



**PONDICHERY UNIVERSITY**  
**DIRECTORATE OF DISTANCE EDUCATION**

Photo to be  
affixed and self  
attested by the  
Candidate

**EXAMINATION APPLICATION FORM**  
**(ALL ENTRIES SHOULD BE IN CAPITAL LETTERS)**  
*Refer Instructions and Timetable before filling up the form*

01. Examination Session  Year

02. Course Code & Name of the Course

03. Enrolment Number  (As per Identity Card issued by this University)

04. Name of the Candidate (As per School / College Records)

05. Examination Centre Code & Centre Name

06. Email Id  07. Mobile No.

08. Enter the Subject code for which the candidate is appearing (Refer Time Table for Paper code)  
(Candidates should fill the Project Report Code if applicable)

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			Amount in Rs.
No. of Theory papers appearing	<input type="text"/>	Each paper fees	<input type="text"/>
Total fees (No. of Theory Papers x Each paper fees)			<input type="text"/>
09. Project Report	---	fees (Final Semester Students only – Rs. 500/-)	<input type="text"/>
Statement of Marks	---	fees (Each Student should pay compulsorily Rs.50/-)	<b>50</b>
**Provisional Certificate	---	fees (Final Year / Final Semester Students only – Rs. 500/-)	<input type="text"/>
**Consolidated Mark Sheet	---	fees ( Final Year/Final Semester Students only – Rs.500/-)	<input type="text"/>
**Degree Certificate	---	fees ( Final Year/Final Semester Students only – Rs.1000/-)	<input type="text"/>
Late fee for receipt of application (upto 13 December 2023 - Rs. 100/-)			<input type="text"/>
(Students should pay the Exam fees only) Total Amount			<input type="text"/>

**\*\*Note: 1** These are all compulsory one time payment. If you have already paid the fee, mention 'Yes' in the box. Otherwise pay for the above mentioned certificates.

**Note: 2** The Examination fees once paid will not be carry forward.

10. Details of Examination fees.

Demand Draft / Challan No	Demand Draft / Challan Date	Name of the Bank	Place	Amount (Rs.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

11. Whether tuition fee paid in full  Yes  No      12. Aadhar No. :

**DECLARATION**

I declare that the particulars furnished by me are true to the best of my knowledge. I have read the instructions and I understand that my candidature shall be cancelled if any of the information given by me is false.

Station : \_\_\_\_\_  
Date : \_\_\_\_\_ Signature of the Candidate

**Exam Application Form to be forwarded to :**  
**The Assistant Registrar, DDE – Exam Wing, Pondicherry University, Kalapet, Pondicherry – 605 014. Before 10<sup>th</sup> December 2023.**  
**Note: Filled-in Exam applications received after the last date shall not be accepted.**

(Note : Use photocopy / Down loaded Exam Application form whenever required)



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**HALL TICKET**

01. Examination Session  Year

02. Course Code    
 Name of the Course

03. Enrolment Number  
 (As per Identity Card  
 issued by the University )

04. Examination Centre  
 Code & Centre Name

05. Name of the Candidate  
 (As per School /  
 College Records)

06. Aadhar No.

07. Paper Code for which appearing:

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08. Candidate's Address in capital letters  
 (Correct Address with Pin code)

<b>Enrolment No:</b>
<b>Name</b>
<b>PINCODE :</b>

*Signature of the Candidate*

*Controller of Examinations  
 Pondicherry University with office seal*

- IMPORTANT INSTRUCTIONS**
- Do not keep any material that may be construed as being of unfair assistance to you in the examination.
  - Possessing or having access to any papers, books or notes which might possibly be of assistance to the candidate in answering is strictly prohibited.
  - Copying from any papers, books or notes and any attempt to elicit the answer from the neighbours would amount to malpractice, which will be viewed seriously.
  - Use of **Cell Phones** and **Scientific Calculator** inside the Examination Hall is strictly prohibited.



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**INSTRUCTIONS TO CANDIDATES**

*(To be retained by the Candidates)*

1. Application for admission to the examination together with the Demand Draft, must be reached to **THE ASSISTANT REGISTRAR, DDE – EXAMINATION WING, PONDICHERRY UNIVERSITY, KALAPET, PONDICHERRY - 605 014, not later than 10<sup>th</sup> December 2023.**
2. Late application and fees will be accepted by the office at the candidate's own risk upto **13<sup>th</sup> December 2023** with a late fee of Rs.100/-
3. Demand Draft for the Examination fees, Mark-Statement fee, Provisional Certificate fee etc., should be obtained in favour of **“The Finance Officer, Pondicherry University”, payable at Pondicherry.** The Examination fees once paid, under any circumstances, will neither be refunded nor carried over for the subsequent examination. **(Demand Draft should be drawn on or after the Notification.)**
4. **At the first appearance, the candidate should pay the examination fees for all the papers of the semester / year concerned.**
5. Candidates should **write their name and enrolment number** on the backside of the demand draft in block letters. **Examination fees should be paid separately** and should not be paid along with tuition fees.
6. After the publication of the results, the statement of marks will be sent to all the candidates and provisional certificate to the successful candidates. **The university is not responsible for any loss in transit.**
7. The examinations will be held at the following Centres:

