

# PONDICHERRY UNIVERSITY

(A Central University)

## Directorate of Distance Education

Approved by Distance Education Council



## 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

The Higher Education in India plays an important role in the Human Resource Development of the nation by providing access to a large number of aspiring students to pursue quality education at affordable cost. As one of the Central Universities, Pondicherry University is conscious of its role in spreading quality education, more particularly, through reaching out to the students of all parts of the country.

Towards this objective, besides offering about 160 on-campus programmes, the University has expanded its activities in the field of Distance Education in 1995 to cater to the aspirations of the students who, otherwise could not pursue higher education in the on-campus mode. Since then, the Distance Education Programmes of the University have carved out a niche on the national map of Distance Education. The fact that more than 2,00,000 students have enrolled in various programmes of the DDE through distance mode over the years bears testimony to the quality, innovative and highly demanding programmes 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 on-campus learning for a variety of reasons and those who don't have access to higher education owing to certain disadvantages.

I am also happy to state that in tune with the University's motto '**Expansion, Excellence with Equity**', several sectoral MBA programmes are well designed to suit the varying needs of the aspirants. Continuous learning is a basic need of every individual in the fast changing and highly competitive global scenario and I am sure, Pondicherry University is destined to cater to the distance education needs of all the stakeholders.

**Prof.J.A.K.TAREEN**  
**Padma Shri**  
Vice\_Chancellor

## **Message from the Director, (SEI & RR)**

The Post Independent India has witnessed remarkable expansion in Higher Education through Colleges/Universities established all over India. However, despite this vigorous expansion to access to Higher Education, the percentage of youth entering into the Higher Education is far from satisfactory which indicates lower degree of access to Higher Education.

Therefore, the Government of India in recent years has decided to expand this access to Higher Education in all possible ways. Expansion, Excellence and Equity have infact become the goals of Higher Education. In pursuit of this objective, Universities have opened the doors of residential education as well as Distance Learning mode.

Learning through Distance Education is a great boon to the students who, for various socio-economic reasons are unable to pursue Higher Education through regular mode. Pondicherry University established by an Act of Parliament in 1985, has realized the need for Distance Education and has been offering several academic programs since 1995. The Directorate of Distance Education has identified job oriented and relevant courses in the field of Management whose curricula and syllabi are approved by the Joint Committee of DEC, AICTE and UGC. The Programmes are offered effectively through contact classes and twinning programmes organized by reputed institutions in the country. The students are enabled to feel at home with quality study material, books and Personal contact classes.

Pondicherry University's Directorate of Distance Education has already carved out a niche in the higher educational map of India and its programmes are well appreciated by professionals and others. The Degrees are well recognized in the labour market and many of our students are well placed in various walks of life.

I extend hearty welcome to all the aspirants who wish to join the Distance Education programs of Pondicherry University.

**Prof. M. Ramadass**  
Director (SEI & RR)

## Message from the Director, DDE

The fact that future of higher education in India depends largely on how fast it takes advantage of distance mode of learning through the use of Technology and e-learning resources needs no emphasis. For a developing nation like India, the distance mode of learning, with a huge scope for flexibility in terms of reaching out to the vast masses who are outside the realm of on-campus learning and for optimum utilisation of scarce resources is certainly a boon. Given the potential of the distance education programmes, it is high time that Indian Universities need to gear up and exploit the potential.

In this connection, it is heartening to note that Pondicherry University, given its status as a Central University has made a mark in the Distance Education programs with a student enrolment from all parts of the Country. Conscious of its responsibility in spreading job oriented and socially relevant quality education programmes, the University focuses on Management Programmes *per se*.

In addition to the existing MBA programs, the Directorate of Distance Education has launched two more MBA programs from the current academic year, namely, MBA (Retail Management) and MBA (Tourism).

I wish all the prospective students very best!

**Prof.G.Anjaneya Swamy**  
Director, DDE.

## Vision

To attain leadership in sphereheading qualitative and responsible academic programs relevant to the society through cost effective off-campus distance mode of education.

## Mission

- To reach out to all those segments of the society who are otherwise outside or deprived of the on campus education;
- To supplement the efforts of the institutions engaged in on-campus programs through the creation of employable and skilled manpower to meet the growing needs of the economy ; and
- To take advantage of the technological developments in the design and delivery of academic programs cutting across the cultural and geographical barriers.

## Objectives

- Celebrating diversity and valuing experience;
- Designing market oriented, contemporary and socially relevant educational programs;
- Setting benchmarks with respect to quality of the programs;
- Evolving student centric processes and systems; and
- Contributing to the enhancement of the image of the Pondicherry University.

**PONDICHERRY UNIVERSITY**

Visitor

**His Excellency Shri. PRANAB MUKHERJEE**

President of India

Chancellor

Chief Rector

**His Excellency Shri IQBAL SINGH**

Lt. Governor of Pondicherry

Vice-Chancellor

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

Director of Studies, Educational Innovation and Rural Reconstruction

**Prof. M.RAMADASS**

Registrar

**Shri S.LOGANATHAN**

Finance Officer

**Shri K.VIJAYAKUMARAN, IA & AS**

Controller of Examinations

**Dr.J. SAMPATH**

Director

**Prof. G.ANJANEYA SWAMY**

## Faculty/ Officers of DDE

Faculty	Officers
<p>A. Punitha, MBA, M.Phil, PGDCA Assistant Professor <b>Specialization:</b> Business Ethics, HRM</p> <p>V. Umasri, M.Com, M.Phil, MBA Assistant Professor <b>Specialization:</b> Accounting and Finance</p> <p>Sk. Md.Nizamuddin, MBA, M.Phil, LL.M Assistant Professor <b>Specialization:</b> Marketing, Business Law</p>	<p>Dr. Arvind Gupta Assistant Director</p> <p>V. Parthasarathy Assistant Registrar</p> <p>M. Sandirane Assistant Registrar</p> <p>K. Gururaghavandran Senior Accounts Officer</p>

<b>CONTENTS</b>	<b>Page No.</b>
Introduction	9
Courses offered	9
Admission Procedure	10
Regulations for Admission to MBA Programmes	12
Mode of Payment of Fees	13
Enrolment Number	14
Identity Card	14
Study Material	15
Personal Contact Program	15
Change of Address and PCP Centre	16
Library Facility	16
Scholarship for SC/ST Students	16
Course Structure	17
Examinations	21
Enquiries	22
Contact Numbers	23
Web Support	23
Grievance Redressal Portal	23
Academic Calendar	24



## Introduction

*Pondicherry University*, located in Puducherry, the capital city of the Union Territory of Pondicherry, 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.

### **MBA Courses Offered (Only in English Medium)**

Course Duration – 2 years

Name of the Course	Course Code
MBA – General	43
MBA – Marketing	36
MBA – Finance	37
MBA– International Business	38
MBA – Human Resource Management	39
MBA – Retail Management	45
MBA – Tourism	46

## Admission Procedure

### 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** in person free of cost

(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](http://www.pondiuni.edu.in)

### Demand Draft and Certificates to be sent

The filled in application form should be accompanied by the following:

1. DD for Rs. 8175/- drawn in favour of "***The Finance Officer, Pondicherry University, Puducherry***"

(or)

Challan for payment in DDE A/C No. 413264239 at Indian Bank, Pondicherry University Branch

2. **Original and attested** Photostat copies of

- 12<sup>th</sup> Class (10+2) Mark Sheet
- Degree/Provisional Certificate (OR) Consolidated Mark sheet

(Students **need not send any other Original Certificates other than these two certificates**).

### ***Photographs***

A recent **passport size** photograph duly **attested** by a gazetted Officer should be pasted on the application form in the space provided for it. Further, a **stamp size** photograph should be pasted in the space provided in the Identity Card.

## 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  
Pondicherry-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. **Admission cannot be claimed as a matter of right.**

## Return of Original Certificates

All the *Original certificates will be returned after scrutiny.* 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:

- Candidates seeking admission for any program *need not* submit the *Transfer Certificate/ Migration Certificate.*
- **Students awaiting their final year result may also apply.**

Candidates awaiting the final year result must produce the Mark Sheet/Degree Certificate as proof of fulfilling the prescribed eligibility criteria before 31<sup>st</sup> October failing which, the provisional admission already granted, will be cancelled.

## Regulations for Admission to MBA Programmes

Admission is open to all students throughout India who have passed any degree examination of a University recognized by UGC under 10+2+3 or 11+1+3 and 11+2+2 system.

### Duration of the Program

The duration of the program is **TWO YEARS** through **English** medium under semester pattern spread over four semesters.

### Fee Structure

Fee Particulars	₹
Registration & Processing Fee	200
Matriculation Fee	25
University Development Fund	1000
Recognition Fee (For Foreign University Degree - Rs.450)	200
Study Material & Handling Charges	3500
Tuition Fee	13000
<b>Total</b>	<b>17925</b>

### The Fee may be paid as follows

FIRST YEAR – First Semester (To be paid at the time of admission)	₹.8175
FIRST YEAR – Second Semester (To be paid on or before 31st January )	₹.3250
SECOND YEAR – Third Semester (To be paid on or before 31st July)	₹.3250
SECOND YEAR – Fourth Semester (To be paid on or before 31st January)	₹.3250

### Fee Concession

**100% Tuition fee concession** is extended to Physically Challenged persons.  
(a one time payment of fee at the time of admission ₹.4925/- only)

**50% Tuition fee concession** is extended to:

- Non-teaching employees of Pondicherry University and their wards (Group B,C & D only)
- Defence personnel serving in Indian Armed 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 in**

1. any of the branches of the **State Bank of India** and its associates, by means of “Electronic Transfer / Telegraphic Transfer for direct credit to the Account of “*The Finance Officer, Pondicherry University*” No.54010070598 in the State Bank of Mysore, Puducherry.
2. **Punjab National Bank** by means of “Electronic Transfer / Telegraphic Transfer for direct credit to the Account of “*The Finance Officer, Pondicherry University*” No.2928002101803781 in Punjab National Bank, Puducherry.
- ◆ **Axis Bank** Ltd by means of “Electronic Transfer / Telegraphic Transfer for direct credit to Account of “*The Finance Officer, Pondicherry University*” No. 209010100047931 in Axis Bank, Puducherry.
- ◆ 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.
- ◆ 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.

(Please refer Model Challans in last 3 pages)

### **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. a 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 and circulars and notices issued from time to time.**

## **Late Fee**

If the tuition fees 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/-.

## **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.

## **Identity Card**

### **Identity Card**

On admission, students will be issued an Identity Card by the Directorate. The Identity Card should be kept by the students safely till the completion of the program. Students while filling the Identity Card portion of the application form should give all the details specified in the Identity card and affix their signature and stamp size photograph.

### **Duplicate Identity Card**

In the event of the original Identity card being lost, a duplicate card can be obtained from the Directorate. In such an event, the students are requested to send their stamp size photograph with their Name and Enrolment Number written on the back side of the photograph along with a demand draft for Rs.50/- drawn in favour of "*The Finance Officer, Pondicherry University, Puducherry*" payable at Puducherry

## 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 Express 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. 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

- 40 hours classes per semester. Classes will be conducted on four weekends for four weeks, 5 hours per day.(8 days X 5 hours).
- The tentative schedule for PCP classes are March/ April (II & IV Semester) and October/November (I & III Semester).
- Personal Contact Program classes will be arranged at the centres identified by the Directorate.
- Individual communication will be sent to the students in advance. (Please refer Website also).
- Attendance to PCP classes is **Optional**.

### The PCP Centres and their Codes

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

### **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 Pondicherry 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.



# MBA – Course Structure

## FIRST YEAR

(Common to all MBA Courses)

First Semester		Second Semester	
Paper Code	Name of the Paper	Paper Code	Name of the Paper
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 Management
MBAC1005	Research Methodology	MBAC2005	Strategic Management

## SECOND YEAR

### MBA – (General)

Third Semester		Fourth Semester	
Paper Code	Name of the Paper	Paper Code	Name of the Paper
MBAG3001	Management Control Systems	MBAG4001	Information Technology & E-Business
MBAG3002	Entrepreneurship Management	MBAG4002	International Business
MBAG3003	Consumer Behaviour	MBAG4003	Services Marketing
MBAG3004	Merchant Banking and Financial Services	MBAG4004	Investment and Portfolio Management
MBAG3005	Performance Management	MBAG4005	Training & Development
		MBAG4006	Project Work

### MBA (Marketing)

Third Semester		Fourth Semester	
Paper Code	Name of the Paper	Paper Code	Name of the Paper
MBAM3001	Consumer Behaviour	MBAM4001	Rural Marketing
MBAM3002	Marketing Research	MBAM4002	Services Marketing
MBAM3003	Industrial Marketing	MBAM4003	Advertising and Sales Promotion
MBAM3004	Logistics & Supply Chain Management	MBAM4004	Customer Relationship Management
MBAM3005	Retail Marketing	MBAM4005	Global Marketing
		MBAM4006	Project Work

### MBA (Finance)

Third Semester		Fourth Semester	
Paper Code	Name of the Paper	Paper Code	Name of the Paper
MBAF3001	Strategic Financial Management	MBAF4001	Investment and Portfolio Management
MBAF3002	Banking and Indian Financial Systems	MBAF4002	Global Financial Management
MBAF3003	Merchant Banking and Financial Services	MBAF4003	International Trade and Finance
MBAF3004	Project Management	MBAF4004	Security Market Operations
MBAF3005	Management Accounting	MBAF4005	Financial Derivatives
		MBAF4006	Project Work

## MBA (International Business)

Third Semester		Fourth Semester	
Paper Code	Name of the Paper	Paper Code	Name of the Paper
MBAIB3001	International Business Environment	MBAIB4001	Global Financial Markets & Instruments
MBAIB3002	Management of Multinational Corporations	MBAIB4002	Foreign Trade Policy
MBAIB3003	International Business Laws	MBAIB4003	Cross Cultural Business Management
MBAIB3004	Global Marketing Management	MBAIB4004	International Logistics Management
MBAIB3005	EXIM Financing and Documentation	MBAIB4005	Forex Management & Currency Derivatives
		MBAIB4006	Project Work

## MBA (Human Resources Management)

Third Semester		Fourth Semester	
Paper Code	Name of the Paper	Paper Code	Name of the Paper
MBAH3001	Human Resource Development	MBAH4001	Organizational Development and Change
MBAH3002	Performance Management	MBAH4002	Human Resource Accounting
MBAH3003	Knowledge Management	MBAH4003	Compensation Management
MBAH3004	Industrial Relations Management	MBAH4004	Human Resource Information Systems
MBAH3005	Employee Legislation	MBAH4005	Global HR Practices
		MBAH4006	Project Work

### MBA (Retail Management)

Third Semester		Fourth Semester	
Paper Code	Name of the Paper	Paper Code	Name of the Paper
MBAR3001	Retail Marketing	MBAR4001	Logistics & Supply Chain Management
MBAR3002	Store Location, Design & Visual Merchandising	MBAR4002	Customer Relationship Management
MBAR3003	Retail Planning & Legal Issues	MBAR4003	Retail Information System & E-Retailing
MBAR3004	Retail Shoppers' Behaviour	MBAR4004	Retail Sales Techniques & Promotion
MBAR3005	Retail Branding Strategy	MBAR4005	Global Competitiveness & Retailing
		MBAR4006	Project Work

### MBA (Tourism)

Third Semester		Fourth Semester	
Paper Code	Name of the Paper	Paper Code	Name of the Paper
MBAT3001	Tourism Principles & Practices	MBAT4001	Air Fares & Airlines Management
MBAT3002	Global Tourism Geography	MBAT4002	Travel Agency & Tour Operations Management
MBAT3003	Tourism Products of India	MBAT4003	Event Management
MBAT3004	Destination Planning & Management	MBAT4004	Customer Relationship & Service Management
MBAT3005	Eco Tourism	MBAT4005	E-Tourism
		MBAT4006	Project Work

## **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](http://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**

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

### **Classification of Successful Candidates**

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.

### **Consolidated Marks Statement**

Consolidated marks list will be issued to the candidates on payment of Rs.250/- by means of DD in favour of "*The Finance Officer, Pondicherry University*" at their request to the Controller of Examinations, Pondicherry University.

### **Convocation Form**

The successful candidates should apply for convocation through a prescribed application form which can be downloaded from the University website and sent to the ***Controller of Examinations, Pondicherry University***. Degree certificates will be issued to candidates only if they apply for the same. The Degree/Diploma will be conferred in absentia and will be sent by Registered Post within three months from the date of the convocation.

## **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.75/- 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. 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**

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 :

#### **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](mailto:director.dde@pondiuni.edu.in)

### **Examinations**

All enquiries and correspondence pertaining to *Examination Forms, Hall tickets, Re-totaling, Revaluation, Publication of results, Issue of Marks Statements, Provisional Certificate, Consolidated Mark Statements, Degree Certificate*, etc., must be addressed to :

#### **The Controller of Examinations**

Pondicherry University  
R.V. Nagar, Kalapet  
Puducherry - 605 014.  
Phone : 0413-2654233, 2654513, 2654436  
Fax : 0413-2655210  
Email : [drdde.ce@pondiuni.edu.in](mailto:drdde.ce@pondiuni.edu.in)

## 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
Deputy Registrar	0413-2654513
Assistant Registrar	0413-2654233
Section Officer	0413-2654436

## Web Support

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

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

## Grievance Redressal Portal

Students are advised to register their grievances, if any, in the Pondicherry University Grievances Redressal Portal. ("Grievance" link can be found on top right corner of home page of [www.pondiuni.edu.in](http://www.pondiuni.edu.in))

## Academic Calendar

### Admission, PCP and Study Materials

Particulars	Date
Date of commencement of issue of Applications forms & Admission	01 <sup>st</sup> June
Last date for issue of Application Forms	30 <sup>th</sup> September
Last date for receipt of filled in Application Forms	30 <sup>th</sup> September
Last date for Admission (For all the courses)	30 <sup>th</sup> September
Last date for dispatch of Confirmation of Admission card, ID Card and Study Materials	15 <sup>th</sup> October

### Tentative dates for Personal Contact Program (PCP)

For MBA – I Semester	November
For MBA – II Semester	February & March
For MBA – III Semester	September & October
For MBA – IV Semester	February & March

### Examination Schedule

Particulars	December Session	June Session
Last date for submission of Examination Application	15 <sup>th</sup> November	15 <sup>th</sup> May
Last date for submission of Examination Application with Late fee	20 <sup>th</sup> November	20 <sup>th</sup> May
Tentative date for Publication of Results	31 <sup>st</sup> March	15 <sup>th</sup> September
Last date for Submission of Applications for revaluation	15 <sup>th</sup> April	30 <sup>th</sup> September
Date of Publication of Revaluation Results	10 <sup>th</sup> May	31 <sup>st</sup> October
Date of dispatch of Statement of Marks/ Provisional Certificate	25 <sup>th</sup> April	25 <sup>th</sup> October

*The dates are tentative and subject to change depending upon administrative convenience.*

Visit: [www.pondiuni.edu.in](http://www.pondiuni.edu.in) for update





**PONDICHERRY UNIVERSITY**  
**DIRECTORATE OF DISTANCE EDUCATION**  
**PARTICULARS OF TUITION FEE REMITTANCE**

[Remittance without particulars will not be entertained]

1. Enrolment No : 

--	--	--	--	--	--	--	--	--	--

2. Name : \_\_\_\_\_

3. e-mail ID : \_\_\_\_\_

4. Course : \_\_\_\_\_

5. Year/Semester/ Term details: \_\_\_\_\_

6. DD Amount: Rs. \_\_\_\_\_ Bank: \_\_\_\_\_

(Pl. mention your Name, Enrolment No. and Fee Installment details on the reverse side of Demand Draft also)

7. DD No. \_\_\_\_\_ DD Date: \_\_\_\_\_

Date:

Signature of the Candidate

### Application for Change of Address/PCP Centre/Duplicate ID card

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

- Change of address  
 Change of PCP Centre   
 Duplicate ID card


❖ **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

❖ **Duplicate Identity Card** (Fee Payable ₹50)

	<b>PONDICHERY UNIVERSITY</b> (A Central University) <b>DIRECTORATE OF DISTANCE EDUCATION</b> <b>IDENTITY CARD (Duplicate)</b>
	Name: _____ Course: _____  Signature of the Candidate
Affix stamp size photo	

Address: _____ _____ _____										
Enrol No <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
<b>DIRECTOR</b>										

**Important Note:**

- Enclose a Challan/ Demand Draft drawn in favour of "The Finance Officer, Pondicherry University, Pondicherry", payable at Pondicherry, 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

Name:

Enrolment number:

Date:

Signature:

## **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 Pondicherry shall alone have exclusive Territorial Jurisdiction for all purposes. For all said purposes, University shall always sue & be sued as “Pondicherry 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 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**