

PONDICHERRY UNIVERSITY

(A Central University-Accredited with "A" Grade by NAAC)

Directorate of Distance Education



Prospectus

It is the student's responsibility to read and be familiar with the policies and regulations as laid down in this brochure. In case of any dispute, ignorance of regulations cannot be used as an excuse.

Message from the Vice-Chancellor



It gives me immense pleasure in penning the message from the Vice-Chancellor's desk for the Prospectus of the Directorate of Distance Education of Pondicherry University for the academic year 2014-15.

Since independence, our country has been registering an impressive and tremendous growth in the education sector particularly, Higher Education. Needless to say, Higher Education plays an important role in the Human Resource Development of any country. But for the growth of the Higher Education, no country can prosper.

In such a world scenario, the Distance Education does play its contributory role in the capacity building and nation building task.

In this noble task, the Pondicherry University has been offering the need-of-the-hour, innovative and job-oriented Management academic programmes to those who are working and professionals and to those who could not pursue Management Education in the regular stream. Through the trio model i.e. Conventional Distance Learning, Twinning Programmes and Virtual platform our University is able to attract students from the length and breadth of the Country.

Pioneering in many areas, DDE is offering Sanskrit, Hindi, Sociology, Psychology, Journalism & Mass Communication and many more courses along with the well established Management Courses. As one more feather in the cap, DDE has ventured into online mode of learning this year, to cater to the needs of techno-savvy who cannot afford a fixed time for learning.

As the history of this University goes, those who have come-out with flying colours, even under Distance Education mode have secured suitable placements both in the Government and Private Sectors.

I wish the students who opted the programmes in Distance Education of Pondicherry University all the best in their endeavours and future career prospects.

Prof. (Mrs.) CHANDRA KRISHNAMURTHY
Vice-Chancellor

Message from the Director, (SEI & RR)



I am very happy to meet you through this message. I welcome you to our reputed learning Institution PU-DDE, which is synonymous to excellence in learning.

Learning through Distance Education is a boon for the disadvantaged groups like those living in remote parts and rural areas of the nation, house wives, working people and so many other groups who cannot afford to go the regular mode of education.

Being a Central University, the academic programs offered by the DDE with the approval of the Joint Committee of DEB, AICTE and UGC are recognized by both the Central and State Governments and the corporate world as well. The students are supplied with quality study material along with a few standard text books for select subjects. Students may also use the University library and DDE library which is fully endowed with a huge collection of reference books and online access to the books and journals.

Pondicherry University DDE is ever widening as its base of courses are designed to meet the market demands, innovative courses to discover the future and humanities courses to assist the nation building task.

I wish you all to have a deep and intense learning experience, and I request you to serve the nation and conduct your duties to the society with sincerity and honesty.

Wish you all the best,

Happy learning.

Prof. V.Indumathi

Director (SEI & RR)

Message from the Director, DDE



Pondicherry University has emerged as the India's fastest growing Central University with true national character. We are continuously striving with our cardinal principle of Expansion with Excellence and Equity.

The Directorate of Distance Education, Pondicherry University is one of the very popular and authorised distance learning centre recognised by UGC and other related regulated bodies.

It has long and rich experience in offering distance education programmes with the social outlook of uplifting human resources in all possible ways.

With a wide range of courses prestigious MBA courses with 11 different specializations, Job oriented PG Diploma Courses, Society oriented language, sociology and psychology courses and Industry oriented Commerce course DDE marches forward with proud and fervor in fulfilling the commitment of transferring the knowledge and know-how among our youth. Delivery of quality academic products is our conviction and hall mark.

Stepping into the arena of online learning mode this year, we resolve still stronger to cater to the student community with full vigor and zeal with quality as our basic mantra.

All our programmes are meant for leveraging the principles and practices of HRD for getting the best from distance learners. It will pave the way for career management and development. DDE strives for offering its best service that will exceed students' and stakeholders' expectations.

By cultivating proactiveness beyond mere survival, PU DDE strives for enhancing brand building initiatives and ensuring competitive edge over others. As our loyal customer, you can gain competitive advantage by pursuing our programme and do your best in the Nation building process.

Kindly associate with us in the people building philosophy and ensure the sustainable growth.

Prof. P.NATARAJAN

Director (i/c), DDE

PONDICHERRY UNIVERSITY

Administrative Structure of DDE

Visitor	Shri. PRANAB MUKHERJEE His Excellency, President of India
Chancellor	Shri. MOHAMMAD HAMID ANSARI His Excellency, Vice-President of India
Chief Rector	Lt. General AJAY KUMAR SINGH His Excellency, the Lt. Governor of Puducherry
Vice-Chancellor	Prof.(Mrs.) CHANDRA KRISHNAMURTHY
Director (i/c) of Studies, Educational Innovation and Rural Reconstruction	Prof. V. Indumathi
Registrar i/c	Dr. S. Pannirselvame
Finance Officer i/c	Shri K. Chandramoorthi
Controller of Examinations	Dr. J. Sampath
Director i/c	Prof. P. Natarajan
Assistant Registrars	Smt. S. Punitha Shri. N. Giridharan Shri. M. Sandirane
Assistant Director	Dr. Arvind Gupta
Assistant Professors	Smt. A. Punitha , MBA, M.Phil, PGDCA Smt. V. Umasri , M.Com., M.Phil., MBA Shri. Sk. Md.Nizamuddin , MBA, M.Phil., LLM

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Introduction

Pondicherry University, located in Puducherry, the capital city of the Union Territory of Puducherry, is one of the fastest growing Central Universities of India. The University, spread over 800 acre lush green campus on the sea shore of Bay of Bengal is an ideal place for Academic and Research pursuits. The University has retained its pre-eminent position in offering various job oriented academic programs and by entering frontier areas of study like green technology, nano technology, bio-informatics, etc.

Conscious of its role and responsibilities as a Central University, besides offering innovative on-campus programs, the university, in order to reach out to the students who could not realize their dreams in the on-campus stream, forayed into the field of Distance Education in the academic year 1995-96. Eversince, Pondicherry University has established a mark of its own in the national map of Distance Education.

The fact that more than 2,00,000 students have enrolled in various distance mode programs over the years bears testimony to the quality of the programs of the Pondicherry University. The student mix includes those who are already employed and prefer to enhance their academic credentials, those who missed out the privilege of on-campus learning for a variety of reasons, those who don't have access to higher education, and various categories of disadvantaged groups and segments of the Society.

