



## **PONDICHERRY UNIVERSITY COMMUNITY COLLEGE**

(A Constituent College of Pondicherry University)

### **INFORMATION BROCHURE 2010-2011**



**15 Years of Academic Distinction [1995 - 2010]**



## Vice Chancellor's Message



Pondicherry University Community College is the first Community College in India, established in the University system of Higher education. As a Constituent College of Pondicherry University, a pride and prestigious University, rendering 25 years of service in Higher education scenario, the Community College has to offer a lot in the field of job oriented education.

Since its inception in 1995, the College imparts education and training to a wide spectrum of student community in and around Puducherry, with the object of man power development in tune with demand of job market. Introduction of courses in accordance with the emerging trends, multidimensional approaches in learning to ensure student participation, opportunity for on-job training, interactive sessions with leading scientists,

industrialists and social activists, special training in communication, personality development and remedial coaching sponsored by UGC and above all cost effectiveness, add to the uniqueness of this institution. It aims to offer **a world of innovations in education and training.**

The 15<sup>th</sup> year, Quindecennial year of Community College, starts with a total revamping and redesigning of all its programmes to make it more innovative, challenging and career oriented. The thrust on entrepreneurship development training, as a co-curricular programme, offers a paradigm shift to the students, **from job seekers to employment generators.**

Students from all sectors including rural and urban areas and also the underprivileged sections of the community avail this opportunity and get placed in Governmental and non-Governmental organizations, MNCs in India and abroad. Job-oriented Diploma programmes exclusively for girl students are the added attractions.

New Courses are being introduced from the current academic year and these innovations will continue in this University for empowering the youth of this country.

**Prof. J.A.K. TAREEN**  
**Vice-Chancellor**

**VISITOR**

**Smt. PRATIBHA DEVISINGH PATIL**

Her Excellency, the President of India

**CHANCELLOR**

**Shri. MOHAMMAD HAMID ANSARI**

Hon'ble Vice-President of India

**CHIEF RECTOR**

**Dr. IQBAL SINGH**

His Excellency, the Lt. Governor of Puducherry

**VICE-CHANCELLOR**

**Prof. J.A.K. TAREEN**

Director of Culture and Cultural Relations

**Prof. A. BALASUBRAMANIAN**

Registrar

**Shri S. LOGANATHAN**

Finance Officer

**Shri S. RAGHAVAN IA & AS**

Controller of Examinations (i/c)

**Dr. J. SAMPATH**

Librarian

**Dr. R. SAMYUKTHA**

Principal

**Prof. K.S. KUMARI**

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## PUDUCHERRY

Puducherry is situated on the Coromandal coast, 160 km south of Chennai. This fast growing city is the capital of the Union Territory bearing the same name. Puducherry, which attracted the French to settle here two centuries ago, still carries several marks of French culture and heritage. It is also the place where the national poet Shri Subramanian Bharathiar wrote several of his master pieces that fanned the flames of the freedom and also enriched modern Tamil literature. Bharathidasan, a staunch disciple of Subramania Bharathiar, whose poem stressed social revolution and emancipation of women, was also an eminent son of Puducherry.

## PONDICHERY UNIVERSITY

Pondicherry University is a central University established by an act of Parliament in October 1985. It is an affiliating University with a jurisdiction spread over the Union Territory of Puducherry, Lakshwadeep and Andaman and Nicobar Islands. The University's objectives are to disseminate and advance knowledge by teaching, research and extension. It also aims to promote interdisciplinary studies and integrated and innovative courses to the tune of current trends and demands. The University motto is 'Vers la lumiere' meaning 'towards the light'. The main campus of the Pondicherry University is located in Kalapet, 10 km from the town of Puducherry in a serene and beautiful campus of 800 acres adjoining the scenic Bay of Bengal. The University has entered into MoUs with good number of reputed international and national institutions for collaboration and faculty development. The University has a full-fledged placement cell. Students of Pondicherry University, Community College and all affiliating institutions make use of this facility and get placed in highly reputed firms, industries and multinational companies.

## COMMUNITY COLLEGE

**Pondicherry University Community College was established on 16th October 1995, the day of the Decennial Celebration of Pondicherry University**, formally inaugurated by Dr. (Miss) A.S. Desai, the then Chairperson of the University Grants Commission. The Pondicherry University Community College first of its kind in the University system of higher education in India, to cater to employment oriented education to the Community, is an experimental model of American and Canadian Community Colleges. The motto of Pondicherry University Community College is ***“Education for Employment through Skill Formation”***. The educational activities are designed in line with the needs and demands of the local community. More specifically, the main objective of this College is “to offer job-oriented courses based on the perceived community demand for specific manpower”. In short, **Community College is “for” the Community and “of” the Community**. The College performs four major functions namely, **teaching, training, research and extension**. It attempts to create a model of employment oriented education with adequate mutual collaboration and cooperation of members from various commercial, agricultural, government and academic institutions and organisations.

