



# CAMPUS LIFE & OUTREACH





# PONDICHERY UNIVERSITY MAHE CENTRE

(A Constituent Centre of Pondicherry University, A Central University)



VISITOR

**Shri. PRANAB MUKHERJEE**

His Excellency the President of India

---

CHANCELLOR

**Shri. MOHAMMAD HAMID ANSARI**

Hon'ble Vice-President of India

---

CHIEF RECTOR

**Lt.Gnrl. AJAY KUMAR SINGH**

His Excellency the Lt.Governor of Puducherry

---

VICE-CHANCELLOR (i/c)

**Prof. (Mrs). ANISA BASHEER KHAN**

---

VICE-CHANCELLOR  
(On Compulsory Wait)

**Prof. (Mrs). CHANDRA KRISHNAMURTHY**

---

REGISTRAR (i/c)

**Prof. M. RAMACHANDRAN**

---

FINANCE OFFICER (i/c)

**Prof. (Mrs) MALAVIKA DEO**

---

CONTROLLER OF EXAMINATIONS (i/c)

**Prof. K. THARANIKKARASU**

---

LIBRARIAN

**Dr. (Mrs) R. SAMYUKTHA**

---

CENTRE HEAD - MAHE CAMPUS

**Dr. PRABHATH BHASKARAN**



## VICE CHANCELLOR'S MESSAGE

I am immensely pleased to express my compliments to the prospectus of our Constituent College, the Pondicherry University Community College - Mahe Centre, for the academic year 2016-17.

The Pondicherry University Community College - Mahe Centre is a pioneering educational institution which provides excellent education to the unprivileged sections of the community without gender disparity. Due to the recent advancement in the educational sector, the need for a contemporary learning and creation of promising professionals is essential.

The centre is well-equipped with infrastructure facility and state-of-the-art laboratories to impart skill development courses leading to productive employment with local industry in and around Mahe. I assure that the coming academic year 2016-17 will certainly give impetus to the job-oriented courses of long and short term duration like Vocational Degree and Diploma Programmes in line with National Skill Qualification Framework (NSQF) of Ministry of Human Resource Development with provision for vertical mobility.

I extend my best wishes to the students and faculty who are a part of our University and to those who seek to join us in our mission of creating knowledge and contributing to the growth of not only our society and nation but humanity at large.

**Prof. (Mrs). ANISA BASHEER KHAN**

# CONTENTS

Pondicherry University	04
Pondicherry University, Mahe Centre	06
Facilities	09
Admission and Study Process	11
Reservation Policy	13
Courses Offered	15
Courses Fee	17
Payment of Fees	18
Refund of Fees, Caution Deposit	18
Conduct & Discipline	19



# PONDICHERRY 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 Pondicherry, Lakshadweep and Andaman & Nicobar Islands. The University aims to disseminate and advance knowledge by teaching, research and extension. It also aims to promote interdisciplinary studies along with integrated and innovative courses to meet the current trends and demands of the industry at large. The University's motto is 'Vers la lumiere' meaning 'towards the light'. The main campus is located in Kalapet, 10 km from the town. It is adorned with a serene and beautiful campus of 800 acres adjoining the scenic Bay of Bengal. The University has entered into MoUs with a 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 Departments, Community College and all affiliating institutions make use of this facility and get placed in highly reputed firms, industries and multinational Companies.

# MAHE CENTRE







# PONDICHERRY UNIVERSITY - MAHE CENTRE

Pondicherry University-Mahe Centre is an expansion of Pondicherry University established to cater the educational requirements of Mahe region of Pondicherry Union Territory. Mahe Centre functions under the general, academic and the administrative supervision of Pondicherry University and the courses offered are recognized and supported by UGC.

The educational activities in Mahe Centre focus to reach out the entire community and empower them with need oriented value based holistic education. Through Teaching, Training, Research and Extension Mahe Centre created a model of employment oriented education with adequate mutual collaboration and cooperation of members from various commercial, agricultural, government and academic institutions and organizations.



## OBJECTIVE

The main objective is to offer job oriented courses based on perceived community demands for specific man power with adequate mutual collaboration and co-operation of members from various cultural, commercial, agricultural, government and academic institutions and organizations.