The directorate presently offers its educational products under three modes:

- ◆ Conventional mode – Through Directorate of Distance Education
- ◆ Twinning mode – Through authorized Twinning Centre
- ◆ Online-Virtual mode – Through authorized Online Education Service Provider

“Management is doing things right; leadership is doing the right things”.

.....Peter Drucker Warren Bennis

Legal Jurisdiction

With regard to any dispute arising in all matters including admission, returning of original certificates, sending of study materials, personal contact program, examination, remittance of fees, etc., it is specifically stated hereby that any aggrieved shall first send a written representation to concerned authority for actions & proceedings as per the Pondicherry University Act 1985, its Statutes / Ordinances / Circulars on subject and that offices / forums / under said Special State & Central Act shall alone have Jurisdiction on all said disputes / claims in course of activities of University. It is also specifically stated hereby that in the event of any other disputes / claims being entertained by legal actions (including Suit / Complaint / Dispute / Appeal) under any applicable Laws, only the Courts / Forums / Tribunals / High Court having Jurisdiction over subject & Union Territory of Puducherry shall alone have exclusive Territorial Jurisdiction for all purposes. For all said purposes, University shall always sue & be sued as “Puducherry University represented by its Registrar” and thus any such legal proceedings shall not be against Vice-Chancellor, Directors, Deans/Director, Directorate of Distance Education or Controller of University Examinations or other authorities/ officials of “Pondicherry University”.

Caution

The Directorate of Distance Education, Pondicherry University, does not have any tie-up with any Tutorial, Private Agency/Establishment or Computer Centre to conduct coaching classes for its programs. Hence students are warned not to join any Tutorial/Private Agencies/ Computer Centre for the programs offered by the Directorate of Distance Education, Pondicherry University.

Any one enrolling with such institutions will be doing so at his/her own risk and the Directorate will in no way be responsible.

DIRECTOR

Directorate of Distance Education
Pondicherry University

// COURSES OFFERED BY DDE //

U.G Courses (3 years–Non Semester)

Name of the Course	Code	Eligibility
B.Com	55	The Student should have passed in any of the stream of :10+2 or 11+1 or 10+ (2 or 3 years diploma)
B.B.A	56	
B.A (Hindi)	57	
B.A (Sanskrit)	58	

P.G Courses (2 years–Non Semester)

Name of the Course	Code	Eligibility
M.Com	59	student should possess B.Com / BBA/ BCS/ BBM/ BISM/ BA(Economics)/ MBA/ Commerce or Accountancy as a subject in UG Degree/ any degree with CA(Inter) or ICWA(Inter)/ CA/ ICWA from a recognized Institution with a mere pass in any of the following streams:10+2+3 or 11+1+3 or 11+2+2 system.
MA – English	60	Any Degree from a recognized University under 10+2+3 or 11+1+3 or 11+2+2 streams.
MA – Sociology	61	
MA – Hindi	62	

MBA PROGRAMMES (2 Years –Four Semesters)

Name of the Course	Code	Name of the Course	Code
MBA (Marketing)	36	MBA (Tourism)	46
MBA (Finance)	37	MBA (Operations and Supply Chain Mangt.)	47
MBA (International Business)	38	MBA (Insurance Management)	48
MBA (HRM)	39	MBA (Hospital Management)	49
MBA (General)	43	MBA – Entrepreneurship	68
MBA (Retail Management)	45		

Eligibility : For all the MBA programmes except MBA (Hospital Management): Any Degree from a recognized University under 10+2+3 or 11+1+3 or 11+2+2 streams.

For MBA Hospital Management:

- Any Graduate with MBBS degree, Pharmacy, Dental, Nursing, Physiotherapy, Bio-Engineering, Bio-Sciences degree and a graduate from any of the Indian Systems of Medicine like Homeopathy, Siddha, Ayurvedha and Unani.

(or)

- Any other graduate with 2 years of work Experience in any hospital.

MBA PROGRAMMES Lateral Entry (One Year –Two Semesters)

Name of the Course	Code	Eligibility
MBA (Marketing)	69	The Student should possess the corresponding PG Diploma offered by the DDE, Pondicherry University from Academic Year 2013-14. It is to be noted that the PG Diploma Certificate should be surrendered to the DDE, Pondicherry University while joining this course.
MBA (Finance)	70	
MBA (HRM)	71	
MBA (General)	72	

P.G. Diploma Courses with Lateral Entry option under Semester Pattern (One Year Two Semesters)

Name of the Course	Code	Eligibility
P.G.Diploma in Human Resource Management	51	Any Degree from a recognized University under 10+2+3 or 11+1+3 or 11+2+2 streams
P.G.Diploma in Marketing Management	52	
P.G.Diploma in Financial Management	53	
P.G.Diploma in Business Administration	54	

These PG Diploma holders are eligible to get into lateral entry of the respective MBA programme.

Conventional P.G. Diploma under Non–Semester Pattern (One year)

Name of the Course	Code	Eligibility
P.G.Diploma in Event Management	63	Any Degree from a recognized University under 10+2+3 or 11+1+3 or 11+2+2 streams
P.G.Diploma in Journalism & Mass Communication	64	
P.G.Diploma in Tourism Management	65	
P.G.Diploma in Retail Management	66	
P.G.Diploma in Patent Law	67	
P.G. Diploma in Psychology	73	

COURSE STRUCTURE FOR NON-SEMESTER PATTERN

Bachelor of Commerce – B.Com

First Year		Second Year		Third Year	
Paper Code	Paper Title	Paper Code	Paper Title	Paper Code	Paper Title
BCOM1001	Principles of Management	BCOM2001	Financial Management	BCOM3001	Entrepreneurship Development
BCOM1002	Business Communication	BCOM2002	Business Statistics	BCOM3002	Elements of Marketing
BCOM1003	Principles of Financial Accounting	BCOM2003	Corporate Accounting	BCOM3003	Cost Accounting
BCOM1004	Business Law	BCOM2004	Banking Theory, Law & Practice	BCOM3004	Management Accounting
BCOM1005	Business Economics	BCOM2005	E- Commerce	BCOM3005	Auditing

Bachelor of Business Administration–B.B.A

First Year		Second Year		Third Year	
Paper Code	Paper Title	Paper Code	Paper Title	Paper Code	Paper Title
BBA1001	Principles of Management	BBA2001	Financial Management	BBA3001	Entrepreneurship Development
BBA1002	Business Communication	BBA2002	Business Statistics	BBA3002	Elements of Marketing
BBA1003	Principles of Financial Accounting	BBA2003	Organisational Behaviour	BBA3003	Human Resource Management
BBA1004	Business Law	BBA2004	Business Environment	BBA3004	Production & Materials Management
BBA1005	Business Economics	BBA2005	Business Ethics	BBA3005	Accounting for Management Decisions