***The PUCC acts under the general, academic and administrative supervision of Pondicherry University. PUCC has been recognized by the UGC as a Constituent College of Pondicherry University.***

### Vision

***To reach out the unreached youth population and empower them with need oriented and value based education and training to become partners of National development process.***



### Mission

“Capacity building” in youth with special reference to the underprivileged sections of the community including women, for `social transformation', through a comprehensive educational model which fosters intellectual enlightenment, vocational and life skill development, social commitment, emotional balance and moral upright, so as to ensure a better quality of life.

### Salient Features

The distinguishing hallmarks of **Pondicherry University Community College** are:

- ❖ The College ensures community participation in its educational activities. The members of the community participate in several ways, namely, in the assessment of demand for manpower, framing of curriculum, teaching of courses etc.
- ❖ The College follows the policy for admission which helps to democratize education to every citizen at the tertiary level especially to candidates from villages and backward areas and to natives of Puducherry, subject to eligibility conditions.
- ❖ Courses are need-based and job-oriented and they are framed by the experts in the field, screened by Board of Studies and approved by the Academic Council of Pondicherry University.
- ❖ In almost all the courses offered by the PUCC, experiential learning and/or hands on experience is an essential component. This experience is provided by practical or lab work both within the College and outside the premises, in associated institutions. Therefore, on-job training and industrial visits are integral component of every programme.
- ❖ There is considerable flexibility in formulation and implementation of various courses. The College can introduce any course quickly, if it finds the demand for it or drop a course for which the demand is stagnant or sagging.

- ❖ The courses are taught by both professional teachers and experienced workmen in different areas. Teachers and Resource Persons are recruited on need basis from time to time.
- ❖ The PUCC permits simultaneous studies by the students. A student who is currently pursuing a course in PUCC or elsewhere can also enroll himself/ herself in PG Diploma/ Diploma / Certificate Programmes in the Community College provided the timing of the course suits his/her convenience.
- ❖ The PUCC has been able to establish a rapport and collaboration with various institutions in and around Puducherry and Tamil Nadu.
- ❖ The PUCC provides counselling and guidance services to the students both at the time of admission, during the course of study and at the time of employment.
- ❖ The PUCC administration consults the College Governing Board before taking important decisions.
- ❖ Courses are conducted on self-financing basis with affordable fee structure. It does not charge any capitation fee. For further details see “Fee Structure”.
- ❖ There are courses to suit the timings of the employed people and the unemployed.
- ❖ Each programme / course has an Advisory Committee with a Coordinator.
- ❖ The PUCC works on all the 7 days in a week from 8.30 a.m. to 8.30 p.m. in order to suit the convenience of the students.

#### COLLEGE TIMING

##### Degree Courses:

8.30 am to 2.30 pm [Monday to Friday]

##### Diploma/Certificate Courses:

2.30 pm to 8.30 pm [Monday to Friday]

9.30 to 5.30 on Saturdays and Sundays



## FACILITIES

The **Community College** has strengthened academic facilities in all fields. The College has a Computer Lab with Pentium IV Computers and established a new well equipped Computer Centre with Core2 Duo Computers. Digital Lab, Microprocessor Lab, Biotechnology, Biochemistry Labs, Multipurpose Health Worker Lab and Type Writing Lab are also available for the use of the students. All these laboratories are equipped with the state-of-the-art facilities.

### Library

The College library is well stocked with latest books and periodicals. There is a stock of 6840 books in various disciplines like Computer Sciences, Medical Sciences, Engineering, Agriculture, Home Science, Economics, Information Technology, Health, Physical Education, Yoga, Building Technology, Leather Technology, Tourism, Geology, Management, Languages, Health Science, Life Science, Botanical Science, Zoological Science, Philosophy, Psychology, Religion etc. In certain disciplines and areas such as for Civil Services and other Examination, and Entrance Coaching, the library possesses excellent holdings. The library has been subscribing a good number of journals and dailies (both vernacular and national) and also periodicals and educational magazines. The College Library has a reading room and has lending facilities to the students. The library functions six days in a week from 9.30 am to 6.00 pm. Besides, students can also have access to the Pondicherry University Library, if necessary, bar coding system in all library activities and Internet facilities are available. The College is making arrangements for inter library loan facility, photo copying services.

