



PONDICHERRY UNIVERSITY

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

DIRECTORATE of DISTANCE EDUCATION

(Approved by DEC)

INFORMATION BROCHURE

(Applicant must go through the Instructions carefully before filling the application form and enter correctly the course code and name of the programme)

Pondicherry University is an outstanding institution of higher education and is one of the Central Universities in India.

It is a Central Autonomous body receiving grants from UGC. It is a member of the Association of Indian Universities and the Association of Commonwealth Universities.

It has also affiliated colleges located in Puducherry, Karaikal, Mahe, Yanam and the Union Territory of Andaman & Nicobar Islands.

Pondicherry University is situated 10 kms. from Puducherry on the East Coast Road towards Chennai.

The University, in the academic year 1995-96, entered into the field of offering distance education to cater to the needs of the student community.

Distance Learning

The programmes offered by the Directorate are innovative and job-oriented. Its uniqueness lies in the Personal Contact Programmes which are conducted regularly and systematically for all the programmes. The Directorate has opened Personal Contact Programme centres in some important cities spread throughout the length and breadth of the country, starting from Kashmir to Kanyakumari.

Admission is open to persons all over India.

The medium of instruction is in English and are run on Semester pattern.

Personal Contact Programme Classes (PCP) is compulsory.

Courses Offered by DDE:

The Directorate of Distance Education offers MBA in the following areas of specialisations with two years duration.

Name of the Course	Code
MBA (Marketing)	36
MBA (Finance)	37
MBA (International Business)	38
MBA (HRM)	39
MBA (General)	43

ELIGIBILITY:

Any Degree from a recognized University under 10+2+3 or 11+1+3 or 11+2+2 system.

IMPORTANT:

The Courses will be offered only if there is minimum number of candidates. PCP will be conducted in selected Centres depending upon the strength of students available in a region.

Admission Procedure

The application form and Information Brochure can be had from **The Director, Directorate of Distance Education, Pondicherry University, Puducherry-605014 in person** on free of cost (or) **can be downloaded from our web site** (or) by post on request with self addressed Ten Rupees stamped envelope (25x18 cm.). All the columns in the application form should be filled in. Recent passport size photograph duly attested by a Gazetted Officer should be pasted on the application form in the space provided for it.

Further the following columns of the identity card attached below the application should also be filled in, affixing the photo in the space provided for it.

- i. Signature of the candidate
- ii. Name, address and programme.

The filled in application form should be accompanied by the following:

1. A Demand Draft for **Rs.100/-** for processing fee apart from the requisite course fee, drawn in favour of “**The Finance Officer, Pondicherry University, Puducherry**”.
2. Original and attested copies of
 - Degree/Provisional Certificate.
 - Statement of marks
 - Consolidated Mark sheet

The filled in applications shall be sent only through **registered post** in water-proof covers to The Director, Directorate of Distance Education, Pondicherry University.

Candidates seeking admission **need not submit the Transfer Certificate / Migration Certificate.**

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 and qualification will be considered as material particulars in this context. **Admission cannot be claimed as a matter of right.**

All the original certificates will be returned after scrutiny. Candidates who do not get back their certificates within a month from the date of admission may write to the Grievance Cell of the DDE.

Candidates awaiting their results may also apply and they must produce the Statement of Marks/ Degree Certificate as proof of fulfilling the prescribed eligibility criteria before 10th September of this year, failing which provisional admission already granted, will be cancelled.

Foreign Nationals:

Admission of foreign nationals shall be regulated in accordance with the guidelines issued by the Government of India from time to time.

Important Note: The admission of students is finalised in the Directorate and no spot admission centre/institute is authorized to grant

Enrollment Number

Enrollment Number will be assigned to the students on admission. In all the communications reference to this number should be quoted invariably. 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 programme.

Study Material

Study materials will be sent to the students before the commencement of PCP classes so as to enable effective learning. The study materials will be sent by Registered Parcel or by Express Parcel Service. Students should make their own arrangements for receiving the study materials at the address mentioned for communication, in case they are not available at the receiving end.