Bachelor of Arts in Sanskrit – B.A (Sanskrit)

First Year		Second Year		Third Year	
Paper Code	Paper Title	Paper Code	Paper Title	Paper Code	Paper Title
BACE1001	English Paper I	BACE2001	English Paper II	BASK3001	Grammar II : Laghusiddhantakaumudi, Karaka and Stripratyaya
BACT1002	Tamil Paper I	BACT2002	Tamil Paper II	BASK3002	Indian Logic: Tarkasangraha of Annambhatta
BACH1002	Hindi Paper I	BACH2002	Hindi Paper II	BASK3003	Indian Philosophy II : Katha Upanishad
BACS1002	Sanskrit Paper I	BACS2002	Sanskrit Paper II	BASK3004	Sanskrit Poetics : Chandraloka, Ch. V, Select Alankaras
BASK1003	Lyrics:Gitagovindam, First song and Meghadutam, Purvamegha verses 1-10 and the entire Uttaramegha	BASK2003	DRAMA : Pratimanataka of Bhasa	BASK3005	Environmental Studies in Sanskrit Literature
BASK1004	Poetry : Kumarasambhava, Canto I	BASK2004	Grammar I : Laghusiddhanta Kaumudi : Samjna & Sandhi		
BASK1005	Prose: Chandrapedacharitam	BASK2005	Indian Philosophy I : Bhagavadgita, Chapter II		

Bachelor of Arts in Hindi –B.A.(Hindi)

First Year		Second Year		Third Year	
Paper Code	Paper Title	Paper Code	Paper Title	Paper Code	Paper Title
BACE1001	English Paper I	BACE2001	English Paper II	BAHD3001	हिन्दी भाषा
BACT1002	Tamil Paper I	BACT2002	Tamil Paper II	BAHD3002	हिन्दी नाटक और एकांकी
BACH1002	Hindi Paper I	BACH2002	Hindi Paper II	BAHD3003	निबन्ध और रचना
BACS1002	Sanskrit Paper I	BACS2002	Sanskrit Paper II	BAHD3004	भारतीय साहित्य
BAHD1003	हिन्दी कथा साहित्य	BAHD2003	हिन्दी साहित्य का इतिहास	BAHD3005	साहित्य: स्वरूप और विधाएँ
BAHD1004	प्रयोजनमूलक हिन्दी	BAHD2004	प्राचीन हिन्दी काव्य		
BAHD1005	आधुनिक हिन्दी काव्य	BAHD2005	काव्यांग		

Master of Commerce – M.Com

First Year		Second Year	
Paper Code	Paper Title	Paper Code	Paper Title
MCOM 1001	Corporate Accounting	MCOM 2001	Managerial Decisions Accounting
MCOM 1002	Management Concepts and Organisational Behaviour	MCOM 2002	Merchant Banking and Financial Services
MCOM 1003	Marketing Management	MCOM 2003	Investment and Portfolio Management
MCOM 1004	Financial Management	MCOM 2004	Statistical Analysis
MCOM 1005	Entrepreneurship Management	MCOM 2005	E - Commerce
MCOM 1006	Business Environment and Law	MCOM 2006	International Trade and Finance

Master of Arts in English–MA (English)

First Year		Second Year	
Paper Code	Paper Title	Paper Code	Paper Title
MAEG 1001	British Poetry	MAEG 2001	New Literature in English
MAEG 1002	British Drama	MAEG 2002	Principles and methods of teaching of English
MAEG 1003	British Fiction	MAEG 2003	Basics of Journalism
MAEG 1004	Literacy -Criticism and Theory	MAEG 2004	Translation: Theory and Practice
MAEG 1005	American Literature	MAEG 2005	Linguistics and stylistics
MAEG 1006	Indian Writing in English	MAEG 2006	Shakespeare

Master of Arts in Sociology–MA (Sociology)

First Year		Second Year	
Paper Code	Paper Title	Paper Code	Paper Title
MASY 1001	Sociological Concepts	MASY 2001	Sociology of Mass Communication
MASY 1002	Sociological Thoughts	MASY 2002	Urban Sociology
MASY 1003	Social Research Methods and Statistics	MASY 2003	Industrial Sociology
MASY 1004	Sociology of India	MASY 2004	Sociology of Education
MASY 1005	Rural Sociology	MASY 2005	Sociology of Health
MASY 1006	Social Movements in India	MASY 2006	Project Work

Master of Arts in Hindi –MA (Hindi)

First Year		Second Year	
Paper Code	Paper Title	Paper Code	Paper Title
MAHD1001	हिन्दी साहित्य का इतिहास	MAHD2001	भाषा विज्ञान एवं हिन्दी भाषा
MAHD1002	प्राचीन एवं मध्यकालीन काव्य	MAHD2002	प्रयोजनमूलक हिन्दी
MAHD1003	आधुनिक कविता	MAHD2003	अनुवाद विज्ञान
MAHD1004	कथा साहित्य	MAHD2004	भाषा प्रौद्योगिकी (ICT in Hindi)
MAHD1005	कथेतर साहित्य	MAHD2005	नई मीडिया एवं हिन्दी
MAHD1006	भारतीय साहित्य	MAHD2006	हिन्दीतर प्रदेश - हिन्दी भाषा एवं साहित्य

PG Diploma in Event Management–PGDEM

Paper Code	Paper Title
PGEM1001	Event Management Principles, Practices and Process
PGEM1002	Event Resources Management
PGEM1003	Distribution Channels for Events Business
PGEM1004	Event Risk Management
PGEM1005	Customer Relationship in Event Management

PG Diploma in Journalism & Mass Communication–PGDJMC

Paper Code	Paper Title
PGJM1001	Fundamentals of Mass Communication
PGJM1002	Graphic Arts and Digital Photography
PGJM1003	News Reporting, Writing and Editing
PGJM1004	Writing for TV and Film
PGJM1005	Advertising and Public Relations

PG Diploma in Tourism Management – PGDTM

Paper Code	Paper Title
PGTM1001	Tourism Principles & Practices
PGTM1002	Travel Agency & Tour Operations Management
PGTM1003	E-Tourism Management
PGTM1004	Destination Planning & Development
PGTM1005	Eco Tourism

