PONDICHERRY UNIVERSITY

S. LOGANATHAN
REGISTRAR

Bharat Ratna Dr. B.R. Ambedkar
Administrative Bldg., R.V. Nagar,
Kalapet, Puducherry – 605 014

PU/AS-II/Aca-5/Adm. Regn. No /2011/1097   Date: 05.07.2011

POLICY CIRCULAR NO.57

Sub: Admission – Allotment of Registration Number.

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As per the practice followed till last year the Registration Numbers for the newly admitted students are allotted by the Academic Section – II after all the admissions are over. This process used to take considerable time and the numbers were normally allotted only by the month of October/November.

In order to avoid delay in this matter, it has been decided that from this academic year onwards the Registration Numbers may be allotted at the admission stage itself by the respective departments.

The registration numbers will be of 8 digits as indicated below:

(i)   The first two digits will denote the year of admission, the next three digits will denote the course code (as mentioned in the prospectus) and the remaining three digits will be allocated serially, as per the admissions made.

(ii)   The numbers may be allotted on first come first admitted basis and not necessarily based on merit or alphabetic order.

(iii)   For example, students admitted to M.Sc. (Computer Science) course for the academic year 2011-12 may be allotted the Registration No. as 11 370 001, 11370002, ... etc.

11	370	001
[Year]	[Course Code]	[First Student Admitted]

The final list of students admitted during this year may be sent to the Academic Section – II in the format enclosed by 31.07.2011.

REGISTRAR

Encl: As above

All the HOD's / Centre Heads / Course Co-ordinators,
Pondicherry University,
Puducherry.

Copy to :
1) The Director (SEI & RR), Pondicherry University, Puducherry.
2) All the Deans, Pondicherry University, Puducherry.
3) The Librarian, Pondicherry University, Puducherry.
4) The Systems Manager, Pondicherry University,
   Puducherry. - *To host the circular under the E-circulars in the website.*

ADMISSION LIST – 2011-12

Name of the School   : _____

Name of the Department   : _____

Name of the Course   : _____

Sl.No.	Registration No.	Name of the Student	Date of admission	Remarks, if any

DATE:

**SIGNATURE OF THE HOD/
CENTRE HEAD /
COURSE CO-ORDINATOR**