



PONDICHERRY UNIVERSITY

(A Central University)



PROSPECTUS 2017-2018

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



**Inaugural function of Twinning Programme
at St. Xavier's College, Kolkata held on July 16th, 2017**

Pondicherry University

(A Central University Established by an Act of Parliament)

No.53 of 1985 and Accredited with “A” Grade by NAAC



Prospectus 2017-18

Courses Approved by Distance Education Bureau, UGC

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

(Brings Higher Education at Door steps)

PONDICHERRY UNIVERSITY
Administrative Structure of DDE

Visitor	Shri. RAM NATH KOVIND His Excellency, President of India
Chancellor	
Chief Rector	Dr. KIRAN BEDI, IPS (Retd.) Her Excellency, the Lt. Governor of Puducherry
Vice-Chancellor (I/C)	Prof. (Mrs.). ANISA BASHEER KHAN
Registrar (I/C)	Prof. K. THARANIKKARASU
Finance Officer (I/C)	Prof. MALABIKA DEO
Controller of Examinations (I/C)	Prof. K. THARANIKKARASU
Director (I/C)	Prof. SIBNATH DEB
Assistant Director	Dr. Arvind Gupta
Assistant Professors	Dr. A. Punitha Dr. V. Umasri Dr. Sk. Md.Nizamuddin
Assistant Registrars	Mr. N. Ravi Mr. R. Saminathan
Section Officers	Dr. L. Veerappan Mr. K. Ramachandran
Private Secretary	Mrs. K. Petchiammal



Message from the Vice-Chancellor



The Higher Education in India plays an important role in the Human Resource Development of the nation by providing access to a large number of aspiring students to pursue quality education at affordable cost. As one of the Central Universities, Pondicherry University is conscious of its role in spreading quality education, more particularly, through reaching out to the students of all parts of the country.

Towards this objective, besides offering about 160 on-campus programmes, the University has expanded its activities in the field of Distance Education since 1995 to cater to the aspirations of the students who, otherwise could not pursue higher education in the on-campus mode. Since then, the Distance Education Programmes of the Pondicherry University have carved out a niche on the national map of Higher Education. The fact that more than 2,00,000 students have enrolled in various programmes of the DDE through distance mode over the years bears testimony to the quality, innovative and highly demanding programmes of the Pondicherry University. The student mix includes those who are already employed and prefer to enhance their academic credentials, those who missed out the on-campus learning for a variety of reasons and those who don't have access to higher education owing to certain limitations.

I am also happy to state that in tune with the University's motto 'Expansion, Excellence and Equity', several sectoral MBA programmes are well designed to suit the varying needs of the aspirants. Continuous learning is a basic need of every individual in the fast changing and highly competitive global scenario and I am sure, Pondicherry University is destined to cater to the higher education needs of all the stakeholders.

Prof. ANISA BASHEER KHAN, Ph.D.,FNEA,FNESA

Vice-Chancellor (Officiating)

Pondicherry University

Puducherry.

Message from the Director, DDE



India, being a vast country, exuberates vibrantly with its overt Human Resource. The opportunity for a faster growth and development of the country lies in skill development through quality education and training. In turn, effective education helps an individual in getting better job and leading a quality life and finally it leads to productivity and prosperity of the country. Unfortunately, the number of higher learning institutions is not in proportion to the number of aspirants.

However, still the country through joint efforts by public and private institutes makes an effort to make higher education available for a large number of populations through various modes of education. Regular modes of education are generally meant for meritorious and deserving students at the top. A large number of youth are not able to pursue higher education. There are a number of factors for those large numbers of youths who fails to pursue higher studies. They include rural inhabitation, poor academic performance at the under graduate level, non-availability of opportunities, cost un-affordability, situational affairs and so on. Every individual desires to go for higher education since it is linked with social status and also quality of life. Nevertheless, the dream of higher education should not remain as a dream for a large number of younger populations and to convert it into reality, the Distance Education mode acts as a boon to those who aspires for knowledge and education. The Directorate of Distance Education, Pondicherry University is performing its role of emanating the knowledge to those people with quality education offering skill-based professional courses with updated course curricula.

Healthy and prosperous society is built through the distribution of knowledge and thus empowering the human resource to thrive at any time, high or low. We are at the phase of “Digital India” where we take a leap towards the information technology based learning. Our Directorate of Distance Education is also grabbing this golden opportunity to reach out to the learners in all possible means taking the advantages of information technology through online learning platforms.