### SOUL (Software for University Libraries)

Community College recently procured Software for University Libraries (SOUL) from Infflibnet. The

process of computerization of all the Library activities is on progress and very soon the computerized facilities will be available to the students.

### Computer Lab

The newly setup lab has been equipped with 60 numbers of state-of-the-art Dual Core Computers with modular furniture, proper cooling and uninterrupted power supply. Broadband facility is also available.

### Microprocessor Lab

The department has a separate Microprocessor Lab with 17 numbers of 8085 Microprocessor kits. Various interfaces required for microprocessor laboratory experiments such as Traffic Controller, Temperature Controller, Keyboard input, Analog to Digital Converter and Digital to Analog Converter are available for the benefit of the students.

### Digital Lab

A separate laboratory for Digital experiments with 17 numbers of Digital IC Trainer Kits is available.

### Internet Facility

As of now, broadband connection operating at 256 kbps is being used for internet connectivity by both the staff and the students. In the near future internet access would be provided through radio-connectivity with Pondicherry University. This would enable our staff and students to access online journals available with the Central Library in Pondicherry University.

### Bio-Science Lab

Each science course has separate laboratory facilities, fully equipped with modern instruments and accessories for the successful conduct of practical classes. To mention a few like: UV Spectrophotometer, Laminar Air Flow Chamber, Agarose Gel Electrophoresis, UV trans illuminator, All Quartz double Distillation unit, Orbital shaker, Electronic Digital top loading balance, Electronic orbital shaker, Computer, Microscopes, Revolutionary Research Centrifuge, Fermentor and Cooling Centrifuge.



### Language Lab

To strengthen the Spoken English programme further, the College has taken initiative to set up a language lab. Students aspiring for a good career need to have mastery over the basic language skills. To fulfill this, an effective language lab facility has been planned. It will help in providing pronunciation practice and accent correction for the students which in turn will provide self-confidence and promotes self esteem along with their subject expertise.

### Audio Visual Support

PUCC has OHPs and LCD Projector for use in the teaching-learning situation and is in the process of procuring Home Theatre and other audio visual equipments. Preliminary work in this regard is completed.

### Study Centres

#### **Indira Gandhi National Open University (IGNOU)**

The Study Centre of IGNOU housed in PUCC, has a bouquet of programmes to offer for aspirants of higher studies in distance mode. A large number of distant learners avail this opportunity every year by enrolling themselves in programme of their choice ranging from Certificate courses to Ph.D. Counselling sessions on regular basis are held in the centre for the benefit of the students. Another attraction of the centre is a bouquet of four educational channels namely **Gyan Darshan, Gyan Vani, Gyan Darshan Teleconferencing and Eklavya**. Regular teleconferencing sessions are being held, where the experts and students can interact and share knowledge. **EDUSAT** facility, to meet the growing demand for an interactive satellite-based distance education system through audio-visual medium is available in this IGNOU Study Centre at PUCC. **Teleconferencing and Video Conferencing** through EDUSAT are extensively used by the distant learners in and around Puducherry including MCA and MBA professionals which facilitate the learners to interact with subject experts from all over India.

#### **Directorate of Distance Education (DDE), Pondicherry University**

The Study Centre of Directorate of Distance Education, Pondicherry University, is operational in PUCC. The Personal Contact Programmes (PCP) for courses like PGDCA & BCA etc. are regularly held in this centre. PUCC also functions as the Examination Centre for the DDE, Pondicherry University.

## STUDENT SERVICE

### Placement and Career Guidance

The central objective of the Pondicherry University Community College is to match education with employment. It has a Placement Cell which is very active and it works in association with the Placement Cell of Pondicherry University and facilitates successful placement of our students in various Multinational Companies every year.

The PUCC is also processing employment information relevant to the students. Creation of database on potential employers is in the process. It offers training programmes to the students with the help of experts on personality development, life skill development, stress management, group discussion etc.

Our students in the past have been selected in the best of the companies including **Infosys, Wipro, Accenture, TCS, CTS, Sutherland, Integra, MPHASIS** etc.

### National Cadet Corps (NCC)

The College has an Air and Army Wing of NCC. Our students participate in Republic Day parade, Camps and various social awareness programmes.

### National Service Scheme (NSS)

The college organises regular NSS activities and special camps. The students are expected to work 120 hours in various service activities in a year. The students of Community College have involved themselves in medico social service, AIDS

awareness, community development programmes, sanitation drives, blood donation, cleaning and environmental awareness seminars and also in the celebration of national and international days such as Republic Day, Independence Day, Women's Day etc. Camps are organised in rural areas on regular basis.

