
DIRECTORATE OF DISTANCE EDUCATION
Bio-data format for Lesson writers of Study material

(To be mailed to ddepu@rediffmail.com / Fax: 0413 - 2655258)

1. Name (in capital) :
2. Date of Birth :
3. Designation/Profession :
- 4.(a) Office Address :

Pincode :
Ph (O)with STD code :
Mobile :
Fax :
E-mail ID :

- 4.(b) Residential Address :

Pincode :
Ph (R)with STD code :
Mobile :
Fax :
E-mail ID (Page 1 of 4) :

5. Educational Qualifications: (Original/Photocopy of Certificates not required)

Qualification	Name of the Degree	Area of Specialization	Year	University/Institution
UG				
PG				
PG				
PG Diploma				
M.Phil				
Ph.D.				
Any other				

6. Teaching Experience:

Level	Name of the Degree	Subjects taught	No. of years	College/University/Institution	Place
-------	--------------------	-----------------	--------------	--------------------------------	-------

UG					
PG					
PG Diploma					
Any other					

7. Experience in Distance Education & Open University system:

Sl.No.	Task	No. of years	University/Institution
1.	Lesson writing/Unit writing		
2.	Evaluation of Assignments		
3.	Evaluation of Exam answer papers		
4.	Setting of Question papers		
5.	Any other		

8. Industrial Experience:

9. Are you willing to undertake the following tasks of DDE, Pondicherry University:

(Put 'Yes' against relevant item, if willing)

a)

Task	Willingness	Title of the Paper(s) *
Teaching at PCP classes		
Setting of Question paper		
Evaluation of Exam Answer papers		

b)

Task	Willingness	Course code(s) *	Paper code(s) *	Title of the Paper \Topics *
Lesson writing for study material				

* For paper codes, refer DDE Information Brochure 2006-07 available at Website www.pondiuni.org

* Similarly refer MBA – Syllabus at the Website www.pondiuni.org

10. Choice of place for taking PCP classes in the order of priority (Refer Information Brochure at www.pondiuni.org to know PCP locations)

b)

c)

11. Have you studied/undergone any course/educational programme/training through Correspondence/Distance Education/Open University mode? If yes, provide details:

Course	Details of Institution(s)	Year

12. Have you any education qualifications specially in Distance Education? If yes, please specify.

Qualification	Put tick mark if yes
Post Graduate Diploma in Distance Education (PGDDE)	
Master of Arts in Distance Education (MADE)	
Any other	

I hereby certify that the above-mentioned informations are correct and proof for the same, in original, will also be produced, if required later.

Date :
Place :

Signature:
(Ignore if sent through E-mail)

(For the use of DDE, Pondicherry University)

Recommended for Lesson writer / PCP activity for the following papers/units:

Course code				
Paper code				
Unit No.				
Topics				

Date :
DIRECTOR (DDE)
PONDICHERRY UNIVERSITY
