centres

Code	Centre	Code	Centre	Code	Centre	Code	Centre
01	Puducherry	08	Bhubaneswar	19	Vishakhapatnam	31	Karaikal
02	Chennai	12	Lucknow	21	Mumbai	39	Tirupathi
03	New Delhi	14	Guwahati	23	Vadodara	44	Yanam
04	Madurai	15	Jammu	24	Indore	46	Kolkatta
05	Bangalore	16	Port Blair	25	Chandigarh	45	Jaipur
06	Kochi	17	Trivandrum	27	Guntur	47	Sikkim
07	Hyderabad	18	Coimbatore	30	Mahe	48	Vijayawada

Note : Examination will be conducted at select centres from the above list based on number of candidates registered at that centre as decided by the Controller of Examination.

3. Change of Address

All communications including study material will be sent to the students to the address given in the application form. Change of address will be entertained on payment of ₹.100/- through demand draft drawn in favour of “The Finance Officer, Pondicherry University, Puducherry” payable at Pondicherry with a request for the change.

The students are advised to make necessary arrangements with the Post Office for getting study materials and other letters at the new address in the event of change of address, to avoid unnecessary delay.

4. Library Facility

A well stacked reference library is operational in the DDE building exclusively for distance learning students of Pondicherry University. Students can avail this library facility during working hours of the University.

5. Scholarship for Special Reservation Category (SRC) Students

Student belongs to SRC admitted in this Directorate can avail themselves of the various scholarships of the respective State/UT Government, of which the student is a permanent resident.

V. EXAMINATIONS

Examinations will be held twice a year in June and December. The students are advised to download the Examination application form, hall ticket form, instructions to candidates and time table from the University website: www.pondiuni.edu.in. The above material will not be sent by post to the individual student. However, model application form is attached at the end of the prospectus; students may photocopy & use the same.

1) Requisite Minimum Marks to Pass for UG, PG & MBA

The minimum marks required for a pass is **40%** in each subject for Under Graduate.

The minimum marks required for a pass is **50%** in each subject for Post Graduate & Master of Business Administration.

2) Classification of Successful Candidates for UG, PG & MBA

The award of pass and respective class shall be as follows:

75% and above – **First Class with Distinction**

60% and above but below **75%** - **First Class**

50% and above but below **60%** - **Second Class (PG)**

40% and above but below **60%** - **Second Class (UG)**

3) Provisional Certificate

Provisional Certificate will be sent to all those students who complete the program successfully by the Controller of Examinations through Registered Post. The students should pay the prescribed fee for provisional certificate, consolidated statement of Marks and Degree certificate at the time of registering for final semester/year examinations invariably whether completing the course or not at that session.

4) Convocation

The successful candidates will be conferred with degree/diploma in absentia and it will be sent by Registered Post within three months from the date of the convocation. In case of urgency, the student may apply for degree certificate under '**Tatkal**' scheme by paying additional fee of ₹.1000/- along with reason for the same.

5) Completion of Course

UG courses must be completed within 6 years. PG & MBA Courses must be completed within 4 years.

6) Improvement/Re-Totaling/Revaluation

There is no provision for any improvement examination under any circumstance. However, re-totaling and revaluation of papers can be done for which the student has to pay a fee of Rs.250/- per paper for re-totaling and Rs.300/- per paper for revaluation. Requests pertaining to re-totaling/revaluation will be entertained only within 15 days from the date of declaration of results. Requests received beyond this date will summarily be rejected. Students, who fail in more than 2 papers are not eligible for applying for revaluation. There is no provision for revaluation of passed papers. However, re-totaling will be done for passed papers. All requests in this regard should be addressed to **the Controller of Examinations**. Disputes related to the evaluation of answer scripts will be entertained up to a period of **six months** from the date of examinations and thereafter no claim will be entertained in this regard.