## FINANCIAL ASSISTANCE

### Scholarships

The College is helping the SC/ST and Differently Abled students for availing scholarships from Adi-Dravidar Welfare / Social Welfare Departments of Government of Puducherry / Tamil Nadu.

The students who are availing scholarship should compulsorily have a bank account in their names for encashment of scholarship. The college also helps the students to avail scholarship/loans from the companies (Employees' Children) wherever feasible.

## ADMISSION AND STUDY PROCESS

### How to apply?

Candidates desirous of admission in the Community College should make an application in the prescribed form which can be obtained along with the Brochure from the Office of the PUCCL, Lawspet, Puducherry 605 008 on all working days during office hours either in person or by post or can download the same from the website [www.pondiuni.edu.in](http://www.pondiuni.edu.in).

#### A. To get application form in person:

- i. General candidates can get the application and brochure in person by paying Rs.100/- in cash.
- ii. SC/ST can get the application and brochure in person by paying Rs.50/- in cash and producing **attested photocopy** of relevant certificate thereof.  
**Application fee exempted for differently abled candidates subject to submission of relevant certificate.**

#### B. To get application form by post:

- i. General candidates can get the application and brochure by post by sending self addressed cover

(A4 size) and a Demand Draft for Rs.125/- in favour of “**The Finance Officer, Pondicherry University**”, payable at **Puducherry**, along with a requisition letter.

- ii. SC/ST candidates can get the application and brochure by post by sending self addressed cover (A4 size) and a Demand Draft for Rs.75/- in favour of “**The Finance Officer, Pondicherry University**”, payable at **Puducherry**, along with a requisition letter and **attested photocopy** of relevant certificate thereof. Differently abled candidates can submit a self addressed cover (A4 size) with the postage (stamp) of Rs.25/- with the relevant certificate.

#### C. To download application from Internet:

- i. Candidates can download the application and brochure from the website [www.pondiuni.edu.in](http://www.pondiuni.edu.in). While submission of application downloaded from Internet, the candidates must enclose a Demand Draft for Rs.100/- in favour of “**The Finance Officer, Pondicherry University**”, payable at **Puducherry**.
- ii. SC/ST candidates while submission of application downloaded from Internet, must enclose a Demand Draft for Rs.50/- in favour of “**The Finance Officer, Pondicherry University**”, payable at **Puducherry**.
- iii. Differently abled candidates while submission of application downloaded from Internet to College Office, need not attach Demand Draft.

The filled in application forms should reach the Office of **The Principal, Pondicherry University Community College, Lawspet, Puducherry-605008** on or before the last date mentioned in the advertisement. Incomplete, defective and belated applications will not be entertained. The application form is not transferable. The Community College follows an open door policy of admission. Admission is open to any citizen of India irrespective of Caste, Community, Religion, etc.



For UG, PG Diploma, Diploma and Certificate programmes, the merit list of the students is drawn based on the marks secured in the qualifying examination according to the University norms for admission purposes.

However in some Diploma courses where the number of candidates seeking admission is more, an Entrance Test and Interview will be conducted, the model and content of which will be intimated to the students well in advance.

### Age

- (a) For UG programmes, the candidates should be above 17 years as on 1st July 2010.
- (b) There is no age limit for admission for PG Diploma, Diploma and Certificate programmes unless otherwise demanded for job placement.

### Minimum Qualification

(a) For the UG courses, candidates should have passed Higher Secondary Examination or the examination equivalent thereto recognised by Pondicherry University. For each Degree course, the

students are expected to have studied the prescribed subject(s) at +2 level.

(b) For admission to PG Diploma, Diploma and Certificate programmes eligibilities are indicated in the **Admission Requirements**.

## RESERVATION POLICY

For all the programmes offered in this college, the reservation procedure is followed as per the norms of the Pondicherry University which are given below:

1. SC/ST: In accordance with the policy of the Government of India and the guidelines of the UGC, the College has reserved 15% for SC and 7.5 % for ST.
2. 27 % of seats reserved for OBC/MBC
3. PH: 3% of seats are reserved for the Differently Abled candidates.
4. 25% of seats are reserved for the Puducherry Union Territory

**\*Subject to change as per the University norms**

## COURSES OFFERED

### Degree Courses

Course Name	Subject	Intake	Eligibility criteria for admission
BCA	Computer Applications	30	A Pass in +2 with Mathematics/Computer Science/ Business Mathematics
B.Sc	Bio-Chemistry	30	A Pass in +2 with Chemistry/MLT/Biology
B.Sc	Visual Communication	30	A Pass in +2
BBM	Business Management	30	A Pass in +2 with Commerce/Accountancy/ Economics

