

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.	Examina	tion Sess	rion	J	UNE / I	DECEM	IBER		Ye	ear [
02.	02. Course Code & Name of the Course																			
03.	·											-		-		d iss	ued			
04.	Name of the Candidate (As per School / College Records)												his U	nive	ersit					
05.	Examination Centre Code & City																			
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08.	Enter th	e Subject	t code fo	r whi	ch the c	candidai	e is ap	pearin	g (<u>Re</u>	fer T	ime	Tal	ble f	or F	Pape	r co	<u>de</u>)			
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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 10th November / 10th May Note: Filled-in Exam applications received after the last date, shall not be accepted.



PONDICHERRY UNIVERSITY

DIRECTORATE OF DISTANCE EDUCATION

HALL TICKET

Photo to be affixed and attested by a Gazetted Officer

1.	Examination Session	JUNE / DECEMBER Year	
2.	Course Code Name of the Course		
3.	Enrolment Number (As per Identity Card issued by the University)		
4.	Examination Centre Code & City		
5.	Name of the Candidate (As per previous mark list)		
ó .	Paper Code for which app	aring:	
7.	Candidate's Address in cap (Correct Address with Pin of Enrolment No: Name		

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



PONDICHERRY UNIVERSITY DIRECTORATE OF DISTANCE EDUCATION

INSTRUCTIONS TO CANDIDATES

(To be retained by the Candidates)

- 1. Application for admission to the examination together with the Demand Draft, must be forwarded directly to THE CONTROLLER OF EXAMINATIONS, DISTANCE EDUCATION EXAMS, PONDICHERRY UNIVERSITY, PONDICHERRY 605 014, not later than 10th November / 10th May.
- 2. Late application and fees will be accepted by the office at the candidate's own risk upto 15th November / 15th May with a late fee of Rs.100/-
- 3. Demand Draft for the Examination fees, Mark-Statement fee, Provisional Certificate fee etc., should be obtained in favour of <u>The Finance Officer</u>, <u>Pondicherry University</u>, <u>Pondicherry 605 014</u>, <u>payable at Pondicherry</u>. The fees once paid, under any circumstances, will neither be refunded nor carried over for the subsequent examination. (**Demand Draft should be drawn on or after the Notification.**)
- 4. At the first appearance, the candidate should pay the examination fees for all the papers of the semester / year concerned.
- 5. Candidates should <u>write their name and enrolment number</u> on the backside of the demand draft in block letters. <u>Examination fees should be paid separately</u> and should not be paid along with tuition fees.
- 6. After the publication of the results, the statement of marks will be sent to all the candidates and provisional certificate to the successful candidates. The university is not responsible for loss in transit.
- 7. The examinations will be held at the following Centres:

C	Centre Code		Centre Code		ntre Code	
01	Pondicherry	02	Chennai	03	New Delhi	-
05T	Bangalore	06	Cochin	08	Bhubaneswar	
12	Lucknow	14	Guwahati	16	Port Blair	
17	Thiruvananthapuram	18	Coimbatore	19	Vishakapattinam	The numbers denoted
21	Mumbai	23	Vadodara	24	Indore	against each centre are
25	Chandigarh	30	Mahe	39	Tirupati	centre codes
41	Kolkatta	44	Yanam	46	Vijayawada	
49	Patna	51	Secunderabad	71	Karaikal	

^{**} Exam Centres are subject to change / cancellation

8. Candidate can opt for any Centre. CENTRE ONCE SELECTED WILL NOT BE CHANGED under any circumstances. If the examination cannot be conducted at a Centre, due to unforeseen circumstances, candidates who have opted for that Centre will be asked to write the examination at the next nearest centre.

9. Details of Examination Fees.

Particulars	P.G.DIP. / M.B.A. / M.C.A
a. Each Written Paper	250.00
b. Project Work (Final Semester Students)	500.00
c. Statement of Marks	50.00
**d. Provisional Certificate (Final Semester Students)	150.00
**e. Consolidated Statement of Marks (Final Semester students only)	500.00
**f. Degree Certificate (Final Semester students only)	500.00

- ** These are all one time payment. If you have already paid the fee, mention 'Yes' in the Sl.No.9 in application form. Otherwise pay for the above mentioned certificates.
- 10. Candidates should not send more than one examination application form.
- 11. Identity card issued by the Directorate of Distance Education must be produced at the time of the examination.
- 12. Candidates are advised to possess copies of filled-in application form and demand draft for verification and proof of mailing.
- 13. For any clarification regarding Examinations, Statement of Marks, Re-totalling, Re-valuation, Provisional Certificate, Correction of Name, candidates are advised to write only to *The Controller of Examinations by Designation. Candidates are requested to write their Enrolment Number, Full Name and Address with phone number in all correspondence.*
- 14. **PROJECT REPORT ::** Each Student should submit individual project report. Joint work or Group work will not be accepted. One copy of the Project Work has to be sent directly to **THE CONTROLLER OF EXAMINATIONS**, **DDE-EXAMS**, **PONDICHERRY UNIVERSITY**, **PONDICHERRY 605014** by Registered Parcel / Speed Post on or before 21st January for December Exam / 5th July for June Exam. Late submission of Project report will be accepted upto 31st January / 15th July with a late fee of Rs.100/-.
- 15. The University shall have the right to cancel or modify any of the above instructions and such decision shall be binding on all the candidates appearing for the University Examination.
- 16. Students are advised to download the venue of the Exam Centre and the Time Table from the University website www.pondiuni.edu.in only.
- 17. Other than Twinning Programme Students, Hall Tickets will be sent by ordinary post. The Hall Tickets for the DDE Students will be uploaded in the University website www.pondiuni.edu.in.
- 18. If there are no adequate candidates for any centre, the University has the right to cancel such centre and allot the students in the nearby centres.
- 19. The Degree Certificate will be sent within three months after the Convocation, which shall be notified through the National Dailies.
- 20. The Candidates who are enrolled with Twinning Institutions should send their examination applications only through the concern Institutions.

REVALUATION / RETOTALLING

Revaluation	Retotalling						
Eligibility: Students who failed in two (2) papers only.	Eligibility: All students						
Fee: Rs.300/- per paper	Fee: Rs.250/- per paper						
LAST DATE Request for Revaluation / Retotalling will be accepted within 15 days of the declaration of the results. Late application for Revaluation / Retotalling will not be accepted.							

LAST DATE FOR RECEIPT OF EXAM APPLICATIONS

	JUNE SESSION	DECEMBER SESSION
Twinning Students	30 th April	31 st October
Other Students Without Fine	10 th May	10 th November
With Fine	15 th May	15 th November

IMPROVEMENT OF MARKS

No provision is available for improvement of marks. The Pass marks of the first successful attempt alone would be taken for all purposes despite the students getting higher marks in the already passed papers in subsequent attempts, if any

QUERY / CLAIM – TIME LIMIT

Any Exam related query / claim such as Absent, Revaluation, Result, Name Correction, Mark Statement, Provisional Certificate, etc., should be made before the commencement of the next Examination session. No claim shall be entertained if it is received after the six months from the date of publication of results in the website.