



# PONDICHERRY UNIVERSITY

(A Central University-Accredited with "A" Grade by NAAC)  
 Directorate of Distance Education

## INFORMATION BROCHURE

**Applicants must go through the Instructions carefully before filling the application form and enter correctly the course code and name of the programme**

**Pondicherry University**, located in Puducherry, the capital city of the Union Territory of Pondicherry, 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.

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.

### **COURSES OFFERED BY DDE**

#### **U.G Courses (3 years-Non Semester )**

Name of the Course	Code	Eligibility
B.Com - Bachelor of Commerce	55	Pre-University/Pre-Degree examination of any recognised University/+2/Intermediate/Senior School Certificate examination or any three year Diploma Course (Polytechnic) conducted by the Central or a State Government.
BBA- Bachelor of Business Administration	56	

#### **P.G Courses (2 years-Non Semester )**

Name of the Course	Code	Eligibility
M.Com - Finance	59	Student should possess BCom / BBA / 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 in any of the following stream:10+2+3 or 11+1+3 or 11+2+2
MA - English	60	Any Degree from the UGC Recognised University under 10+2+3 or 11+1+3 or 11+2+2 system of college education.
MA - Sociology	61	
MA - Hindi	62	

#### **MBA PROGRAMMES (2 Years -Four Semesters)**

Name of the Course	Code	Eligibility
MBA (Marketing)	36	Any Degree from the UGC Recognised University under 10+2+3 or 11+1+3 or 11+2+2 system of college education.
MBA (Finance)	37	
MBA (International Business)	38	
MBA (HRM)	39	
MBA (General)	43	

## ADMISSION PROCEDURE

Students can apply ONLINE from DDE link in Pondicherry University website [www.pondiuni.edu.in](http://www.pondiuni.edu.in)

or

The application form and Information Brochure can be had free of cost from **the DDE Office, Pondicherry University, Puducherry-605 014**, in person

### While filling the application form, please ensure that:

- All the columns in the application are filled-in correctly
- Your address is given clearly and legibly in capital letters with **email id and mobile no.**
- **Passport size photograph** is uploaded in the space provided for application.

### THE FILLED IN APPLICATION FORM SHOULD BE ACCOMPANIED BY THE FOLLOWING:

1. **Demand Draft** for amount specified as in the fee structure, drawn in favour 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](http://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.
2. **Originals and attested copies of** 1) 10<sup>th</sup> Class Mark Sheet 2) 12<sup>th</sup> Class (10+2) Mark Sheet 3) Degree/ Provisional Certificate/Consolidated Mark Sheet of Degree.

**Note:** *Original Certificates will be sent back immediately by speed post by the DDE after verification.*

3. Copy of Photo-ID proof issued by any Central/State Government organizations.

### Please Note:

- Applications without supporting documents and incomplete information will be summarily rejected.
- Admission cannot be claimed as a matter of right.
- Candidates who do not get back their certificates within a month from the date of admission may write to the Directorate of Distance Education.
- No need to submit **Transfer Certificate / Migration Certificate**.

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	1,250	2,000	3,500
5	Tuition Fee	7,500	8,000	20,000
<b>Total</b>		<b>9,975</b>	<b>11,425</b>	<b>24,925</b>

\*(For Foreign University Degree – Rs.450)

Sl.No.	Fee Particulars	UG	PG	MBA (Marketing, Finance, IB, HRM & General)
1	First Year/Semester (at the time of Admission)	4975	7,425	9,925
2	Second Year/Semester	2500	4,000	5,000
3	Third Year/Semester	2500		5,000
4	Fourth Semester			5,000
<b>Total</b>		<b>9,975</b>	<b>11,425</b>	<b>24,925</b>

## FEE CONCESSION

**100% Tuition fee Concession is extended to Physically Challenged persons.**

**50% Tuition fee** concession 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.

**PROVISIONAL ADMISSION:** Candidates awaiting their result of Final year/Semester of UG Degree may also apply. They will be provisionally admitted, subject to the production of provisional certificate/consolidated mark sheet as proof of fulfilling the prescribed eligibility criteria before 30<sup>th</sup> October of the year of admission (for academic year admission), failing which provisional admission granted will be cancelled and the fee will be refunded.

**ENROLLMENT NUMBER:** Enrollment Number assigned to each student at the time of admission is unique. All the subsequent communication with the admitted student shall bear the reference to the Enrollment Number. Letters received without the Enrollment Number will not be entertained.

**IDENTITY CARD:** On admission, students will be issued an Identity Card by the Directorate. The Identity Card should be kept by the students safely till the completion of the program.

**CHANGE OF COURSE:** Change of course will not be entertained in any case. Candidates seeking admission to the various courses are requested to choose the program of study with *utmost care*.

**SCHOLARSHIP FOR SC/ST STUDENTS:** The SC/ST students admitted into the DDE programs can avail various scholarships of the respective State/UT Governments.

## STUDY MATERIALS

- Study material will be sent to students by Registered Parcel or by Business Parcel Service
- Students should make their own arrangements for collecting the study material in case they are not available at the address given.