## MISSION

To ensure aptitude building in the youth with special reference to the unprivileged sections of the community without gender disparity. This comprehensive education model is intended for social transformations, intellectual enlightenment, professional and life skill development, social commitment, emotional balance with moral uprightness to ensure better quality of life and peaceful coexistence.

## 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.

## Salient Features

### **The distinguishing hallmarks of Pondicherry University Mahe Centre are:**

- ▼ The Centre ensures and encourages an active participation of community in its educational activities.
- ▼ The admission policy followed by the Mahe Centre helps to democratize education to every citizen subject to eligibility conditions.
- ▼ Courses are need-based and job-oriented as well as they are framed by the experts in the field, screened by Board of Studies and approved by the Academic Council of Pondicherry University.
- ▼ Experiential learning and/or hands on experience is an essential component of all courses. This experience is provided by practical or lab work both within the Centre and outside the premises, with the associated institutions. Therefore, on-the-job training and industrial visits are integral component of every program.
- ▼ There is considerable flexibility in formulation and implementation of various courses. The Centre 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 professionals in different skill sectors. Professors and Resource Persons are recruited on need-basis from time to time.
- ▼ The Centre at Mahe has been able to establish and maintain a rapport and Collaboration with various institutions in and around Mahe and Kerala for providing effective training and placement facilities for the benefit of students.
- ▼ The Centre provides counseling and guidance services to the students both at the time of admission, during the course of study and at the time of employment.
- ▼ Courses are conducted with the financial support of University Grants Commission. Centre assists the students in identifying placements.



## COLLEGE TIMINGS

### B.Voc Degree Courses:

**9.30** am to **4.30**pm (**Monday** to **Friday/Saturday**)

## FACILITIES

### Class Room

- ▼ Class rooms are ventilated and designed with modern teaching and learning equipment.

### Computer Lab

- ▼ Well-equipped computer lab in common with internet facility provided by BSNL

### Laboratories

- ▼ A well-equipped electronic media laboratory for imparting comprehensive Production skills and techniques
- ▼ Modern photo-laboratory
- ▼ A well-equipped audio-studio
- ▼ Well-equipped workshop for Apparel, made-up's and home furnishing.

### Library

- ▼ The Centre is in the process of building up a well-stocked Library.



## DIRECTORATE OF DISTANCE EDUCATION (DDE) PONDICHERRY UNIVERSITY

The Study Centre of Directorate of Distance Education, Pondicherry University, is also operational in Mahe Centre. The Personal Contact Programs (PCP) for courses offered by DDE is regularly held in this Centre. Mahe Centre is also functions as the Examination Centre for the DDE, Pondicherry University.

## NATIONAL SERVICE SCHEME (NSS)

The Centre plans to start NSS activities and special camps. The students are expected to work 120 hours in various service activities in a year. The students of Mahe Centre Pondicherry University will have to involve themselves in medico social service, AIDS awareness, community development programs, sanitation drives, blood donation, and clearing and environmental awareness seminars and also in the celebration of national and international days such as Republic Day, Independence days and Women's Day etc.

# ADMISSION AND STUDY PROCESS

## How to apply?

Candidates desirous of admission in the Mahe Centre should make an application in the prescribed form which can be obtained along with the prospectus from the office of the **Mahe Centre, Pondicherry University, Cemetery Road, Mahe – 673 310** 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)

### To get application form in person:

- ▼ General candidates can get the application and prospectus in person by paying Rs. **100/-** in cash.
- ▼ SC/ST can get the application and Prospectus 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.