## Post Graduate Diploma Course

Course Name	Intake	Eligibility criteria for admission
Computer Applications	30	Any Degree with 45% marks, with Mathematics as a subject in +2 / Degree level

## Diploma Courses

Course Name	Intake	Eligibility criteria for admission
Accounting and Taxation	30	A Pass in +2
Medical Record and Administration	30	A Pass in +2 with Chemistry, Biology, MLT
Medical Lab Technology	30	Must have passed +2 or its equivalent and secured not less than 50% marks (40% for SC/ST (origin)/OBC/MBC) in Part-III subjects - Physics, Chemistry and Biology or Physics, Chemistry, Botany & Zoology or Physics, Foundation Science & Medical Laboratory Assistant Course (or) Chemistry, Foundation Science & Nursing course and English as one of the compulsory subjects.
Insurance Management	30	A Pass in +2
Hardware Management	30	A Pass in +2
Information Technology	30	A Pass in +2
Graphics and Animation	30	A Pass in +2
Video Production	30	A Pass in +2
Sales Management	30	A Pass in +2
Computer Graphics and Web Technology	30	A Pass in +2
Sanitary Inspector	30	A Pass in +2 with Physical and Biological Science
Multipurpose Health Worker (Female) (1 ½ Years)	20	A Pass in X Standard with 45% / age above 17

## Certificate Courses

Course Name	Intake	Eligibility criteria for admission
Tally	30	A Pass in +2
Event Management	30	A Pass in +2
Tourism Guidance	30	A Pass in +2
Data Entry and Processing	30	A Pass in +2
Computer Graphics	30	A Pass in +2
Spoken English	30	A Pass in +2
Radio Jockey and Reporting	30	A Pass in +2
Reporting and News Casting	30	A Pass in +2

## Course Fees

### Fee Structure for Degree Courses

(in Rupees)

Sl. No.	Particulars	BCA (Computer Application)	B.Sc. (Visual Communication)	B.Sc. (Bio Chemistry)	BBM (Business Management)
1	Tuition fee (Per Semester)	5,500	6,000	5,500	5,000
<b>Other Fees</b>					
2	Registration Fee	40	40	40	40
3	Matriculation Fee	18	18	18	18
4	Recognition Fee	75	75	75	75
5	Identity Card Fee	50	50	50	50
6	University Development Fund	500	500	500	500
7	Laboratory Fee (Per Annum)	2,500	2,500	2,500	1,000
8	<b>Caution Deposit (Refundable)</b>				
	Laboratory	500	1,000	1,000	500
	Library	500	500	500	500
9	Alumni Association Fund	100	100	100	100
10	Internet Fund (Per annum)	200	200	200	200
11	Sports Fee (per annum)	100	100	100	100
12	Student Welfare Fund (Per Annum)	100	100	100	100
13	Library Fund (Per Annum)	300	300	300	300
14	Infrastructure Development Fund (Per Annum)	500	500	500	500

**Note:** For On-Job/Implant training programmes, the students need to pay the Organization whenever required.

**Important Instruction:** If the tuition fee is not paid by the students, within the stipulated time from the due date, their names will be removed from the rolls without any intimation.

### Fee structure for PG Diploma/Diploma/Certificate Course

(in Rupees)

Sl. No.	Course Name	A Tuition Fee (per sem.)	B Lab Fee (per sem.)	C Caution Deposit		D Other Fee [Non refundable] (Common to all courses)*	E Fee payable per annum**
				Lab	Library		
1	<b>PG Diploma Course</b> Computer Applications	8,000	1,000	500	500	783	1,100
	<b>Diploma Course</b>						
2	Accounting and Taxation	6,000	1,000	500	300	783	1,100
3	Medical Record & Administration	8,000	2,000	500	300	783	1,100
4	Medical Lab Technology	10,000	2,500	1,000	300	783	1,100
5	Insurance Management	6,000	500	500	300	783	1,100
6	Hardware Management	8,000	1,000	500	300	783	1,100
7	Information Technology	8,000	500	500	300	783	1,100
8	Graphics and Animation	8,000	1,000	500	300	783	1,100
9	Video Production	10,000	2,000	1,000	300	783	1,100
10	Sales Management	6,000	500	500	300	783	1,100
11	Computer Graphics and Web Technology	8,000	500	500	300	783	1,100
12	Sanitary Inspector	8,000	500	500	300	783	1,100
13	Multipurpose Health Worker (1 ½ Years) (Female)	12,000	500	500	300	783	1,100
	<b>Certificate Course</b>						
14	Tally	5,000	1,000	500	300	783	1,100
15	Event Management	4,000	-	-	300	783	1,100
16	Tourism Guidance	5,000	-	-	300	783	1,100
17	Data Entry and Processing	5,000	1,000	500	300	783	1,100
18	Computer Graphics	6,000	1,000	500	300	783	1,100
19	Spoken English	3,000	500	500	300	783	1,100
20	Radio Jockey and Reporting	6,000	1,000	500	300	783	1,100
21	Reporting and News Casting	6,000	1,000	500	300	783	1,100