## PERSONAL CONTACT PROGRAM (PCP) CLASSES: for all UG, PG & MBA programmes

PCP Classes Attendance is optional.

**However,**

- A total of 40 hours of PCP classes for MBA; 30 hours for Non-semester PG and 25 hours for UG are organized per semester/year by the DDE at various centres across the country on four weekends in September/April.
- It is the prerogative of the DDE to identify the centres for PCPs based on the enrolment of students from a specific region.
- Individual communication will be sent to the students in advance. (Please refer the DISTANCE EDUCATION link of the Pondicherry University Website for updates on PCPs).
- 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.

*It may be noted that usually PCP classes are organized at the selected centres depending on the enrolment of the students.*

**PCP classes** will be conducted in September/April.

### THE PCP & EXAM CENTRES AND THEIR CODES ARE FURNISHED BELOW:

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

## SPOT ADMISSION CENTRE

1.	BANGALORE St. Joseph's Evening College (Autonomous), Phone:09916855880 Email: sjec.pondi@gmail.com	2.	MYSORE Pooja Bhagvat Mahajan Post Graduate Center Phone: 0821-2415097/ 2581226/2544137 Email: ckreunkarya@gmail.com
3.	BHUBANESHWAR Capital Law College Phone:0674-2561761 Email:capitallawcollegebbsr@rediffmail.com	4.	MYSORE Teresian College Phone: 0821-2471316 Email: teresiancollege@hotmail.com
5.	CHENNAI Alagappa Institute of Technology Phone: 044-42174904 Email: info@aiitech.com	6.	NEW DELHI Shikshapeeth College of Management & Technology Phone: 011-4939 3939 Email: anuj@semt.co.in
7.	COIMBATORE SNR Sons College Phone: 0422-2562788 Email: principal@snrsonscollege.org	8.	PATNA Regional Inst. of Science & Tech Phone:0612-2530166 Email: sristi_foundation@rediffmail.com
9.	GUJARAT IDEA Institute of Management & Technology Phone: 079-25464070 Email: iimt2@ideaindia.org	10.	PORT BLAIR Jawaharlal Nehru Rajkiya Mahavidyalaya Phone: 03192-238414 Email: drjayakumarsumathi@yahoo.com
11.	GUWAHATI Pandu College Phone: 0361-2673698 Email: njborah.47@gmail.com	12.	PUDUCHERRY Community College,Pondicherry University, Phone: 0413-2255806 Email: principal.ucc@pondiuni.edu.in
13.	KARAIKAL Pondicherry University Karaikal Campus Arignar Anna Government College Campus Phone: 04368-230209 Email:amilan.kcm@pondiuni.edu.in	14.	SALEM Vysya College Phone:0427-2240107 Email: principal@vysyacollege.org
15.	KOCHI Sacred Heart College, Phone: 0484-2663380 Email: shprincipal@gmail.com	16.	SECUNDERABAD Swami Vivekananda Institute of Technology Phone:040 2771 3827
17.	KOLKATA Carreograph Institute of Management Studies Phone: 2530-7710 / 5487 / 5497 Mobile:09831097070 Email: carreo@vsnl.net, mba@carreograph.com	18.	TIRUPATHI Brilliant High School Phone: 0877-2234046 Mobile:09949762594
19.	KOTTAYAM Live Institute of Technology and Management Studies (LITMS) Mobile:08891024365 Email:litms.info@gmail.com	20.	THIRUVANANTHAPURAM St Xavier Institute of Management,St Xaviers College Phone: 0471-2706078 Email: dominicpj@gmail.com
21.	LUCKNOW Institute Of Environment And Management, Phone:05226592257 Email: iem_lko@rediffmail.com	22.	YANAM Dr. S. R. K. Govt Arts College Phone:08842324123 Email: srkartscollege@gmail.com
23.	MAHE Community College, Pondicherry University Phone: 0490- 233262 Email: cmsrikala@yahoo.com	24.	PERINTHALMANNA (KERALA) Dezone Group of Institutions, Phone: 04933-220780 Email: dezonepmna@gmail.com
25.	MUMBAI Mulund College of Commerce, Phone:02265266871 Email: mccemulund@gmail.com	26.	THRISSUR Lace Finishing School Phone: 9745306060 Email: dezonecochin@gmail.com

### CAUTION

The Directorate of Distance Education, Pondicherry University does not have any tie-up arrangement with any Tutorial, Private Agency / Establishment to conduct coaching classes for its programs. DDE is not authorizing any centres to collect additional fees of any sort other than mentioned in the brochure – Be doubly cautious.

**Filed in application form has to be sent to**

**The Director  
Directorate of Distance Education  
Pondicherry University  
Puducherry-605 014.**

*For any other admission related queries contact:*

Phone: 0413 –2654438/439/440/441/443/444/445/446/448/717 Fax: 0413-2655258

**Email:director.dde@pondiuni.edu.in**

**Website:www.pondiuni.edu.in**