VI. HELP DESK

i) Enquiries

Academic	Examinations
<p>All enquiries and correspondence pertaining to academic matters such as <i>Program details, Admission Confirmation, Study Material, Personal Contact Program, Change of Address, Migration Certificate, No Due Certificate, Project Guidance</i> etc., must be addressed to :</p> <p>The Director Directorate of Distance Education Pondicherry University R.V. Nagar, Kalapet Puducherry – 605 014. Phone : 0413-265441/717/ 446 / 445 / 442 / 448/444/438/443 / 578 Fax : 0413-2655258 Email : director.dde@pondiuni.edu.in coordinator.dde@pondiuni.edu.in so.dde@pondiuni.edu.in</p>	<p>All enquiries and correspondence pertaining to <i>Examination Forms, Hall Tickets, Re-totaling, Revaluation, Publication of results, Issue of Marks Statements, Project Report Submission, Provisional Certificate, Consolidated Mark Statements, Degree Certificate</i>, etc., must be addressed to :</p> <p>The Controller of Examinations, DDE Pondicherry University R.V. Nagar, Kalapet Puducherry – 605 014. Phone : 0413-265436 / 827 / 513 / 223 Fax : 0413-2655210 Email : ddeexam@yahoo.co.in arexam.dde@pondiuni.edu.in soexam.dde@pondiuni.edu.in</p>

ii) Contact Numbers

DDE (Main)

Director's Secretariat	0413-2654440
Asst. Director	0413-2654444
Asst. Professors	0413-2654438/443/578
Section Officer (Academic)	0413-2654442
Academic Coordinator Level-I (All Queries)	0413-2654441/ 717
Academic Section	0413-2654446
Reception	0413-2654441 / 717
Computer Section	0413-2654445

DDE (Exam Wing)

Controller of Examinations	0413-2654204
PS to Controller of Examinations	0413-2654226
Asst. Registrar (DDE-Exams)	0413-2654513/233
Section Officer (DDE-Exams)	0413-2654436 / 827

3) Web Support

The following facilities are provided through University website: www.pondiuni.edu.in
 (Click “Distance Education” link at home page)

1. Online Admissions
2. Admission Notification
3. UG, PG & MBA Syllabus
4. MBA Study Material
5. Downloadable Information Brochure, Application & Prospectus
6. Previous year Question papers
7. Exam Schedule and Results

4) Academic Calendar

Important dates to remember

Particulars	Date	
	Academic Year	Calendar year
Tentative date of commencement of issue of Applications forms & Admission	1 st June	1 st January
Tentative last date for Admission (All courses)	31 st July	28 th February
Students should have received Confirmation of Admission card, ID Card and Study Materials on or before [in case of discrepancy please contact Directorate after this date]	31 st August	25 th March
Tentative PCP Dates for MBA	September [weekends]	March [weekends]
Tentative PCP Dates for PG	September [weekends]	March [weekends]
Tentative PCP Dates for UG	September [weekends]	March [weekends]
MBA Semester Fee Payment	For II & IV Sem: Without fine – 31 Jan With fine – 28 Feb	For II & IV Sem: Without fine – 31 Jul With fine – 31 Aug
	For III Sem: Without fine – 31 Jul With fine – 31 Aug	For III Sem: Without fine – 31 Jan With fine – 28 Feb
UG & PG Fee Payment	Without fine – 31 Jul With fine – 31 Aug	Without fine – 31 Jan With fine – 28 Feb

5) Examination Schedule

Particulars	June Session	December Session
Hosting of Time Table, Examination Venue and Examination Application	1 st May	5 th November
Last date for submission of Examination Application	15 th May – without fine 20 th May – with fine	20 th November – without fine 25 th November – with fine
Despatch of Hall Tickets	4 th week of May	2 nd week of December
Hosting of Hall Tickets in the website	Three days before the commencement of the exam i.e 2 nd June	Three days before the commencement of the exam i.e 23 rd December
Date of commencement of Examination	5 th June to 15 th June	26 th December to 6 th January
Last date of submission of Project work	25 th May – without fine 3 rd June – with fine	15 th December – without fine 24 th December – with fine
Tentative date for Publication of Results	15 th September	31 st March
Last date for Submission of revaluation applications	10 days from the date of publication of results	
Date of Publication of Revaluation Results	20 days from the last date for submission of revaluation application	

