



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 **The Finance Officer, Pondicherry University, Pondicherry - 605 014, payable at Pondicherry.** 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 **write their name and enrolment number** on the backside of the demand draft in block letters. **Examination fees should be paid separately 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:

| Centre Code | Centre Code | Centre Code | |
|-----------------------|-----------------|--------------------|--|
| 01 Pondicherry | 02 Chennai | 03 New Delhi | The numbers denoted against each centre are centre codes |
| 05T Bangalore | 06 Cochin | 08 Bhubaneswar | |
| 12 Lucknow | 14 Guwahati | 16 Port Blair | |
| 17 Thiruvananthapuram | 18 Coimbatore | 19 Vishakapattinam | |
| 21 Mumbai | 23 Vadodara | 24 Indore | |
| 25 Chandigarh | 30 Mahe | 39 Tirupati | |
| 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

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

LAST DATE FOR RECEIPT OF EXAM APPLICATIONS

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