I welcome all the students who could not go for higher education in the past and take the advantage of distanced mode of education for your better future and enhanced self-esteem.

Prof. SIBNATH DEB, Ph.D., DSc.

Director (I/C), DDE
Pondicherry University
Puducherry.

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 risk and the Directorate will in no way 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 Coast Puducherry, the capital city of the Union Territory of Puducherry, is one of the fastest growing Central Universities of India. The University, spread over 800 acre lush green campus on the sea shore of Bay of Bengal is an ideal place for Academic and Research pursuits. The University has retained its pre-eminent position in offering various job oriented academic programs and by entering frontier areas of study like green technology, nano technology, bio-informatics, etc.

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. Thus This Directorate is imparting quality Higher Education at affordable cost as the motto is service to the nation.

The fact that more than 2,00,000 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 already employed and prefer to enhance their academic credentials, those who missed out the privilege of on-campus learning for a variety of 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 its educational products under three modes:

- Conventional mode - through Directorate of Distance Education
- Twinning mode - through authorized Twinning Centre
- Online-Virtual mode - through authorized Online Education Service Provider

II. PROGRAMME DETAILS

i) Courses Offered By DDE

MBA PROGRAMMES (2 Years -Four Semesters)

Name of the Course	Code	Eligibility
Master of Business Administration in Marketing	36	Any Degree from a recognized University under 10+2+3 or 11+1+3 or 11+2+2 streams
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	

P.G Courses (2 years-Non Semester)

Name of the Course	Code	Eligibility
Master of Commerce in Finance	59	student 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 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	

ii) 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

**Two - day National Conference on
Distance Education in India: Emerging Challenges and Prospects
Organised by DDE, Pondicherry University during Sept. 8-9, 2016**



Prof. Ved Prakash, Chairman of UGC delivering lecture as Chief Guest



Prof. H. P. Dikshit, Former VC of IGNOU delivering lecture as Guest of Honour



**Mr. J. Veeraraghavan, Former Secretary of MHRD,
Delivering Lecture**



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

COURSE STRUCTURE FOR NON-SEMESTER PATTERN

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

III. ADMISSION PROCEDURE

i) Regulations for Admission

Duration of the Program

P.G: The duration of the PG programs are TWO YEARS under non-semester pattern.

MBA: The duration of the MBA program are TWO YEARS under semester pattern spread over four semesters

Medium of instruction is English for all courses except Hindi.

[Note: All PG and MBA courses should be completed within four years.]

ii) Information Brochure & Application Form

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

The application form and Information Brochure can be had from:

- The DDE Office, Pondicherry University, Puducherry-605 014 free of cost, in person.
(or)
- By post on request with self-addressed Ten Rupees stamped envelope (25x18cm) addressed to The Director, DDE, Pondicherry University, Puducherry – 605014.
(or)
- Can be downloaded from the University web site: www.pondiuni.edu.in (from Distance Education Link)

Admissions are open to all students throughout India who have passed any degree examination under 10+2+3 or 11+1+3 and 11+2+2 system from a University recognized by UGC.

iii) Documents and Certificates to be sent

- Demand Draft for amount specified as in the fee structure, drawn in favor of “The Finance Officer, Pondicherry University, Puducherry”, payable at Puducherry.
(or)
- DDE copy of Challan paid in the DDE A/C No.413264239 at Indian Bank, Pondicherry University
(or)
- Online payment gateway challan of DDE from DDE link in Pondicherry University website www.pondiuni.edu.in

- Please write your Name, Course applied for, and the Phone / Mobile number on the reverse side of the Demand Draft.
- Fee once remitted will not be refunded under any circumstances.

iv) Certificates

Original Certificate and self-attested copies of

- 10th Class (SSLC) Mark Sheet
- 12th Class (10+2) Mark Sheet
- Degree/Provisional Certificate/Consolidated Marks Sheet of Degree
(original certificates will be sent back immediately by speed post/Registered Post by the DDE after verification)

Note: Provisional Admission-Students awaiting their final year result may also apply and get provisionally admitted. They must produce the Mark Sheet/Degree Certificate as proof of fulfilling the prescribed eligibility criteria before 28th February for Calendar year / 31st October for Academic year admission, failing which, the provisional admission already granted, will be cancelled.

v) Photographs

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

vi) Submission of Application Form

The filled-in application shall be sent only through Speed/Registered post in water-proof cover to:

**The Director
Directorate of Distance Education
Pondicherry University
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.

vii) Return of Original Certificates

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

viii) Change of Course

Change of program 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 programme need not submit the Transfer Certificate/ Migration Certificate.