\*Other fees (Payable at the time of Admission only & Non-refundable - Split-up of Column D of above table)

\*\*Fee Payable per Annum (Split-up of Column E of above table)

Sl. No.	Fees	Amount (in Rupees)	Sl. No.	Fees	Amount (in Rupees)
1	Registration Fee	40	1	Student Welfare Fund	100
2	Matriculation Fee	18	2	Infrastructure Fund	500
3	Recognition Fee	75	3	Sports Fee	100
4	Identity Card Fee	50	4	Internet Fee	100
5	Alumni Association	100	5	Library Fund	300
6	University Development Fund	500			
	<b>Total</b>	<b>783</b>		<b>Total</b>	<b>1,100</b>

## PAYMENT OF FEES

All the students of Degree programmes shall pay the fees to the college at the time of admission and for the subsequent semesters within ten days from the beginning of the semester. Examinations fees shall be payable on or before the last date prescribed in this regard. If above dates fall on Saturday or Sundays or any other holidays, the last date for payment of the above fees will be the preceding working day. If a student does not pay the fee on time, late payment, fine, shall be levied as follows at the time of payment.

- (i) @ 5.00 rupees per day for the first 10 days
- (ii) @ 10.00 rupees per day thereafter up to the last day of the month in which the fees is due

## REFUND OF FEES, CAUTION DEPOSIT

If after having paid the fees, a candidate desires to discontinue he/she shall be refunded all the fee after deducting Rs. 1000/- provided he/she discontinues **on or before 01.09.2010**. Laboratory and library caution deposits money are refundable, on an application from the student on his/her leaving the College, **after deducting all dues against him/her**. If any student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her leaving the College, it shall be deemed to have been donated by him/her to the students' Aid Fund. The period of one year shall be reckoned from the date of announcement of the result of the examination due to be taken by the student or the date from which his/her name is struck off from the roll of the College whichever is earlier.

**IF A STUDENT OWES ANY MONEY TO THE COLLEGE ON ACCOUNT OF ANY DAMAGE HE/SHE MAY HAVE CAUSED TO THE COLLEGE PROPERTY, IT WILL BE DEDUCTED FROM THE DEPOSIT DUE TO HIM/HER.**

## CONDUCT & DISCIPLINE

### Student Discipline

Students enrolled at Community College must recognize their responsibilities towards the faculty,

office staff and fellow students. Failure to maintain appropriate standards of conduct will attract disciplinary action.

The College believes that duty, decorum and discipline are the hallmarks of a good student. Students with such qualities alone can prove to be productive manpower with an appreciable value system. Therefore erring students would be subjected to certain disciplinary code. The following acts, would be deemed to be **acts of indiscipline - any overt or covert act leading to ragging and eve teasing, disruption of class room activities or disturbing the studies of other students or marring the operations of the college or its educational activities or harming the health or safety of staff or students or damaging the college property or possession of any intoxicants or illicit drugs or weapons in the college campus, misconduct during examination, production of false information or documents for admission purpose and the failure to return loaned materials or settle debts with the college.**

### Prohibition of Ragging

**Ragging in any form is strictly prohibited. If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution.**

*The College will not show any mercy to a misbehaving student and would initiate disciplinary action whenever occasion demands. At the time of admission, every student and his/her parent/guardian shall be required to sign a declaration to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Principal and the other authorities of the College.*

All powers relating to discipline among the students are vested in the Principal. The Principal may delegate all or any of his/her powers as he/she deems proper to any of the Officers of the College specified by him/her. The Principal's decision shall be the final in all matters of punishment of the students for violation of any of the rules and regulations of the College.