### To get application form by post:

- ▼ General candidates can get the application and prospectus by post by sending a requisition letter to **The Centre Head, Pondicherry University Mahe Centre, Cemetery Road, Mahe- 673310** along with a Demand Draft of Rs. **100/-** in favour of “**The Finance Officer, Pondicherry University**”, payable at Puducherry, and a self addressed A4 size cover with stamp affixed for Rs. 60/- .
- ▼ SC/ST candidates can get the application and prospectus by post by sending a requisition letter along with a Demand Draft for Rs. 50/- in favour of “The Finance Officer, Pondicherry University”, payable at Puducherry, an attested photocopy of relevant certificate thereof and a self addressed A4 size cover with stamp affixed for Rs. 60/-
- ▼ Differently abled candidates can get the application and prospectus by post by sending a requisition letter along with an attested photocopy of relevant certificate thereof and a self-addressed A4 size cover with stamp affixed for Rs. 60/-



### To download application from Pondicherry University website:

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

The filled in application forms should reach **the Office of Center Head, Pondicherry University Mahe Centre, Cemetery Road, Mahe - 673 310** on or before the last date mentioned in the advertisement. Incomplete, defective and late applications will not be entertained. The application form is not transferable.

The Pondicherry University Mahe Centre follows an open door policy of admission. Admission is open to any citizen of India irrespective of Caste, Community, Religion, etc. 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.

## Age

For **UG programs**, the candidates should be above **17 years** as on **1st July 2016**.

## Minimum Qualification

- For the UG courses, candidates should have passed Higher Secondary Examination or the examination equivalent there of recognized by Pondicherry University. For each Degree course the students are expected to have studied the prescribed subject(s) at +2 level.

# RESERVATION POLICY \*

For all the programs offered in the Mahe Centre, the reservation procedure is followed as per the norms of the Pondicherry University which are given below:

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

\*Subject to change as per the University norms.





## B.VOC. DEGREE COURSES:

As a part of Vocationalisation of Higher Education, B.Voc. Degree courses have been introduced for the first time in India, by University Grants Commission (UGC).

Career-orientation and industry readiness are the need of the hour, as a large student population will have to be trained to become Skilled manpower, effectively contributing to the economic growth and development of the country. The proposed vocational programs will be judicious mix of skills relating to a profession and appropriate content of general education. An aspirant who joins vocational programs also enjoys the benefit of lateral and vertical mobility in the pursuit of career in a chosen field of interest.

### Salient Features of the Scheme

- ▼ Courses are of Three years duration with the provision for vertical mobility and lateral exit and entry.
- ▼ A student pursuing vocational course need not go empty handed, if they are leaving the course for good, before completing it.
- ▼ Job placement after completion of 1<sup>st</sup> , 2<sup>nd</sup> or 3<sup>rd</sup> year.
- ▼ **NSQF** model curriculum has series of levels of learning outcomes having National and International equivalency.



# COURSES OFFERED



## B.Voc Degree Courses (3 years)

### ▼ Vocational subjects.

Course Name	Subject	Intake	Eligibility Criteria for Admission
B.Voc	Radiographic & Imaging Technology	50	A Pass in +2 with Biological Science subjects (or) its equivalent
B.Voc	Tourism & Service Industry	50	A Pass in +2 (or) its equivalent.
B.Voc	Journalism & Mass Communication	50	A Pass in +2 (or) its equivalent.
B.Voc	Fashion Technology	50	A Pass in +2 with (or) its equivalent.



# COURSES FEES

## FEE STRUCTURE FOR BACHERLOR OF VOCATIONAL COURSES:

Particulars	Radiography & Imaging Technology	Journalism & Mass Communication	Fashion Technology	Tourism & Service Industry
Tuition Fee (Per Semester)	8,000	8,000	8,000	6,000
Registration Fee	40	40	40	40
Matriculation Fee	18	18	18	18
Recognition Fee	75	75	75	75
Identity Card Fee	50	50	50	50
University Development Fund	500	500	500	500
Laboratory Fee (Per Semester)	3,000	3,000	3,000	2,000
Caution Deposit (Refundable)				
Laboratory	1,000	1,000	1,000	500
Library	500	500	500	500
Alumni Association Fund	100	100	100	100
Internet Fee (Per Annum)	200	200	200	200
Sports Fee (Per Annum)	100	100	100	100
Student Welfare Fund (Per Annum)	100	100	100	100
Library Fund (Per Annum)	300	300	300	300
Infrastructure Development Fund (Per Annum)	500	500	500	500
<b>TOTAL</b>	<b>Rs. 14,483</b>	<b>Rs. 14,483</b>	<b>Rs. 14,483</b>	<b>Rs. 10,983</b>

