



PONDICHERRY UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

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 DIRECTOR, DIRECTORATE OF DISTANCE EDUCATION, PONDICHERRY UNIVERSITY, KALAPET, PONDICHERRY - 605 014, not later than 30th Nov 2025.**
2. Late application and fees will be accepted by the office at the candidate's own risk upto **30th Nov 2025 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			The numbers denoted against each centre are centre codes
01	Pondicherry	02	
		03	
05T	Bangalore	12	
14	Guwahati	16	
18	Coimbatore	19	
		21	
23	Vadodara	30	
		41	
44	Yanam	46	
		48T	
08	Bhubaneswar	51	
		71	
75	Calicut	76	
		77	
78	Kannur	88T	
		99	
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 **15th February 2026**. **Late submission of Project report will be accepted upto 10th February 2026 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>	
• 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.	

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.