Fee Structure of the Different Programmes

Sl.No.	Fee Particulars	PG (M.Com, MA-English, Hindi & Sociology)	MBA (Marketing, Finance, IB, HRM & General)
1.	Registration & Processing Fee	200	200
2.	Matriculation Fee	25	25
3.	University Development Fund	1,000	1,000
4.	Recognition Fee	200	200
5.	Study Material & Handling Charges	2,000	3,500
6.	Tuition Fee	8,000	20,000
	Total	11,425	24,925

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

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



One-day National Workshop with all Co-ordinators of Twinning Programme, Spot Admission & Exam Centres held on March 24, 2017



Release of Report of Two-day National Conference on Distance Education on March 24, 2017



Inaugural Function of Twinning Program at St. Joseph College, Trichy held on July 30, 2017



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
First Semester	At the time of Admission		At the time of Admission	
Second Semester	31st July	31st August	31st January	28th February
Third Semester	31st January	28th February	31st July	31st August
Fourth Semester	31st July	31st August	31st January	28th February

For Non-Semester Pattern

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

ix) Late Fee

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

- Thereafter the names of the students who have not paid the fees with penalty will be removed from the rolls of the 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 fees in full and other dues, together with a re-admission fee of Rs.200/-.

x) Fee Concession

100% Concession in respect of Tuition fee alone is extended to Physically Challenged persons.

50% Concession in respect of Tuition fee alone 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
- ◆ Transgender

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

xi) Mode of Payment of Fees

The fee can be paid

1. Students may also pay the fees by means of a Demand Draft, drawn in favour of “The Finance Officer, Pondicherry University, Puducherry”, payable at Puducherry.
2. By cash at Indian Bank, Pondicherry University Branch for direct credit to the DDE Account of “The Finance Officer, Pondicherry University No.413264239 in Indian Bank, Pondicherry University.
3. By Cash/DD at HDFC Bank branches under CMS code – “PONDIUNI”.

Kindly note that,

1. Students who have applied through post or in person - pay only through offline mode (either use DD/Challan mode)
2. Students who applied on-line - pay only through online mode.
 - a. Through Online payment from DDE link in Pondicherry University Website (www.pondiuni.edu.in)

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 Rs.2000 and (0.75%+Service Tax) for $<$ Rs.2000.
- (c) For Internet banking – Rs.10 per transaction.
- (d) NEFT/RTGS - free of cost.

Important Note:

1. The details regarding the Name of the candidate, Application number, Enrollment number, Course Name, Nature of fee should be clearly indicated on the backside of the Demand Draft.
2. The Students remitting fees at, Indian Bank, Pondicherry University should invariably send the D.D.E. copy of Challan to this Directorate.
3. Students remitting fees 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.
4. Postal orders, Money Orders, Mail Transfers and Cash Payments/Credit Cards will not be accepted.
5. Fee once remitted will not be considered for refund except under circumstances mentioned in the statutes, the ordinances of University, circulars and notices issued from time to time.
6. Fees for Examination, change of address, duplicate ID, Change of PCP centre 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.

xii) Enrolment Number

Enrolment Number will be assigned to the students on 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 the enrolment number will not be entertained.

xiii) Duplicate Identity Card

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

IV. DDE SERVICES

i) Study Material

Study material for first semester students would be sent to the students before the commencement of PCP classes either by Registered Parcel or by Business Parcel Service (depending upon the stock position). If the students are not available at the address given for communication, arrangements have to be made by the students themselves to receive the same at the address given by them. Please note that no Text book or supplementary books shall be provided to the students other than the study materials.

ii) Personal Contact Program

Personal contact program (PCP) classes' attendance is optional for all PG & MBA programmes.

However,

- ◆ 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 October/November & April/ May.
- ◆ For PG (Non-Semester Pattern), a total of 25 hours of PCP classes will be organized, in the month of April/May.
- ◆ It is the prerogative of the 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 Programme & Examination 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 Director and Controller of Examination.

iii) Change of Address and PCP Centre

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 Rs.100/- through demand draft drawn in favour of “The Finance Officer, Pondicherry University, Puducherry” payable at Pondicherry with a request for the change. Similarly for change of PCP centre request for the change should accompanied by a Demand Draft for Rs.100/-.