PG Diploma in Retail Management–PGDRM

Paper Code	Paper Title
PGRM1001	Retail Marketing
PGRM1002	Retail Shoppers Behaviour
PGRM1003	Retail Branding Strategy
PGRM1004	Retail Information System & E-Retailing
PGRM1005	Retail Sales Techniques & Promotion

PG Diploma in Patent Law–PGDPL

Paper Code	Paper Title
PGPL1001	Introduction to Law and Legal Methods
PGPL1002	Principles of Patents Law
PGPL1003	Protection of Traditional Knowledge and Genetic Resources
PGPL1004	Access to Patented Knowledge, Products and Medicines
PGPL1005	Management and Utilisation of State and PPP Patents, Policy Law and Practice

PG Diploma in Psychology–PGDP

Paper Code	Paper Title
PGPY1001	Basic Psychological Process
PGPY1002	Developmental Psychology
PGPY1003	Applied Social Psychology
PGPY1004	Clinical & Counseling Psychology
PGPY1005	Organizational Psychology

COURSE STRUCTURE FOR SEMESTER PATTERN

MBA –First Year (Common to all MBA Courses)

Semester I		Semester II	
Paper Code	Paper Title	Paper Code	Paper Title
MBAC1001	Management Concepts and Organisational Behaviour	MBAC2001	Financial Management
MBAC1002	Managerial Economics	MBAC2002	Marketing Management
MBAC1003	Accounting for Managers	MBAC2003	Human Resource Management
MBAC1004	Business Environment and Law	MBAC2004	Operations Research & Management
MBAC1005	Research Methodology	MBAC2005	Strategic Management

MBA (Marketing)

Semester III		Semester IV	
Paper Code	Paper Title	Paper Code	Paper Title
MBMM3001	Consumer Behaviour	MBMM4001	Rural Marketing
MBMM3002	Marketing Research	MBMM4002	Services Marketing
MBMM3003	Industrial Marketing	MBMM4003	Advertising and Sales Promotion
MBMM3004	Logistics & Supply Chain Management	MBMM4004	Customer Relationship Management
MBMM3005	Retail Marketing	MBMM4005	Global Marketing
		MBMM4006	Project Work

MBA (Finance)

Semester III		Semester IV	
Paper Code	Paper Title	Paper Code	Paper Title
MBFM3001	Strategic Financial Management	MBFM4001	Investment and Portfolio Management
MBFM3002	Banking and Indian Financial Systems	MBFM4002	Global Financial Management
MBFM3003	Merchant Banking and Financial Services	MBFM4003	International Trade and Finance
MBFM3004	Project Management	MBFM4004	Security Market Operations
MBFM3005	Management Accounting	MBFM4005	Financial Derivatives
		MBFM4006	Project Work

MBA (International Business)

Semester III		Semester IV	
Paper Code	Paper Title	Paper Code	Paper Title
MBIB3001	International Business Environment	MBIB4001	Global Financial Markets & Instruments
MBIB3002	Management of Multinational Corporations	MBIB4002	Foreign Trade Policy
MBIB3003	International Business Laws	MBIB4003	Cross Cultural Business Management
MBIB3004	Global Marketing Management	MBIB4004	International Logistics Management
MBIB3005	EXIM Financing and Documentation	MBIB4005	Forex Management & Currency Derivatives
		MBIB4006	Project Work

MBA (Human Resources Management)

Semester III		Semester IV	
Paper Code	Paper Title	Paper Code	Paper Title
MBHR3001	Human Resource Development	MBHR4001	Organizational Development and Change
MBHR3002	Performance Management	MBHR4002	Human Resource Accounting
MBHR3003	Knowledge Management	MBHR4003	Compensation Management
MBHR3004	Industrial Relations Management	MBHR4004	Human Resource Information Systems
MBHR3005	Employee Legislation	MBHR4005	Global HR Practices
		MBHR4006	Project Work

MBA (General)

Semester III		Semester IV	
Paper Code	Paper Title	Paper Code	Paper Title
MBGN3001	Consumer Behaviour	MBGN4001	Investment and Portfolio Management
MBGN3002	Performance Management	MBGN4002	Services Marketing
MBGN3003	Merchant Banking and Financial Services	MBGN4003	Information Technology & E-Business
MBGN3004	Management Control Systems	MBGN4004	International Business
MBGN3005	Entrepreneurship Management	MBGN4005	Training & Development
		MBGN4006	Project Work

MBA (Retail Management)

Semester III		Semester IV	
Paper Code	Paper Title	Paper Code	Paper Title
MBRM3001	Retail Branding Strategy	MBRM4001	Retail Shoppers' Behaviour
MBRM3002	Store Location, Design & Visual Merchandising	MBRM4002	Retail Sales Techniques & Promotion
MBRM3003	Retail Planning & Legal Issues	MBRM4003	Retail Information System & E-Retailing
MBRM3004	Logistics & Supply Chain Management	MBRM4004	Customer Relationship Management
MBRM3005	Retail Marketing	MBRM4005	Global Competitiveness & Retailing
		MBRM4006	Project Work

MBA (Tourism)

Semester III		Semester IV	
Paper Code	Paper Title	Paper Code	Paper Title
MBTM3001	Tourism Principles & Practices	MBTM4001	Air Fares & Airlines Management
MBTM3002	Global Tourism Geography	MBTM4002	Travel Agency & Tour Operations Management
MBTM3003	Tourism Products of India	MBTM4003	Event Management
MBTM3004	Destination Planning & Management	MBTM4004	Customer Relationship & Service Management
MBTM3005	Eco Tourism	MBTM4005	E-Tourism
		MBTM4006	Project Work

MBA (Operations & Supply Chain Management)

Semester III		Semester IV	
Paper Code	Paper Title	Paper Code	Paper Title
MBSC 3001	Production & Operations Management	MBSC 4001	Project Management in SCO
MBSC 3002	Logistics Management	MBSC 4002	Innovations & R&D Management
MBSC 3003	Supply Chain Management	MBSC 4003	Procurement and Quality Management
MBSC 3004	Materials & Store Management	MBSC 4004	Customer Relationship Management
MBSC 3005	Information System in SCM	MBSC 4005	Global SCM
		MBSC 4006	Project Work

MBA (Insurance Management)