*Note: Important Instructions: If the tuition fee is not paid by the students, within the stipulated time from the due date, there names will be removed from the rolls without any intimations*

# PAYMENT OF FEES

## FEE STRUCTURE FOR BACHELOR OF VOCATIONAL COURSES:

All the students of Degree programs shall pay the fees to the Centre 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 date fall on Saturdays or any other holidays, the last date for payment of the above fees will be the preceding working day. If a student's does not pay the fee on time, late payment, fine, shall be levied as follows at the time of payment.

- ▼ @ 5.00 rupees per day for the last 10 days.
- ▼ @ 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 the entire fee after deducting Rs. 1000/- provided he/she discontinues on or before 01.09.2016 Laboratory and library caution deposits are refundable, on an application from the student .

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 Centre, it shall be deemed to have been donated by him/her to the student's Aid Fund. The period of one year shall be reckoned from the date of due to be taken by the student or the date from which his/her name is struck off from the roll of the Centre whichever is earlier.

**If a student owes any money to the centre on account of any damage he/she may have caused to the university property, it will be deducted from the deposit due to him/her.**

# Conduct & Discipline

## Student Discipline

Students enrolled at Mahe Centre must recognize their responsibilities towards the faculty, office staff and fellow students. Failure to maintain appropriate standards of conduct will attract disciplinary action.

The Centre 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 Centre or its educational activities or harming the health or safety of staff or students or damaging the centre property or possession of any intoxicants or illicit drugs or weapons in the campus of Mahe Centre, misconduct during examination, production of false information or documents for admission, purpose and the failure to return loaned materials or settle debts with the Centre.

## 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 Centre 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 Centre Head and the other authorities of the Centre.

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

## 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 Centre.
- ▼ 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 Centre.
- ▼ The students shall be regular and punctual in attending classes and all activities connected with the Centre.
- ▼ 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 thus displayed on the Centre 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 functions organized by the Centre, the students will conduct themselves and to institution.
- ▼ Spitting, smoking and throwing bits of paper inside the University campus must be avoided.
- ▼ Students are forbidden from entering the University office and the staff rooms during unspecified hours.
- ▼ Students are prohibited from damaging the building or any other property of the University 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.
- ▼ Representative of complaints and grievances may be made individually to the Centre Head through the Class Teacher concerned or Discipline-cum-Grievance Committee.

- ▼ No meeting/function of any kind shall be held in the campus premises without the written permission of the Centre Head.
- ▼ 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 Centre Head. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Centre Head.
- ▼ The Centre Head 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 Centre of Pondicherry 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 setting debts with the Centre 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 University Centre premises or outside, he/she/ will be summarily expelled from the University.
- ▼ Each student of the Mahe Centre must possess Student Identity Card with his/her photograph affixed on it, duly signed by the Centre Head.
- ▼ The students must compulsorily wear the Students Identity Card inside the Campus.
- ▼ Students shall come clean, tidy and modestly dressed in Uniform. Students not in 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.
- ▼ 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 restriction of the student from the Mahe Centre.



## 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 Centre 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.
- ▼ An application for leave must be submitted in the prescribed form well in advance or at least 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 classes 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 Identity Card and proper Uniform will be marked 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 Centre, withholding of official documents, withdrawal of campus privileges and any other action which the University authorities deem appropriate at that time.

## Library Rules

- ▼ The Library is open to all the students and staff of the Mahe Centre.
- ▼ 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 Mahe Centre 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 book. Such a reader will 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 Centre 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.

**IMPORTANT NOTE:**

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



**“ Cultivation of mind should be  
the ultimate aim of human existence.”**

*Dr. Babasaheb Ambedkar*

Pondicherry University  
Mahe Centre, Cemetery Road, Mahe- 673 310  
Office 0490 233 2622 email: [principal.mcc@pondiuni.edu.in](mailto:principal.mcc@pondiuni.edu.in)  
[www.pondiuni.edu.in](http://www.pondiuni.edu.in)