PONDICHERRY UNIVERSITY

(A Central University-Accredited with "A" Grade by NAAC)

Directorate of Distance Education

(Approved by the Joint Committee of DEC,AICTE & UGC)

Quality Product Delivery is our Conviction

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 2,00,000 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.

COURSES OFFERED BY DDE

U.G Courses (3 years-Non Semester)

Name of the Course	Code	Eligibility
B.Com	55	The Student should have passed in any of the stream of : 10+2 or 11+1 or 10 + 3 years diploma
B.B.A	56	
B.A (Hindi)	57	
B.A (Sanskrit)	58	

P.G Courses (2 years-Non Semester)

Name of the Course	Code	Eligibility
M.Com	59	Student should posses 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, in any of the following stream:10+2+3 or 11+1+3 or 11+2+2
MA - English	60	Any Degree from a recognized University under 10+2+3 or 11+1+3 or 11+2+2 streams.
MA - Sociology	61	
MA - Hindi	62	

MBA PROGRAMMES (2 Years -Four Semesters)

Name of the Course	Code	Name of the Course	Code
MBA (Marketing)	36		
MBA (Finance)	37	MBA (Tourism)	46
MBA (International Business)	38	MBA (Operations and Supply Chain Mangt.)	47
MBA (HRM)	39	MBA (Insurance Management)	48
MBA (General)	43	MBA (Hospital Management)	49
MBA (Retail Management)	45	MBA - Entrepreneurship	68

Eligibility: For all the MBA programmes except MBA (Hospital Management)
Any Degree from a recognized University under 10+2+3 or 11+1+3 or 11+2+2 streams.

For MBA Hospital Management:

Any Graduate with MBBS degree,Pharmacy,Dental,Nursing, Physiotherapy, Bio-Engineering, Bio-Sciences and a graduate from any of the Indian Systems of Medicine like Homeopathy, Siddha, Ayurvedha and Unani. (OR) Any other graduate with 2 years of work Experience in any hospital.

P.G. Diploma Courses with Lateral Entry option under Semester Pattern(One Year –Two Semesters)

Name of the Course	Code	Eligibility
P.G.Diploma in Human Resource Management	51	Any Degree from a recognized University under 10+2+3 or 11+1+3 or 11+2+2 streams
P.G.Diploma in Marketing Management	52	
P.G.Diploma in Financial Management	53	
P.G.Diploma in Business Administration	54	

Conventional P.G. Diploma under Non-Semester Pattern (One year)

Name of the Course	Code	Eligibility
P.G.Diploma in Event Management	63	Any Degree from a recognized University under 10+2+3 or 11+1+3 or 11+2+2 streams
P.G.Diploma in Journalism & Mass Communication	64	
P.G.Diploma in Tourism Management	65	
P.G.Diploma in Retail Management	66	
P.G.Diploma in Patent Law	67	

ADMISSION PROCEDURE

Students can apply ONLINE from DDE link in Pondicherry University website.

OR

The application form and Information Brochure can be had free of cost from: **The DDE office, Pondicherry University, Puducherry–605 014,** in person

OR

Can be downloaded from the University web site: www.pondiuni.edu.in

While filling and sending 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 affixed 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**

- 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) 10th Class   2) 12th Class (10+2) Mark Sheet   3) Degree / Provisional Certificate/ Consolidated Marks Sheet of Degree (*Original Certificates will be sent back immediately by speed post by the DDE after verification)*

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

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.**

Fee Structure :

Sl. No.	Fee Particulars	BBA & B.Com	BA (Hindi & Sanskrit)	PG	All MBA except Hospital Mgt.	MBA (Hospital Mgt.)	MBA (Lateral Entry)	PG Diploma (Sem.)	PG Diploma (Non-Sem.)
1	Registration & Processing Fee	200	200	200	200	200	200	200	200
2	Matriculation Fee	25	25	25	25	50	Nil	25	25
3	University Development Fund	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
4	Recognition Fee *	Nil	Nil	200	200	200	Nil	200	200
5	Study Material & Handling Charges	1,250	1,250	2,000	3,500	4,050	1,800	1,575	500
6	Tuition Fee	7,500	4,200	8,000	20,000	50,000	10,000	10,000	5,000
	Total	**9,975**	**6,675**	**11,425**	**24,925**	**55,500**	**13,000**	**13,000**	**6,925**

*(For Foreign University Degree – Rs.450)

Fee can be paid as follows:

Sl. No.	Fee Particulars	BBA & B.Com	BA (Hindi & Sanskrit)	PG	All MBA except Hospital Mgt.	MBA (Hospital Mgt.)	MBA (Lateral Entry)	PG Diploma (Sem.)	PG Diploma (Non-Sem.)
1	First Year/Semester (at the time of Admission)	4,975	3,875	7,425	9,925	18,000	8,000	8,000	6,925
2	Second Year /Semester	2,500	1,400	4,000	5,000	12,500	5,000	5,000	
3	Third Year / Semester	2,500	1,400		5,000	12,500			
4	Fourth Semester				5,000	12,500			
	Total	**9,975**	**6,675**	**11,425**	**24,925**	**55,500**	**13,000**	**13,000**	**6,925**

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   • Trans-genders

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

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 30th October of the year of admission, failing which provisional admission granted will be cancelled and the fee will not 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 MATERIAL

- 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 & PG Diplomas (Non-Semester)

The Directorate arranges PCP Classes every year for duration of five days. These contact programmes are meant for classroom lecturers and clearing the doubts of the students. Attendance is optional.

PERSONAL CONTACT PROGRAM (PCP) CLASSES: for all MBA programmes & PG Diplomas (Except MBA Hospital Management)

PCP Classes Attendance is optional.

However,

- A total of 40 hours of PCP classes are organized per semester by the DDE at various centres across the country on four weekends in November/ May.
- 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.

Personal Contact Classes for MBA (Hospital Management):

a) PCP classes for I & II semester will be conducted with other MBA programmes.
b) A total of 30 days PCP classes for III and IV semester will be conducted only in Puducherry.
c) 75% attendance is **mandatory** for each III and IV semester PCP classes.

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

PCP classes for I & III Semesters will be conducted in November/December and for II & IV Semesters in April/May.

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

Code	Centre	Code	Centre	Code	Centre	Code	Centre
1	Puducherry	8	Bhubaneswar	19	Vishakhapatnam	31	Karaikal
2	Chennai	12	Lucknow	21	Mumbai	39	Tirupathi
3	New Delhi	14	Guwahati	23	Vadodara	44	Yanam
4	Madurai	15	Jammu	24	Indore	46	Kolkatta
5	Bangalore	16	Port Blair	25	Chandigarh	45	Jaipur
6	Kochi	17	Trivandrum	27	Guntur	47	Sikkim
7	Hyderabad	18	Coimbatore	30	Mahe	48	Vijayawada

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.

Filled 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 – 2654439 & 2654441 / Fax: 0413-2655258
Email: director.dde@pondiuni.edu.in
Website: www.pondiuni.edu.in