### Specific Rules for Student Discipline

- ❖ Students are expected to use only courteous and polite language and behave with decorum with the faculty members and the staff of the College.
- ❖ Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should abstain themselves from violence.
- ❖ Students shall not talk or act in any manner outside the institution in a way that would bring disrepute to the College.
- ❖ The students shall be regular and punctual in attending classes and all activities connected with the College.
- ❖ Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.
- ❖ The students shall observe strict silence in the class irrespective of the presence or absence of the faculty member.
- ❖ No student is permitted to leave the classroom during class hours.
- ❖ Students should not leave the class or attend it late under the pretext of paying fees, visiting the library etc.
- ❖ Students are expected to read notices/circulars displayed on the College Notice Board. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse failing to comply with the directions contained in it.
- ❖ All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
- ❖ While attending College functions, the students will conduct themselves in such a way as to bring credit to themselves and to the institution.
- ❖ Spitting, smoking and throwing bits of paper inside the college campus must be avoided.
- ❖ Students are forbidden from entering the college office and the staff rooms during unspecified hours.
- ❖ Students are prohibited from damaging the building or any other property of the College in any way. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
- ❖ Representation of complaints and grievances may be made individually to the Principal through the Class Teacher concerned or Discipline-cum-Grievance Committee.
- ❖ No meeting/function of any kind shall be held in the College premises without the written permission of the Principal.
- ❖ No notice of any kind shall be circulated among students or displayed on black boards or on notice board without the written permission of the Principal. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Principal.
- ❖ The Principal will deal strictly with students who play a leading part, by organizing or assisting, in strikes.
- ❖ The students are expected to take up all assignments, tests and examinations of this College/University seriously and would try to perform the best.
- ❖ Misconduct during examination, production of false information or documents for admission purpose and the failure to return loaned materials or settling debts with the College would be seriously dealt with.
- ❖ In this campus various courses are conducted simultaneously and hence, students should observe SILENCE within the campus.
- ❖ Ragging and Eve Teasing are considered as crime and strictly prohibited by an act promulgated by the Government of Puducherry with the penalty of Rs.10,000/- and two years imprisonment. If any student indulges in any form of ragging or Eve-Teasing inside the College premises or outside, he/she will be summarily expelled from the College.
- ❖ Each student of this College must possess Student Identity Card with his/her photograph affixed on it, duly attested by the Principal. The

students must compulsorily wear the Student Identity Card inside the College Campus.

- ❖ Students shall come clean, tidy and modestly dressed in College Uniform. Students not in College Uniform would be marked as absent for that particular day. If non-adherence to this rule is reported against a student often, severe action may be initiated against him/her.
- ❖ Use of mobile phones within the College campus is strictly banned. Violation of this rule by any student would result in impounding of the Cell phone and strict disciplinary action against the student.
- ❖ Students should not involve themselves either directly or indirectly in any form of politics either inside or outside the College during their period of study. If a student fails to comply with this regulation, strict disciplinary action will be initiated against the student which may even result in the rustication of the student from the College.

#### Attendance Rules

- ❖ Students should attend all classes regularly and punctually.
- ❖ Students must be punctual to each lecture hour. Students coming late to the class by more than five minutes will not be given attendance for that period.
- ❖ Although the University prescribes a minimum of 75% of attendance, the College insists on regular attendance in all classes. Students are eligible for scholarships only when they earn more than 90% of attendance.
- ❖ A student with less than 75% of attendance will not be eligible to write the Semester Examinations of the University.
- ❖ Students are not permitted to absent themselves without prior permission.
- ❖ A application for leave must be submitted in the prescribed form well in advance or atleast a day before the leave is required.
- ❖ When absence without prior permission is unavoidable the leave application must be

submitted on the day of return to the College after the leave period.

- ❖ Even with prior permission, if a student absents oneself, even for a single hour, he/she would be considered as Absent for the whole session.
- ❖ Absence without leave for even a part of the day will be counted as absence for one day.
- ❖ Students without Identity Card & proper Uniform will be marked as absent.
- ❖ If a student absents himself/herself for three consecutive days without leave his/her name will be removed from the rolls.
- ❖ Removal of the names from the rolls shall entail forfeiture of attendance till the date of re-admission.

In case of any violation of rules and regulations by the student, action initiated against the student may include a warning or a reprimand, awarding a fail mark for an assignment or course, suspension or expulsion from a particular class or from the College, withholding of official documents, withdrawal of campus privileges and any other action which the College authorities deem appropriate at that time.

#### Library Rules

- ❖ The Library is open to all the students and staff of the PUCCL.
- ❖ Readers are not allowed to enter the library with their personal belongings.
- ❖ Readers are prohibited from engaging in any activity which may disturb or distract the attention of other readers and will result in severe disciplinary action.
- ❖ No reader shall write upon, damage or make marks on any library book. Each student of the Pondicherry University Community College will be issued two tickets. A book will be lent to a reader only in exchange of one of his/her tickets which will be returned back to the reader when he/she returns the book.
- ❖ Date label and book pockets shall not be tampered with. Serious notice will be taken on any violation of this rule.