Semester III		Semester IV	
Paper Code	Paper Title	Paper Code	Paper Title
MBIN 3001	Principles and Practice of Life Insurance	MBIN 4001	Investment and Portfolio Management
MBIN 3002	Principles and Practice of General insurance	MBIN 4002	Fire and Motor Insurance
MBIN 3003	Risk Management and Insurance	MBIN 4003	Actuarial Mathematics and Services
MBIN 3004	Insurance Law and Regulations	MBIN 4004	Reinsurance
MBIN 3005	Marine and Rural Insurance	MBIN 4005	Marketing of Insurance Services
		MBIN 4006	Project Work

MBA (Hospital Management)

Semester III		Semester IV	
Paper Code	Paper Title	Paper Code	Paper Title
MBHM 3001	Healthcare Environment & Management	MBHM 4001	Purchase Management & Inventory Control for Hospitals
MBHM 3002	Hospital Architecture, Planning and Maintenance	MBHM 4002	Hospital Facilities Management
MBHM 3003	Health care Laws, Ethics and Medical Terminology	MBHM 4003	Hospital Information System
MBHM 3004	Hospital Operations Management	MBHM 4004	Total Quality Management
MBHM 3005	Patient care Management	MBHM 4005	Public Health System & Outreach Programmes
		MBHM 4006	Project Work

MBA (Entrepreneurship)

Semester III		Semester IV	
Paper Code	Paper Title	Paper Code	Paper Title
MBEN 3001	Entrepreneurship Development	MBEN 4001	Social Entrepreneurship
MBEN 3002	Project Formulation and Appraisal	MBEN 4002	Community work and Entrepreneurship
MBEN 3003	Project Support System	MBEN 4003	Disaster Management
MBEN 3004	Human Development	MBEN 4004	Entrepreneurship in Tourism
MBEN 3005	Intrapreneurial Skills	MBEN 4005	Entrepreneurship Opportunities in Service Sector
		MBEN 4006	Project Work

MBA (Marketing) – Lateral Entry

Semester I		Semester II	
Paper Code	Paper Title	Paper Code	Paper Title
MBLC1001	Accounting for Managers	MBLM 4001	Industrial Marketing
MBLC 1002	Research Methodology	MBLM 4002	Customer Relationship Management
MBLC 1003	Financial Management	MBLM 4003	Advertising & Sales Promotion
MBLC 1004	Human Resources Management	MBLM 4004	Marketing Research
MBLC 1005	Consumer Behaviour	MBLM 4005	Global Marketing
		MBLM 4006	Project Work

MBA (Finance) – Lateral Entry

Semester I		Semester II	
Paper Code	Paper Title	Paper Code	Paper Title
MBLF3001	Strategic Management	MBLF4001	Project Management
MBLC1002	Research Methodology	MBLF4002	Management Accounting
MBLF3002	Strategic Financial Management	MBLF4003	International Trade and Finance
MBLC1004	Human Resources Management	MBLF4004	Security Market Operations
MBLC1006	Marketing Management	MBLF4005	Financial Derivatives
		MBLF4006	Project work

MBA (HRM) Lateral Entry

Semester I		Semester II	
Paper Code	Paper Title	Paper Code	Paper Title
MBLC 1001	Accounting for Managers	MBLH 4001	Industrial Relations Management
MBLC 1002	Research Methodology	MBLH 4002	Human Resource Accounting
MBLC 1003	Financial Management	MBLH 4003	Compensation Management
MBLH 3001	Knowledge Management	MBLH 4004	Human Resource Information System
MBLC 1006	Marketing Management	MBLH 4005	Global HR Practices
		MBLH 4006	Project Work

MBA (General) – Lateral Entry

Semester I		Semester II	
Paper Code	Paper Title	Paper Code	Paper Title
MBLC1001	Accounting for Managers	MBLG4001	Information Technology and E-Business
MBLC1002	Research Methodology	MBLG4002	International Business
MBLG3001	Merchant Banking & Financial System	MBLG4003	Services Marketing
MBLG3002	Performance Management	MBLG4004	Investment and Portfolio Management
MBLC1005	Consumer Behaviour	MBLG4005	Human Resources Development
		MBLG 4006	Project Work

Post Graduate Diploma in Human Resource Management–PGDHRM

Semester I		Semester II	
Paper Code	Paper Title	Paper Code	Paper Title
PGHR1001	Management Concepts & Organisational Behaviour	PGHR2001	Human Resources Management
PGHR1002	Managerial Economics	PGHR2002	Human Resource Development
PGHR1003	Business Environment and Law	PGHR2003	Performance Management
PGHR1004	Operations Research and Management	PGHR2004	Employee Legislation
PGHR1005	Strategic Management	PGHR2005	Organisational Development and Change

Post Graduate Diploma in Marketing Management–PGDMM

Semester I		Semester II	
Paper Code	Paper Title	Paper Code	Paper Title
PGMM1001	Management Concepts & Organisational Behaviour	PGMM2001	Retail Marketing
PGMM1002	Managerial Economics	PGMM2002	Rural Marketing
PGMM1003	Business Environment & Law	PGMM2003	Marketing Management
PGMM1004	Operations Research & Management	PGMM2004	Services Marketing
PGMM1005	Strategic Management	PGMM2005	Logistics & Supply Chain Management

Post Graduate Diploma in Financial Management–PGDFM

Semester I		Semester II	
Paper Code	Paper Title	Paper Code	Paper Title
PGFM1001	Management Concepts & Organisational Behaviour	PGFM2001	Banking and Indian Financial System
PGFM1002	Managerial Economics	PGFM2002	Financial Management
PGFM1003	Business Environment & Law	PGFM2003	Merchant Banking and Financial Services
PGFM1004	Operations Research and Management	PGFM2004	Investment and Portfolio Management
PGFM1005	Accounting for Managers	PGFM2005	Global Financial Management

Post Graduate Diploma in Business Administration-PGDBA

Semester I		Semester II	
Paper Code	Paper Title	Paper Code	Paper Title
PGBA1001	Management Concepts & Organisational Behaviour	PGBA 2001	Human Resources Management
PGBA1002	Managerial Economics	PGBA 2002	Financial Management
PGBA1003	Business Environment & Law	PGBA 2003	Marketing Management
PGBA1004	Operations Research & Management	PGBA 2004	Management Control System
PGBA1005	Strategic Management	PGBA 2005	Entrepreneurship Management

ADMISSION PROCEDURE

Regulations for Admission

Duration of the Program

UG : The Duration of the UG programs is **THREE YEARS** under non-semester pattern.