Note: *The dates are tentative and subject to change depending upon administrative convenience.*

Examination Application form : Please download from the below Link:
<http://www.pondiuni.edu.in/sites/default/files/downloads/dde/TimeTable/2017june/EXAM-APPLICATION-JUNE17.pdf>

6) Broad Guidelines for preparing the Project Report:

- Title of the Project
- Introduction
- Literature review
- Objective/s
- Hypothesis/Research Questions/Research Assumptions
- Rationale behind the study/project
- Methods (applicable for primary research. In case of secondary research, it will be different. For example, please write what methods you followed for data collection i.e., reviewed journals, newspaper, search engine and so on)
 - a. Study site
 - b. Sample
 - c. Study tool/s
 - d. Data Collection
 - e. Data management and analysis
- Discussion, Conclusion and Recommendations
- Implication of the study/project
- Limitations
- References

Note: A detailed project guidelines can be downloaded from the DDE website.

7) Spot Admission Centres

Sl. No	Name of Centre	Address
1.	BANGALORE	St. Joseph's Evening College (Autonomous), No. 35, Museum Road, Bangalore - 560025 (Timings: 12.00 p.m. to 7.00 p.m.) Mobile:8762193728 Email:sjec.pondi@gmail.com
2.	BHUBANESHWAR	Capital Law College CRP Square, Nayapally, Bhubaneshwar – 751001, Odisha Phone:0674-2561761, Mobile : 9437229547 Email:capitalawcollegebbsr@rediffmail.com
3.	CHENNAI	Alagappa Institute of Technology 49, Gangadeeshwarar Koil Street, Purasawakam, Chennai-600084, Tamil Nadu Phone:044-42174904; E-mail:info@aiitech.com
4.	COIMBATORE	SNR Sons College SNR College Road, Ganapathy Post, Coimbatore-641 006, Tamil Nadu Phone:0422-2562788; E-mail:principal@snrsonscollege.org
5.	GUJARAT	IDEA Institute of Management & Technology 3rd Floor, Aroma School, Behind Fortune Landmark Hotel, Ashram Road, Usmanpura, Ahmedabad – 380013, Gujarat Phone: 079-27552040; E-mail:iimt2@ideaindia.org
6.	GUWAHATI	Pandu College Pandu, Guwahati, Assam – 781012 Phone:0361-2570450; Email:njborah.47@gmail.com
7.	KARAIKAL	Pondicherry University Karaikal Campus Arignar Anna Government College Campus Bharthiyar Road, Karaikal – 609 605, U.T. of Puducherry Phone: 04368-230209; E-mail: amilan.kcm@pondiuni.edu.in
8.	KOLKATA	Carreography Institute of Management Studies 227-D, A.P.C. Road, Shyambazar, Kolkata – 700004 Mobile:9007907171 Email:carreo@vsnl.net,mba@carreograph.com
9.	KOTTAYAM	Live Institute of Technology and Management Studies (LITMS) Second Floor Thparambil Building, Muttambalam Post, Kottayam, Kerala-686004 Mobile:08891024365 Email:litms.info@gmail.com
10.	LUCKNOW	Institute Of Environment And Management, “Environment House” Alkapuri, Kursi Road, Lucknow-226021 -Uttar Pradesh Phone:05226592257; E-mail:iem_lko@rediffmail.com

