



PONDICHERY UNIVERSITY

ANNUAL CONVOCATION

INSTRUCTIONS TO CANDIDATES

- Note : 1. The Degree / Diploma for all the courses will be conferred only in Absentia.
2. The Applications with the required fee etc., should reach the office of the Controller of Examinations, Distance Education Wing, Pondicherry University, Pondicherry – 604 014.
3. The following is the fee for admission to the Degree / Diploma for all courses **for current batch of students.**
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|-----------------------------|----------|---|---------------|
| a) Convocation Fee | Rs.200/- | } | Rs.210 |
| b) Cost of Application Form | Rs.10/- | | |

Note : In the case of candidates who have qualified for the Degree / Diploma **earlier**, an additional fee of Rs.100/- **per year** will have to be added with the above fee of Rs.210/-.

4. The prescribed fee should be sent by a Demand Draft drawn on any Nationalised Bank, in favour of the “Finance Officer, Pondicherry University, Pondicherry – 605 014 payable at Pondicherry. The Convocation fee can be paid directly at Indian Bank Branch, Pondicherry University Campus, Kalapet.
5. The Degree / Diploma will be sent by Registered Post.
6. The date of the Convocation will be notified in the leading dailies later.
7. a) Candidate for Post Graduate Degree, Post Graduate Diploma, B.Ed., etc., should enclose along with the application a Xerox copy of their original qualifying degree / diploma namely B.Com., B.A., B.Sc., etc., attested by a responsible officer in the Government not below the rank of Gazetted officer. The Original Degree need not be enclosed. Provisional Certificate will not however be considered as a qualifying Degree for the award of the above Post Graduate Degree / Diploma.
- b) Candidates for U.G / P.G Degrees and P.G Diploma should enclose the attested Xerox copy of the Provisional Certificates obtained from the Pondicherry University.
- c) Candidates who have taken their qualifying Degree from other than Pondicherry University should first obtain their qualifying degree from that University and then apply for the present Degree / Diploma of this University duly enclosing the Xerox copy of the same with the Convocation Application Form.
8. The application forms defective in particulars will not be accepted.
9. No further correspondence in this regard will be entertained

To be filled in by the Candidates applying for PG/PG Diploma/B.Ed Courses

Candidates applying for Post Graduate Degree, Post Graduate Diploma and B.Ed., should enclose a photo copy of their Convocation Degree namely B.Com., B.A., B.Sc., etc.; (Otherwise their application will be rejected.)	Qualifying Examination passed
	Please put (✓) mark BA / B.Sc / B.Com / Other UG Degree
Month and Year of obtaining the Qualifying Degree at the Convocation	Name of the University at which the Qualifying Degree was obtained

Signature of the Candidate

Station :

Date :

CHECK LIST

- 1. Prescribed Fee**
- 2. Attested Photo Copy of the Provisional Certificate**
- 3. Attested Photo Copy of the qualifying degree certificate (In case of PG/PG Diploma Courses only)**
- 4. Attested Photo Copy B.Ed., Degree Certificate (For M.Ed., Course only).**

Complete address to which the Degree / Diploma Certificate should be sent

Enrolment No:
Name:
Address:
Pincode :

Enrolment No:
Name :
Address :
Pincode :