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.

iv) Library Facility

A well stacked 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.

v) Scholarship for SC/ST Students

SC/ST students 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, blank hall ticket, instructions to candidates and time table from the University web site: www.pondiuni.edu.in. The above material will not be sent by post to the individual student. Photo copies of the downloaded forms may be used for this purpose.

i) Requisite Minimum Marks to Pass for PG& MBA

The minimum marks required for a pass is 50% in each subject.

ii) Classification of Successful Candidates for 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**

iii) 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.

iv) 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 Rs.1000/- along with reason for the same.

v) Completion of Course

PG & MBA Courses must be completed within 4 years.

vi) 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, Change of Centre</i>, etc., must be addressed to :</p> <p>The Director Directorate of Distance Education Pondicherry University R.V. Nagar, Kalapet Puducherry – 605 014. Phone : 0413-2654440 & 2654439 Fax : 0413-2655258 Email : director.dde@pondiuni.edu.in coordinator.dde@pondiuni.edu.in araca.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, 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 : 0413-2654233, 2654513, 2654436 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. Registrar (for Study Materials related enquiries)	0413-2654442
Section Officer (Academic)	0413-2654446
Academic Coordinator Level-I (All Queries)	0413-2654441/ 717
Reception	0413-2654439
Computer Section	0413-2654445

DDE (Exam Wing)

Controller of Examinations	0413-2654204
PS to Controller of Examinations	0413-2654226
Asst. Registrar I (DDE-Exams)	0413-2654513
Section Officer I (DDE-Exams)	0413-2654436
Section Officer II (DDE-Degree)	0413-2654827

iii) 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. PG & MBA Syllabus
4. Downloadable Information Brochure, Admission Form and Prospectus
5. Previous Year Question Papers
6. Examinations Related Matters

iv) Academic Calendar

[Important dates to remember]

Particulars	Date	
	Academic Year	Calendar year
Tentative date of commencement of issue of Applications forms & Admission	01st May	1st December
Tentative last date for Admission (All courses)	30th June	31st January
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]	25th October	25th March
Tentative PCP Dates for MBA	April/May [weekends]	Nov/Dec [Weekends]
Tentative PCP Dates for PG	April/May [weekends]	-NA-
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
PG Fee Payment	Without fine – 31 Jul With fine – 31 Aug	-NA-

v) Examination Schedule

Particulars	December Session	June Session
Last date for submission of Examination Application	15th November [With late fee – 20th November]	10th May [with late fee – 15th May]
Date of commencement of Examination	26th December	5th June
Tentative date for Publication of Results	31st March	15th September
Last date for Submission of Applications for revaluation	15 days from the date of publication of results	15 days from the date of publication of results
Date of Publication of Revaluation Results	10th May	31st October
Date of dispatch of Statement of Marks/ Provisional Certificate	10th May	31st October
Last date for submission of Project for December and June session	31st January	15th July

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

vi) Broad Guidelines for preparing the Project Report:

1. Title of the Project
2. Introduction
3. Literature review
4. Objective/s
5. Hypothesis/Research Questions/Research Assumptions
6. Rationale behind the study/project
7. 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
8. Discussion, Conclusion and Recommendations
9. Implication of the study/project
10. Limitations
11. References



**Convocation Function of Twinning Program at
Loyola College, Chennai**





PCP Faculty Interaction Meeting held on May 10, 2017



vii) Application for Duplicate ID card

Please download from the below Link:

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

viii) Examination Application form

Please download from the below Link:

<http://www.pondiuni.edu.in/sites/default/files/downloads/dde/TimeTable/2017june/EAM-APPLICATION-JUNE17.pdf>

ix) List of 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.) Phone:09916855880; Email:sjec.pondi@gmail.com
2.	BHUBANESHWAR	Capital Law College CRP Square, Nayapally, Bhubaneshwar – 751001, Odisha Phone:0674-2561761 Email:capitallawcollegebbsr@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: 079-25464070; E-mail:iimt2@ideaindia.org
6.	GUWAHATI	Pandu College Pandu, Guwahati, Assam – 781012 Phone:0361-2673698; 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.	KOCHI	Sacred Heart College, Thevara, Kochi -682 013- Kerala Phone:0484-2663380; Email:shprincipal@gmail.com
9.	KOLKATA	Carreograph Institute of Management Studies 227-D, A.P.C. Road, Shyambazar, Kolkata – 700004 Phone:2530-7710 / 5487 / 5497; M:09831097070 Email:carreo@vsnl.net,mba@carreograph.com