P.G : The duration of the PG programs is **TWO YEARS** under non-semester pattern.

MBA : The duration of the program is **TWO YEARS** under semester pattern spread over four semesters and

P.G Diploma : The duration of the PG Diploma programmes are **ONE YEAR** under non-semester and it is spread over two semesters under semester pattern.

Medium of instruction is English for all courses except Hindi & Sanskrit.

Information Brochure & Application Form

Applicants must go through the information brochure carefully before filling-up the Application form and enter correctly the **course code and name of the program**.

The application form and Information Brochure can be had from:

- ▶ **The DDE office, Pondicherry University, Puducherry-605 014 free** of cost, in person.

(or)

- ▶ By post on request with self addressed Ten Rupees stamped envelope (25x18 cm) addressed to the **Director, DDE, Pondicherry University, Puducherry -605014.**

(or)

- ▶ Can be downloaded from the University web site: www.pondiuni.edu.in (from Distance Education Link)
- ▶ Admissions are open to all students throughout India who have passed any degree examination under 10+2+3 or 11+1+3 and 11+2+2 system from a University recognized by UGC.

Demand Draft and Certificates to be sent

- I. 1. Demand Draft for amount specified as in the fee structure, drawn in favor of “**The Finance Officer, Pondicherry University, Puducherry**”, payable at **Puducherry**.
(or)
 2. **DDE copy of Challan paid in the DDE A/C No.413264239 at Indian Bank, Pondicherry University**
(or)
 3. **Online payment gateway challan of DDE from DDE link in Pondicherry University website www.pondiuni.edu.in**
- ▶ **Please write your Name, Course applied for, and the Phone / Mobile number on the reverse side of the Demand Draft.**
 - ▶ **Fee once remitted will not be refunded under any circumstances.**

II. Original and self attested copies of

- 12th Class (10+2) Mark Sheet
- Degree/Provisional Certificate/Consolidated Marks Sheet of Degree (original certificates will be sent back immediately by speed post/Registered Post by the DDE after verification)

Photographs

A recent **passport size** photograph should be pasted on the application form in the space provided for it.

Submission of Application Form

*The filled-in application shall be sent only through **registered post** in water-proof cover to:*

The Director

Directorate of Distance Education

Pondicherry University

Puducherry-605014

The Application will be summarily rejected if there is any discrepancy between the information in the Application form and the supporting documents. The name of the applicant, date of birth, qualification and fees will be considered as material particulars in this context.

Return of Original Certificates

All the **Original certificates will be returned after verification**. Candidates who do not get back their certificates within a month from the date of admission may write to The Director, Directorate of Distance Education, Pondicherry University, Puducherry 605 014.

Change of Course

Change of program will not be entertained at any cost. Candidates seeking admission to the various programs are requested to exercise **utmost caution** before choosing their course of study.

Important Note :

- ▶ Applications without supporting documents and incomplete information will be summarily rejected.
- ▶ Admission cannot be claimed as a matter of right.
- ▶ Candidates seeking admission for any program **need not** submit the **Transfer Certificate/ Migration Certificate**.

Students awaiting their final year result may also apply and get provisionally admitted.

They must produce the Mark Sheet/Degree Certificate as proof of fulfilling the prescribed eligibility criteria before 28th February for Calendar year / 31st October for Academic year admission failing which, the provisional admission already granted, will be cancelled.

Fee Structure of the different Programmes:

Sl.No.	Fee Particulars	BBA & B.Com	BA (Hindi & Sanskrit)	PG	All MBA except Hospital Mgt	MBA (Hospital Magt.)	MBA (Lateral Entry)	PG Diploma (Sem.)	PG Diploma (Non-Sem.)
1	Registration & Processing Fee	200	200	200	200	200	200	200	200
2	Matriculation Fee	25	25	25	25	50	Nil	25	25
3	University Development Fund	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
4	Recognition Fee (For Foreign University Degree Rs.450)	Nil	Nil	200	200	200	Nil	200	200
5	Study Material & Handling Charges	1,250	1,250	2,000	3,500	4,050	1,800	1,575	500
6	Tuition Fee	7,500	4,200	8,000	20,000	50,000	10,000	10,000	5,000
	Total	9,975	6,675	11,425	24,925	55,500	13,000	13,000	6,925

Fee can be paid in full or in instalments as given below :

Sl.No.	Fee Particulars	BBA & B.Com	BA (Hindi & Sanskrit)	PG	All MBA except Hospital Mgt	MBA (Hospital Magt.)	MBA (Lateral Entry)	PG Diploma (Sem.)	PG Diploma (Non-Sem.)
1	Fee First Year / Semester (at the time of Admission)	4,975	3,875	7,425	9,925	18,000	8,000	8,000	6,925
2	Second Year/Semester	2,500	1,400	4,000	5,000	12,500	5,000	5,000	
3	Third Year/Semester	2,500	1,400		5,000	12,500			
4	Fourth Semester				5,000	12,500			
	Total	9,975	6,675	11,425	24,925	55,500	13,000	13,000	6,925

**Fee can be paid in full or in installments as given below :
For Semester Pattern**

Fee Particulars	Calendar Year (Jan-Dec)		Academic Year (July-June)	
	Without fine	With fine	Without fine	With fine
First Semester	at the time of Admission		at the time of Admission	
Second Semester	31 st July	31 st August	31 st January	28 th February
Third Semester	31 st January	28 th February	31 st July	31 st August
Fourth Semester	31 st July	31 st August	31 st January	28 th February

For Non-Semester Pattern

Fee Particulars	Calendar Year (Jan-Dec)		Academic Year (July June)	
	Without fine	With fine	Without fine	With fine
First Semester	at the time of Admission		at the time of Admission	
Second Semester	31 st January	28 th February	31 st July	31 st August
Third Semester	31 st January	28 th February	31 st July	31 st August

Late Fee

If the tuition fee is not paid within the due date, it will attract a penalty of Rs.200/- irrespective of the period of delay. Tuition fees with penalty will be accepted up to the last day of the month succeeding the month in which the fee is due.

- Thereafter the names of the students who have not paid the fees with penalty will be removed from the rolls of the DDE after informing the students.
- A student whose name has been struck off from the rolls of the University, under the above clause, may be re-admitted *on the recommendation of the Director* and on payment of arrears of fees in full and other dues, together with a re-admission fee of Rs.200/-.

Fee Concession

100% Concession in respect of Tuition fee alone is extended to Physically Challenged persons.

