



# PONDICHERRY UNIVERSITY

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

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



## 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 2,15,000 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

#### 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

**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**

- 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 Marks 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	PG	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
<b>Total</b>		<b>11,425</b>	<b>24,925</b>

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

Sl.No.	Fee Particulars	PG	MBA (Marketing, Finance, IB, HRM & General)
1	First Year/Semester (at the time of Admission)	7,425	9,925
2	Second Year/Semester	4,000	5,000
3	Third Year/Semester		5,000
4	Fourth Semester		5,000
<b>Total</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 •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 30<sup>th</sup> October of the year of 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 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 MBA programmes & PG

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.

*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:**

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