11.	MAHE	Community College, Pondicherry University II Floor Cooperative College of Education Building Pemetary Road, Mahe- 673310 Phone:0490- 2332622; E-mail:cmsrikala@yahoo.com
12.	MUMBAI	Mulund College of Commerce, Sorojini Naidu Road, Mulund (West), Mumbai Phone:022-25600017/25640718; E-mail:mcceMulund@gmail.com
14.	MYSORE	Teresian College, Siddartha Nagar Siddartha Layout, Mysore – 570 011 Phone:0821-2471316 E-mail:teresiancollege@hotmail.com
15.	NEW DELHI	Shikshapeeth College of Management and Technology 16, Bindra Market, Near Tilak Nagar Police Station Opp. Metro Pillar No.494, New Delhi – 110018 Phone:011-4939 3939,Mobile:9654400104 E-mail:anuj@scmt.co.in
16.	PATNA	Regional Inst. of Science & Tech 8th Floor, Reshmi Complex (above DainikJagran Press) Kidwaipuri, Patna – 1(Bihar). Phone:0612-2530166, Mobile:9431072233 E-mail:sristi_foundation@rediffmail.com
17.	PORT BLAIR	Jawaharlal Nehru Rajkiya Mahavidyalaya Port Blair-744 104, Andaman & Nicobar Island Phone:03192-238414 E-mail:drjayakumarsumathi@yahoo.com
18.	PUDUCHERRY	Directorate of Distance Education, Pondicherry University RV Nagar, Kalapet, Puducherry Phone:0413-2654439 E-mail: director.dde@pondiuni.edu.in
		Community College Pondicherry University, Lawspet, Puducherry – 605 008 Phone:0413-2255806 E-mail:principal.ucc@pondiuni.edu.in
19.	SALEM	Vysya College, Ramkrishnapuram, Masinaickenpatty,Ayodhiyapattinak (PO), Salem – 636 103 Phone:0427-2240107 / 9994415730 Email: principal@vysyacollege.org
20.	SECUNDERABAD	Swami Vivekananda Institute of Technology Mehabub College Campus, Patny Centre Secunderabad-500 003. Phone:040 2771 3827, Mobile:9052999775

21.	TIRUPATHI	Brilliant High School No.6-1-39, R.S. Gardens, Tirupathi - Andhra Pradesh Phone:0877-2234046; Mobile:09949762594
22.	TRIVANDRUM	St Xavier Institute of Management St Xaviers College, Thiruvananthapuram – 695536 Phone:0471-2704128 E-mail:dominicpj@gmail.com
23.	YANAM	Dr. S. R. K. Govt. Arts College Pillaraya Street, Yanam-533464, U.T. of Pondicherry Phone:08842324123 E-mail:srkartscollege@gmail.com

8) Twinning Program Centres

Sl. No	Name of Centre	Address
1.	CHENNAI	Loyola College Nungampakkam, Chennai – 600 034. Ph.:044-28178391 Co: Prof. T. Eugene Ph. 044- 28178321 E-mail: pulctwining@gmail.com
2.	BANGALORE	St. Joseph's Evening College (Autonomous), No. 35, Museum Road, Bangalore -560025 Co: Dr. Kanishka; E-mail: sjec.pondi@gmail.com
3.	KOLKATA	St. Xavier's College (St. Xavier's College Kolkata Educational Trust). 30, Park Street (30 Mother Teresa Sarani) Kolkatta- 700016. Co: Dr. Asoke Nath Ph. 033-22876035/22551220 E-mail: asokejoy1@gmail.com
4.	TIRUCHIRAPPALLI	St. Joseph's College (Society of St. Joseph's College) College Main Road, Annamalai Nagar, Teppakulam, Tiruchirappalli - 620002, Tamil Nadu Co: Prof: Pravin Durai Ph. 0431-4226375/2700320 E-mail: pravindurai@mail.sjctni.edu

ANNEXURE

Enrolment number:

Name:

Change of address (Fees payable ₹.100)

Old Address	New Address
Pin Code:	Pin Code:

Duplicate ID Card (Fee Payable ₹.50)

Name	
Enrolment Number	
Course	
Signature	

Important Note:

Enclose a Challan/ Demand Draft drawn in favour of “**The Finance Officer, Pondicherry University, Pondicherry**”, payable at Pondicherry, towards prescribed fee given above.

DD. No./ Challan No	Date	Bank Name	Amount (Rs.)