50% Concession in respect of Tuition fee alone is extended to:

- Non-teaching employees of Pondicherry University and their wards (Group B, C & D only)
- Defence Personnel in Indian Armed and paramilitary forces
- Widows
- Deserted Women
- Prisoners
- Transgender

A person could avail the benefit under any one of the aforesaid categories only. Such candidates should enclose certificate of proof from competent authority.

Mode of Payment of Fees

The fee can be paid

1. Students may also pay the fees by means of a **Demand Draft**, drawn in favour of "*The Finance Officer, Pondicherry University, Puducherry*", payable at Puducherry.
2. By cash at **Indian Bank, Pondicherry University Branch** for direct credit to the DDE Account of "*The Finance Officer, Pondicherry University* No.413264239 in Indian Bank, Pondicherry University.
3. By Cash/DD at HDFC Bank branches under CMS code "PONDIUNI".

Notes

1. Offline Candidates pay only through offline mode (either use DD/Challan mode)
2. Online Candidates pay only through online mode.
 - i. Through Online payment from DDE link in Pondicherry University Website (www.pondiuni.edu.in)

The service charges payable by the user should be as follows :

- (a) Credit card 1% + Service Tax
- (b) Debit card - (1% + Service Tax) for \geq Rs.2000 and (0.75 + Service Tax) for $<$ Rs. 2000.
- (c) For Internet banking Rs.10 per transaction.

NEFT/RTGS - free of cost.

Important Note:

1. The details regarding the Name of the candidate, Application number, Enrollment number, Course Name, Nature of fee should be clearly indicated on the backside of the Demand Draft.
2. The Students remitting fees at, Indian Bank, Pondicherry University should invariably send the D.D.E. copy of Challan to this Directorate.
3. Students remitting fees by Electronic Transfer should furnish details of remittance such as Name, Enrollment Number, Semester No., Name of the Bank, Date and Amount to this Directorate along with a copy of proof of remittance.
4. Postal orders, Money Orders, Mail Transfers and Cash Payments/Credit Cards will not be accepted.
5. Fee once remitted will not be considered for refund except under circumstances mentioned in the statutes, the ordinances of University, circulars and notices issued from time to time.

Enrolment Number

Enrolment Number will be assigned to the students on admission. In all the communications addressed to the Directorate/Office of the Controller of Examinations, reference of this number should be quoted. Letters received without the enrolment number will not be entertained.

Duplicate Identity Card

In the event of the original Identity card being lost, a duplicate card can be obtained from the Directorate by sending requisition letter to the Directorate. Along with a demand draft for Rs.50/- drawn in favour of "*The Finance Officer, Pondicherry University, Puducherry*" payable at Puducherry.

DDE SERVICES

Study Material

Study material for first semester students would be sent to the students before the commencement of PCP classes either by Registered Parcel or by Business Parcel Service. If the students are not available at the address given for communication, arrangements have to be made by the students themselves to receive the same at the address given by them. In respect of MBA student apart from the study material, a set of text books for select subjects will also be provided for reference during the course of the study.

Personal Contact Program

PERSONAL CONTACT PROGRAM (PCP) CLASSES: for all UG, PG, MBA & PG Diplomas (Except MBA Hospital Management) programmes.

PCP Classes Attendance is optional.

However,

- ▶ A total of 40 hours of PCP classes for MBA, MBA (Lateral Entry) & P.G. Diploma (semester pattern) are organized per semester by the DDE at various centres across the country on four weekends in November/ December & April/ May.
- ▶ For UG, PG & PG Diploma (Non-Semester Pattern) a total 25 hours of PCP classes will be organized, if the sufficient no. of students enrolled in particular centre.
- ▶ **It is the prerogative of the DDE to identify the centres for PCPs based on the enrolment of students from a specific region.**
- ▶ In case the PCP is not conducted in the centre opted by the student, he/she may attend PCP at any of the centres where PCP is conducted.
- ▶ **Those who are not able to attend the program at the Centres opted by them, may attend the classes at any one of the centres where PCP is conducted.**

Intimation for PCP classes will be posted in website or sent through SMS. No individual communication will be sent through post (Please refer the DISTANCE EDUCATION link of the Pondicherry University Website for updates on PCPs).

PCP classes for Non-Semester courses will be conducted in April/May.

Personal Contact Classes for MBA (Hospital Management):

- a) PCP classes for I & II semester will be conducted with other MBA programmes.
- b) A total of 30 days PCP classes for III and IV semester will be conducted only in Puducherry.
- c) 75% attendance is **mandatory** for each III and IV semester PCP classes.

PCP classes for Semester courses will be conducted in November/December and in April/May.

It may be noted that usually PCP classes / Exam Centres are organized at the following centres depending on the enrolment of the students.

Tentative PCP & EXAM Centres :

Code	Centre	Code	Centre	Code	Centre	Code	Centre
01	Puducherry	08	Bhubaneswar	19	Vishakhapatnam	31	Karaikal
02	Chennai	12	Lucknow	21	Mumbai	39	Tirupathi
03	New Delhi	14	Guwahati	23	Vadodara	44	Yanam
04	Madurai	15	Jammu	24	Indore	46	Kolkatta
05	Bangalore	16	Port Blair	25	Chandigarh	45	Jaipur
06	Kochi	17	Trivandrum	27	Guntur	47	Sikkim
07	Hyderabad	18	Coimbatore	30	Mahe	48	Vijayawada

Note : Examination will be conducted at select centres from the above list based on number of candidates registered at that centre.

Change of Address and PCP Centre

All communications including study material will be sent to the students to the address given in the application form.

Change of address will be entertained on payment of Rs.100/- through demand draft drawn in favour of “*The Finance Officer, Pondicherry University, Puducherry*” payable at Puducherry with a request for the change. Similarly for change of PCP centre request for the change should accompanied by a Demand Draft for Rs.100/-.

The students are advised to make necessary arrangements with the Post Office for getting study materials and other letters at the new address in the event of change of address, to avoid unnecessary delay.

Library Facility

A well stacked library is operational in the DDE building exclusively for Distance learning students of Pondicherry University. Students can avail this library facility during working hours of the University.

Scholarship for SC/ST Students

SC/ST students admitted in this Directorate can avail themselves of the various scholarships of the respective State/UT Government, of which the student is a permanent resident.

Examinations

Examinations will be held twice a year in June and December. The students are advised to download the Examination application form, blank hall ticket, instructions to candidates and time table from the University web site: www.pondiuni.edu.in. The above material will not be sent by post to the individual student. Photo copies of the downloaded forms may be used for this purpose.