Exam Centre Code & Name						
01	Pondicherry	02	Chennai	03	New Delhi	The numbers denoted against each centre are centre codes
05T	Bangalore	06	Cochin	12	Lucknow	
14	Guwahati	16	Port Blair	17	Thiruvananthapuram	
18	Coimbatore	19	Vishakapattinam	21	Mumbai	
23	Vadodara	30	Mahe	41	Kolkata	
44	Yanam	46	Vijayawada	48T	Trichy	
08	Bhubaneswar	51	Secunderabad	71	Karaikal	
88T	Cuddalore	99	Patna	98T	Kanyakumari	

**\* Exam Centres are subject to change / cancellation**

8. **Candidate can opt for any Centre. CENTRE ONCE SELECTED WILL NOT BE CHANGED under any circumstances.** If the examination cannot be conducted at a Centre, due to unforeseen circumstances, candidates who have opted for that Centre will be asked to write the examination at the next nearest centre.

9. Details of Examination Fees.

Particulars	U.G.	P.G	M.B.A.
a. Each Written Paper	75.00	160.00	250.00
b. Project Work (Final Semester / Final Year Students)	-----	250.00	500.00
c. Statement of Marks	50.00	50.00	50.00
d. Provisional Certificate (Final Year Students)	**500.00	**500.00	**500.00
e. Consolidated Statement of Marks (Final Year / Final Semester students only)	**500.00	**500.00	**500.00
f. Degree Certificate (Final Year / Final Semester students only)	**1000.00	**1000.00	**1000.00

**\*\* These are all one time payment. If you have already paid the fee, mention 'Yes' in the Sl.No.9 in application form. Otherwise pay for the above mentioned certificates.**

10. Candidates should not send more than one examination application form.
11. Identity card issued by the Directorate of Distance Education must be produced at the time of the examination.
12. Candidates are advised to possess copies of filled-in application form and demand draft for verification and proof of mailing.
13. For any clarification regarding Examinations, Statement of Marks, Re-totalling, Re-valuation, Provisional Certificate, Correction of Name, candidates are advised to write only to ***The Assistant Registrar, DDE-EXAMS by Designation. Candidates are requested to write their Enrolment Number, Full Name and Address with phone number in all correspondence.***
14. **PROJECT REPORT:** (For admissible students only) Each Student should submit individual Project report. Joint work or Group work will not be accepted. One copy of the Project Work has to be sent directly to **THE ASSISTANT REGISTRAR, DDE-EXAMS, PONDICHERRY UNIVERSITY, KALAPET, PONDICHERRY-605 014** by Registered Parcel / Speed Post on or before **15<sup>th</sup> December 2023**. **Late submission of Project report will be accepted upto 24<sup>th</sup> December 2023 with a late fee of Rs.100/-.**
15. The University shall have the right to cancel or modify any of the above instructions and such decision shall be binding on all the candidates appearing for the University Examination.
16. **Students are advised to download the venue of the Exam Centre and the Time Table from the University website [www.pondiuni.edu.in](http://www.pondiuni.edu.in) only.**
17. **Other than Twinning Programme Students, Hall Tickets will be sent by ordinary post. The Hall Tickets for the DDE Students will be also uploaded in the University website [www.pondiuni.edu.in](http://www.pondiuni.edu.in).**
18. If there are no adequate candidates for any centre, the University has the right to cancel such centre and allot the students in the nearby centres.
19. **The Degree Certificate will be sent within three months after the Convocation, which shall be notified through the National Dailies.**
20. **The Candidates who are enrolled with Twinning Institutions should send their examination applications only through the concern Institutions / Samarth online portal whichever is applicable.**

## **REVALUATION / RETOTALLING**

<b><u>Revaluation</u></b>	<b><u>Retotalling</u></b>
<b>Eligibility :</b> Students who have failed in not more than two (2) papers in that session only.	<b>Eligibility :</b> All students
<b>Fee:</b> Rs.300/- per paper	<b>Fee:</b> Rs.250/- per paper
<b><u>LAST DATE</u></b>	
Request for Revaluation / Retotalling will be accepted within 10 days of the declaration of the results. <i>Late application for Revaluation / Retotalling will not be accepted.</i>	
<ul style="list-style-type: none"><li>• There is no provision for Revaluation, in case of students failed in more than two papers for that session.</li><li>• There is no provision for Revaluation in passed papers.</li></ul>	

## **LAST DATE FOR RECEIPT OF EXAM APPLICATIONS**

<b>DECEMBER SESSION</b>	
<b>Twining Students</b>	<b>10<sup>th</sup> December 2023</b>
<b>Other Students (Without Fine)</b>	<b>10<sup>th</sup> December 2023</b>
<b>With Fine</b>	<b>13<sup>th</sup> December 2023</b>

## **IMPROVEMENT OF MARKS**

No provision is available for improvement of marks. The Pass marks of the first successful attempt alone would be taken for all purposes despite the students getting higher marks in the already passed papers in subsequent attempts, if any

## **QUERY / CLAIM – TIME LIMIT**

Any Exam related query / claim such as Absent, Revaluation, Result, Name Correction, Mark Statement, Provisional Certificate, etc., should be made before the commencement of the next Examination session. No claim shall be entertained if it is received after the six months from the date of publication of results in the website.