- To be sent to the Director, Directorate of Distance Education, Pondicherry University, Puducherry-605 014

Date:

Signature:



PONDICHERRY UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

Photo to be
affixed and
attested by a
Gazetted
Officer

EXAMINATION APPLICATION FORM
(ALL ENTRIES SHOULD BE IN CAPITAL LETTERS)
Refer Instructions and Timetable for filling up the form

01. Examination Session Year

02. Course Code & Name of the Course

03. Enrolment Number (As per Identity Card issued by this University)

04. Name of the Candidate (As per School / College Records)

05. Examination Centre Code & City

06. Email Id 07. Mobile No.

08. Enter the Subject code for which the candidate is appearing (Refer Time Table for Paper code)
(Candidates should fill the Practical / Project / Viva-voce Paper Code if applicable)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

			Amount in Rs.
No. of Theory papers appearing	<input type="text"/>	Each paper fees	<input type="text"/>
Total fees (No. of Theory Papers × Each paper fees)			<input type="text"/>
Project Report / Viva Voce --- fees (Final Semester Students only – Rs. 500/-)			<input type="text"/>
09	Statement of Marks --- fees (Each Student should pay compulsorily Rs.50/-)		50
*Provisional Certificate --- fees (Final Year / Final Semester Students only – Rs. 150/-)			<input type="text"/>
*Consolidated Mark Sheet - - fees (Final Year/Final Semester Students only – Rs.500/-)			<input type="text"/>
*Degree Certificate -- - fees (Final Year/Final Semester Students only – Rs.500/-)			<input type="text"/>
Late fee for receipt of application (upto 15 th May / 25 th November - Rs. 100/-)			<input type="text"/>
(Students should pay the Exam fees only) Total Amount			<input type="text"/>

*Note: 1 These are all compulsory one time payment. If you have already paid the fee, mention 'Yes' in the box. Otherwise pay for the above mentioned certificates. 2. PG Dip. (Non-Sem) Students need not pay CSM Fee.

10. Details of Examination fees. Note: 2 The fees once paid will not be carry forward.

Demand Draft / Challan No	Demand Draft / Challan Date	Name of the Bank	Place	Amount (Rs.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

11. Whether tuition fee paid in full Yes No 12. Aadhar No. :

Note:3 Please read carefully "Instructions to the Candidates" before filling up this application form.

DECLARATION

I declare that the particulars furnished by me are true to the best of my knowledge. I have read the instructions and I understand that my candidature shall be cancelled if any of the information given by me is false.

Station : _____ Date : _____ Signature of the Candidate _____

Exam Application Form to be forwarded to :
The Controller of Examinations, DDE – Exam Wing, Pondicherry University, Kalapet, Pondicherry – 605 014.
Before 20th November / 10th May Note: Filled-in Exam applications received after the last date, shall not be accepted.

(Note : Use photocopy / Down loaded Exam Application form whenever required)



PONDICHERRY UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

Photo to be
affixed and
attested by a
Gazetted
Officer

HALL TICKET

01. Examination Session Year

02. Course Code
Name of the Course

03. Enrolment Number
(As per Identity Card
issued by the University)

04. Examination Centre
Code & City

05. Name of the Candidate
(As per School /
College Records)

06. Aadhar No.

07. Paper Code for which appearing:

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

08. Candidate's Address in capital letters
(Correct Address with Pin code)

Enrolment No:
Name
PINCODE :

Signature of the Candidate

*Controller of Examinations
Pondicherry University with office seal*

- IMPORTANT INSTRUCTIONS**
- Do not keep any material that may be construed as being of unfair assistance to you in the examination.
 - Possessing or having access to any papers, books or notes which might possibly be of assistance to the candidate in answering is strictly prohibited.
 - Copying from any papers, books or notes and any attempt to elicit the answer from the neighbours would amount to malpractice, which will be viewed seriously.
 - Use of **Cell Phones** and **Scientific Calculator** inside the Examination Hall is strictly prohibited.

• For Time Table & Venue of the Examination, please visit our website www.pondiuni.edu.in.





DDE of Pondicherry University Signed MoU with St. Joseph College, Trichy



DDE of Pondicherry University Signed MoU with St.Xavier's College, Kolkatta



A Glimpse of Puducherry



The Director
Directorate of Distance Education
Pondicherry University
R.V. Nagar, Kalapet, Puducherry - 605 014.
Ph : 0413-2654440 / 2654441 Fax : 0413 - 2655258
E-mail : director.dde@pondiuni.edu.in