Requisite Minimum for a Pass for UG

The minimum marks required for a pass is 40% in each subject.

Classification of Successful Candidates for UG

The award of pass and respective class shall be as follows :

75% and above **First Class with Distinction**

60% and above but below 75% - **First Class**

40% and above but below 60% - **Second Class**

Requisite Minimum for a Pass for PG, MBA & PG Diplomas

The minimum marks required for a pass is **50%** in each subject.

Classification of Successful Candidates for PG, MBA & PG Diplomas

The award of pass and respective class shall be as follows:

75% and above **First Class with Distinction**

60% and above but below 75% - **First Class**

50% and above but below 60% - **Second Class**

Provisional Certificate

Provisional Certificate will be sent to all those students who complete the program successfully by the Controller of Examinations through Registered Post. The Students should pay the prescribed fee for provisional certificate, consolidated statement of Marks and Degree certificate at the time of Registering for IV semester/III Year Examinations invariably whether completing the course or not at that session.

Convocation Form

The successful candidates will be conferred with degree/diploma in absentia and it will be sent by Registered Post within three months from the date of the convocation. In case of urgency, the student may apply for degree certificate under '**Tatkal**' scheme by paying additional fee of Rs.1000/- along with reason for the same.

Completion of Course

PG courses must be completed within 4 years, PG Diplomas must be completed within 2 years and UG courses must be completed in 6 years.

Improvement/Re-Totaling/Revaluation

There is no provision for any improvement examination under any circumstance. However, re-totaling and revaluation of papers can be done for which the student has to pay a fee of Rs.250/- per paper for re-totaling and Rs.300/- per paper for revaluation. Requests pertaining to re-totaling/revaluation will be entertained only within 15 days from the date of declaration of results. Requests received beyond this date will summarily be rejected. Students, who fail in more than 2 papers are not eligible for applying for revaluation. There is no provision for revaluation of passed papers. However, retotalling will be done for passed papers. All requests in this regard should be addressed to **the Controller of Examinations**. Disputes related to the evaluation of answer scripts will be entertained up to a period of **six months** from the date of examinations and thereafter no claim will be entertained in this regard.

Enquiries

Academic	Examinations
<p>All enquiries and correspondence pertaining to academic matters such as Program details, Admission Confirmation, Study Material, Personal Contact Program, Change of Address, Change of Centre, etc., must be addressed to :</p> <p>The Director Directorate of Distance Education Pondicherry University R.V. Nagar, Kalapet Puducherry 605 014. Phone : 0413-2654440 & 2654439 Fax : 0413-2655258 Email : director.dde@pondiuni.edu.in coordinator.dde@pondiuni.edu.in ar1.dde@pondiuni.edu.in</p>	<p>All enquiries and correspondence pertaining to Examination forms, Hall tickets, publication of results, Re-totaling, Revaluation, Issue of mark Statements, Provisional Certificate, Consolidated Mark Statement and Degree Certificate etc.</p> <p>The Controller of Examinations, DDE Pondicherry University R.V. Nagar, Kalapet Puducherry 605 014. Phone : 0413-2654233, 2654513, 2654436 Fax : 0413-2655210 Email : ddeexam@yahoo.co.in ar2.dde@pondiuni.edu.in ar3.dde@pondiuni.edu.in</p>

Contact Numbers

DDE (Main)

Director's Secretariat	0413-2654440
Asst. Registrar (for Study Materials related enquiries)	0413-2654442
Academic Coordinator Level-I (All Queries)	0413-2654441
Reception	0413-2654439

DDE (Exam Wing)

Controller of Examinations	0413-2654204
PS to Controller of Examinations	0413-2654226
Asst. Registrar I (DDE-Exams)	0413-2654513
Assistant Registrar II (DDE-Degree)	0413-2654233
Section Officer I (DDE-Exams)	0413-2654436
Section Officer II (DDE-Degree)	0413-2654827

Web Support

The following facilities are provided through University website www.pondiuni.edu.in
(Click "Distance Education" link at home page)

1. Online Admissions
2. Admission Notification
3. UG, PG, MBA & PG Diploma Syllabus
4. Downloadable Information Brochure, Admission Form and Prospectus
5. Admission Confirmation Status (Use your Application Form Number)
6. Despatch status of Study Material and return packet details
7. Acknowledgement of Tuition Fee
8. Previous Year Question Papers
9. Acknowledgement of Change of Address
10. Examinations Related Matters

// Academic Calendar //

Particulars	Date	
	Academic year	Calendar year
Date of commencement of issue of Applications forms & Admission	01 st June	1 st January
Last date for issue of Application Forms	30 th September	28 th February
Last date for receipt of filled in Application Forms	30 th September	28 th February
Last date for Admission (For all the courses)	30 th September	28 th February
Last date for dispatch of Confirmation of Admission card, ID Card and Study Materials	15 th October	15 th March

Examination Schedule

Particulars	December Session	June Session
Last date for submission of Examination Application	15 th November	15 th May
Last date for submission of Examination Application with Late fee	20 th November	20 th May
Tentative date for Publication of Results	31 st March	15 th September
Last date for Submission of Applications for revaluation	15 days from the date of publication of results	15 days from the date of publication of results
Date of Publication of Revaluation Results	10 th May	31 st October
Date of dispatch of Statement of Marks/ Provisional Certificate	10 th May	31 st October

The dates are **tentative** and **subject to change** depending upon administrative convenience. Fees for various purpose must be paid by means of DD drawn in favour of the Finance Officer, Pondicherry University or by Bank Challan. Last date for submission of projects for June and December session in 31st July & 31st January.

Application for Change of Address / PCP Centre

(Please put a tick mark () in the relevant box(es) below)

Enrolment number :

Name :

Change of address

Change of PCP Centre

❖ Change of address (Fees payable ₹100)

Old Address	New Address
Pin Code	Pin Code

❖ Change of PCP Centre (Fees payable ₹ 100/-)

Old PCP Centre	New PCP Centre

Important Note :

- ❖ Enclose a Challan/ Demand Draft drawn in favour of "The Finance Officer, Pondicherry University, Puducherry", payable at Puducherry, towards prescribed fees given above.

DD. No./ Challan No	Date	Bank Name	Amount (Rs.)

- ❖ To be sent to the Director, Directorate of Distance Education, Pondicherry University, Puducherry-605 014

Date:

Signature:

