



PONDICHERRY 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
EXAM APPLICATION FOR BEFORE 2021 BATCH STUDENTS ONLY

01. Examination Session Year

02. Course Code & Name of the Course

03. Enrolment Number

04. Name of the Candidate (As per School / College Records) (As per Identity Card issued by this University)

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)

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

No. of Theory papers appearing	Each paper fees	Total fees (No. of Theory Papers x Each paper fees)	Amount in Rs.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Report	--- fees (Final Semester Students only – Rs. 500/-)		50
Statement of Marks	--- fees (Each Student should pay compulsorily Rs.50/-)		
**Provisional Certificate	--- fees (Final Year / Final Semester Students only – Rs. 500/-)		
**Consolidated Mark Sheet	- - fees (Final Year/Final Semester Students only – Rs.500/-)		
**Degree Certificate	- - fees (Final Year/Final Semester Students only – Rs.1000/-)		
Late fee for receipt of application (upto 28 th May 2024 - Rs. 100/-)			
(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.

Exam Application Form to be forwarded to :
 The Assistant Registrar, DDE – Exam Wing, Pondicherry University, Kalapet, Pondicherry – 605 014. Before 25th May 2024.
Note: Filled-in Exam applications received after the last date shall not be accepted.



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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, PONDICHERY UNIVERSITY, KALAPET, PONDICHERY - 605 014, not later than 25th May 2024.**
2. Late application and fees will be accepted by the office at the candidate's own risk upto **28th May 2024** 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	
75	Calicut	76	Malappuram	77	Trissur	
78	Kannur	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 (M.A. Sociology)	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 **25th May 2024**. **Late submission of Project report will be accepted upto 28th May 2024 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 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.**
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

<u>Revaluation</u>	<u>Retotalling</u>
Eligibility : Students who have failed in not more than two (2) papers in that session only.	Eligibility : All students
Fee: Rs.300/- per paper	Fee: Rs.250/- per paper
<u>LAST DATE</u>	
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">• There is no provision for Revaluation, in case of students failed in more than two papers for that session.• There is no provision for Revaluation in passed papers.	

LAST DATE FOR RECEIPT OF EXAM APPLICATIONS

JUNE SESSION	
Twining Students	25th May 2024
Other Students (Without Fine)	25th May 2024
With Fine	28th May 2024

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.