- ❖ Library tickets are not transferable. A reader who misses a ticket shall follow the stipulated process including remittance of Rs.50 as a fine to get another Ticket. In case he/she happens to get the ticket at a later date, the reader should return the same immediately.
- ❖ A reader who fails to return a book on the due date will be charged a sum of 50 paise per day as fine till he/she returns the book. Such a reader will not be allowed to use the library till the book is returned and fine paid.
- ❖ At the end of each semester before receiving the hall ticket, the student should return all the books to the library. Without a clearance certificate (NO DUE) to this effect from the Librarian, the college will not permit a student to write the End Semester Examination.
- ❖ The Provisional / Diploma and Certificate shall be issued to the students only after they return all the books and remit dues outstanding against them.
- ❖ A book may be renewed for a further period of a fortnight provided: (a) No other reader has applied for the book in the meantime and (b) not more than two consecutive renewals may be made for the same book.
- ❖ In the case of books for which there is an exceptional demand, the period of loan may be reduced to fifteen days.
- ❖ The Librarian in exigencies, may recall any book at any time even if the normal period of loan has not expired and readers are not allowed to sub-lend the books of the Library.
- ❖ Dictionaries and books which might be difficult to replace and such other books declared as Reference Books shall not be loaned.
- ❖ Readers shall be responsible for any damage done to the books or other property belonging to the Library of the College. If the replacement of the books or other properties is not possible, four times the value of the book/property may be collected from the student concerned.

## DEPARTMENTS

### Department of Computer Science

The Department of Computer Science has to its credit the pride of being the first department, offering degree course in Pondicherry University Community College. It was established in the year 1998. The first degree course offered by this department was Bachelor of Computer Applications (BCA). By the next academic year, 1999-2000, B.Sc., [Computer Science] was also on offer by this department. From the academic year, 2006-2007, B.Sc., [Information Technology] is the new entrant in this department.

#### Courses offered

##### UG Programme

- ❖ **Computer Applications**

##### PG Diploma Programme

- ❖ **Computer Application**

##### Diploma Programmes

- ❖ **Computer Graphics and Web Technology**
- ❖ **Hardware Management**
- ❖ **Information Technology**

##### Certificate Programmes

- ❖ **Data Entry and Processing**

### Department of Management Studies

The Department of Management Studies was set up in 1999. In fact, PUCC was the first college in Pondicherry to offer a comprehensive degree of Bachelor of Business Management (BBM). This course is renamed as Bachelor of Business Administration (BBA) recently. The course was designed to provide an employment oriented education with adequate mutual collaboration and co-operation with various Business and Commercial Institutions. Commerce and Economics specializations are attached to the Management department.



## Courses offered

### UG Programme

- ❖ Business Management

### Diploma Programmes

- ❖ Accounting and Taxation
- ❖ Insurance Management
- ❖ Sales Management

### Certificate Programmes

- ❖ Tally
- ❖ Event Management
- ❖ Tourism Guidance

## Department of Biosciences

The Department of Biosciences was set up in 1997. The Department comprises of B.Sc. (Biochemistry) (since 1998) and B.Sc.(Biotechnology) (since 2002). The courses are structured to include job oriented subjects and hands-on training so as to equip the students with better understanding and skills to deal with the emerging trends and concepts in Biosciences.

### Courses Offered

#### UG Programme

- ❖ B.Sc. Biochemistry

#### Diploma Programmes

- ❖ Medical Record Administration
- ❖ Medical Lab Technology
- ❖ Sanitary Inspector
- ❖ Multipurpose Health Worker - Female

## Department of Visual Communication

Visual communication is the communication of ideas through the visual display of information. Primarily associated with two dimensional images, it includes: art, signs, photography, typography, drawing fundamentals, colour and electronic resources. Recent research in the field has focused on web design and graphically oriented usability. It is part of what a graphic designer does to communicate visually with the audience. The primary tool by which man has visualised ideas is through the usage of writing and, by extension, type: Writing/type is the visual manifestation of the spoken word. And words are what we communicate with. Thus it is no overstatement when we say that type is the essence of visual communication and by extension of visual communication design.

### Courses Offered

#### UG Programme

- ❖ Visual Communication

#### Diploma Programmes

- ❖ Graphics and Animation
- ❖ Video Production

#### Certificate Programmes

- ❖ Computer Graphics
- ❖ Radio Jockey and Reporting
- ❖ Reporting and New Casting
- ❖ Spoken English

### IMPORTANT NOTE

College reserves right to make changes in the information provided herein. This cannot be quoted for any sanction. Notwithstanding the information given in the brochure, the College has the ultimate right to decide on any issues as per its rules and regulations