10.	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
11.	LUCKNOW	Institute Of Environment And Management, “Environment House” Alkapuri, Kursi Road, Lucknow-226021 -Uttar Pradesh Phone:05226592257; E-mail:iem_lko@rediffmail.com
12.	MAHE	Community College, Pondicherry University II Floor Cooperative College of Education Building Pemetery Road, Mahe- 673310 Phone:0490- 233262; E-mail:cmsrikala@yahoo.com
13.	MUMBAI	Mulund College of Commerce, Sorojini Naidu Road, Mulund (West), Mumbai Phone:02265266871; E-mail:mcceMulund@gmail.com
14.	MYSORE	The Principal Pooja Bhagvat Mahajan Post Graduate Center KRS Road, Metagalli, Mysore – 570016 Phone:0821-2415097/ 2581226/2544137 E-mail:ckreunkarya@gmail.com
		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 E-mail:anuj@semt.co.in
16.	PATNA	Regional Inst. of Science & Tech 8th Floor, Reshmi Complex (above DainikJagran Press) Kidwaipuri, Patna – 1(Bihar). Phone:0612-2530166 / 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 Ramakrishnapuram, Masinaickenpatty, Salem - 636 103-Tamil Nadu Phone:0427-2240107 / E-mail:principal@vysyacollege.org

20.	SECUNDERABAD	Swami Vivekananda Institute of Technology Mehabub College Campus, Patny Centre Secunderabad-500 003. Phone:040 2771 3827
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:0471-2706078 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

x. List of Twinning Programme Centres

Sl. No	Name of Centre	Address
1.	CHENNAI	Loyola College Nungampakkam, Chennai Ph.:044-28178391 Co: Dr. S. Albones Raj M: 9444039788: E-mail: albonesraj@gmail.com
2.	BANGALORE	St. Joseph's Evening College (Autonomous), No. 35, Museum Road Co: Dr. Kanishka; M: 9916855880 E-mail: sjec.pondi@gmail.com
3.	BANGALORE	Sri Bhagawan Mahaveer Jain College Centre for Management Studies, No.44/4, District Road, Jaya Nagar, 9th Block, Co: Mohan B L Ph: 080-46501706 / M.9980870981 E-mail: mohanjaincollege@gmail.com
4.	KOLKATA	St. Xavier's College (St. Xavier's College Kolkata Educational Trust). Co: Dr. Asoke Nath Ph. 033-22876035/22551220 E-mail: asokejoy1@gmail.com
5.	TIRUCHIRAPPALLI	St. Joseph's College (Society of St. Joseph's College) Co:Rev. Dr. F. Andrew Ph. 0431-4226375/2700320 E-mail: sjcprincipal.trichy@gmail.com

ANNEXURE

1. Application for Change of Address/PCP Centre (Please put a tick mark () in the relevant box(es) below)

Enrolment number: Name:

1. Change of address
2. Change of PCP Centre

1. Change of address (Fees payable ₹100)

Old Address	New Address
Pin Code:	Pin Code:

2. Change of PCP Centre (Fees payable Rs.100/-)

Old PCP Centre	New PCP Centre

Important Note:

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

EXAMINATION APPLICATION FORM

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

Photo to be
affixed and
attested by a
Gazetted
Officer

01.	Examination Session	JUNE / DECEMBER	Year	
02.	Course Code & Name of the Course			
03.	Enrolment Number			
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)

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

*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.)

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

HALL TICKET

Photo to be
affixed and
attested by a
Gazetted
Officer

01.	Examination Session	JUNE / DECEMBER	Year	<input type="text"/>
02.	Course Code Name of the Course	<input type="text"/>	<input type="text"/>	
03.	Enrolment Number (As per Identity Card issued by the University)	<input type="text"/>		
04.	Examination Centre Code & City	<input type="text"/>		
05.	Name of the Candidate (As per School / College Records)	<input type="text"/>		
06.	Aadhar No.	<input type="text"/>		
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"/>	<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			
	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
	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.



Inaugural Function at Carreograph Inst. of Management Studies, Kolkata held on July 16th, 2017



A Glimpse of Puducherry





DDE of Pondicherry University Signed MoU with St. Joseph College, Trichy on March 24, 2017



DDE of Pondicherry University Signed MoU with St.Xavier's College, Kolkatta on March 24, 2017



The Director
Directorate of Distance Education
Pondicherry University
R.V. Nagar, Kalapet, Puducherry - 605 014.
Ph : 0413-2654440 / 2654439 Fax : 0413 - 2655258
E-mail : director.dde@pondiuni.edu.in