The students are advised not to contact anyone other than the officials of the Directorate of Distance Education to get study materials.

FEE STRUCTURE for MBA Course:-

Sl.No	Particulars	Rs.
1.	Registration & Processing Fee	200
2.	Matriculation Fee	25
3.	University Development Fund	1000
4.	Recognition Fee (For Foreign University Degree – Rs.450)	200
5.	Study Materials Fee & Handling Charges	3500
6.	Tuition Fee	13000
	Total	17925
THE FEE MAY BE PAID AS FOLLOWS		Rs.
FIRST YEAR - First Semester (To be paid at the time of admission)		8175
FIRST YEAR - Second Semester (To be paid on or before 31 st January)		3250
SECOND YEAR - Third Semester (To be paid on or before 31 st July)		3250
SECOND YEAR – Fourth Semester (To be paid on or before 31 st January)		3250

FEE CONCESSION:

50% Tuition fee concession is extended to

- Non-teaching employees of the Pondicherry University and their wards.
- Defence personnel serving in Indian Armed Forces.
- Physically Challenged
- Widows
- Deserted Women
- Trans-genders
- Prisoners

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

Scholarship for SC/ST Students

Those admitted SC/ST students who are permanent residents of State/UT Government can avail various scholarship of the respective State/UT Government.

Important Note:

- **Postal Orders, Money Orders, Mail Transfers and Cash Payments/Credit Cards will not be accepted.**
- **Fee once remitted will not be refunded under any circumstance.**

Change of Programme

Change of programme will not be entertained in any case. Candidates seeking admission to the various programmes are requested to choose their programme of study with utmost care.

All Demand Drafts should be in favour of –

**The Finance Officer,
Pondicherry University,
Puducherry**

PCP Classes

Attendance for Personal Contact Programme is **compulsory**.

80% of attendance in contact classes is a must for a student to take examination. The duration of the classes are as below:

*** 40 hours classes per semester for MBA**

Personal Contact Programme classes will be arranged at the centres allotted by the Directorate.

Individual communication will be sent to the students in advance. (Please refer Web Support also)

Those who are not able to attend the programme at the Centres opted by them, should attend the Absentees Personal Contact Programme at Puducherry only. The dates and venue of the absentees PCP will be intimated to the students. The PCP & Exam centres and their codes are furnished below:

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

Caution: The Directorate of Distance Education, Pondicherry University, does not have any tie-up arrangement with any Tutorial, Private Agency / Establishment or Computer Centre to conduct coaching classes for its programmes.

Grievance Redressal Cell

Students who have grievances are advised to write giving their Name, Enrolment Number, Course of Study etc. to “**The Officer i/c, Grievance redressal Cell, Directorate of Distance Education, Pondicherry University, Kalapet, Puducherry- 605014**”.

(OR)

They may write to the

**The Director
Directorate of Distance Education,
Pondicherry University
R.V. Nagar, Kalapet
Puducherry-605 014
Phone: 0413 – 2655257 & 2654439
Fax: 0413-2655258
Email: director.dde@pondiuni.edu.in**

The students are advised not to write to any other official of the University regarding the grievance.

Check list for sending Application:-

1. Demand Draft for course fee
2. Original & Photostat Copies of
 - a. +2 Certificate
 - b. Degree Certificate (or)
 - c. Provisional Certificate (or)
 - d. Mark sheets (or) Consolidated statement of marks
3. Signature in the ID card with photo Affixed.
4. Certificate from competent authority for availing fee concession.
5. Filled in application to be sent to
The Director,
DDE, Pondicherry University,
R.V. Nagar, Kalapet,
Puducherry-605 014..

Filled in application forms/All queries relating to admission are to be sent to –

The Director, DDE, Pondicherry University, Puducherry

All Demand Drafts are to be drawn in favour of –

The Finance Officer, Pondicherry University, Puducherry.