



GOVERNMENT OF PUDUCHERRY

**ADMISSION TO DR. KALAINAR M. KARUNANIDHI
GOVERNMENT INSTITUTE FOR POST GRADUATE
STUDIES & RESEARCH, KARAIKAL-609605**

**PROSPECTUS / INFORMATION
BULLETIN 2020-21**

**CENTRALISED ADMISSION PROCEDURE FOR ARTS AND SCIENCE COURSES
(CAPASC), KARAIKAL**

**ARIGNAR ANNA GOVERNMENT ARTS AND SCIENCE
COLLEGE CAMPUS, NEHRU NAGAR, KARAIKAL - 609605**

Web Sites:

www.capasckkl.in

www.aagasc.edu.in

www.agcw.edu.in

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1.) IMPORTANT INSTRUCTIONS TO CANDIDATES

1. The application form and prospectus will be made available through online mode
2. Before filling the Application Form, read the prospectus carefully, Fill the online application, Print the application and attach copy of the necessary certificates.
3. Application can be handled over in person or post to Dr. Kalaignar M. Karunanidhi Government Institute For Post Graduate Studies & Research, Karaikal.
4. Candidates applying for different courses in different colleges should send **Only One Application**. Multiple applications will summarily be rejected.
5. Ensure the following in respect of certificates to be enclosed.
 - 5.1. Enclose only attested photo copy of the necessary certificates, in support of different claims. Original certificates must be produced only at the time of counseling.
 - 5.2. All the certificates to be produced for various claims should be recently obtained or updated(for the year 2020) by the competent authority.
 - 5.3. Community certificates issued by Govt. of Puducherry will only be considered for claiming reservation benefits.
 - 5.4. Sports certificates must be countersigned by the concerned authorities.
 - 5.5. Rural certificate must be countersigned by the Joint-Director, Directorate of Education (Schools), Puducherry / Chief Educational Officer, Karaikal.
 - 5.6. Candidates who have studied in Lycee Francais and opt for PG Courses should produce an eligibility certificate issued from the Pondicherry University subject to fulfillment of other eligibility conditions.
6. **The last date for receipt of filled in Application Form along with necessary enclosures is 10. 10. 2020 or in case of delay of results, 5 days from the final result of Bachelor degree.**
7. The filled in Application Form may be submitted in person to the Convenor or sent through post addressed to **The Convenor, CAPASC, Dr. Kalaignar M. Karunanidhi Government Institute For Post Graduate Studies & Research, Karaikal – 609 605.**
8. Candidates who have appeared for final examination / re valuation should not wait for the results but submit the filled in Application Form to **the Convenor, CAPASC, Dr. Kalaignar M. Karunanidhi Government Institute For Post Graduate Studies & Research, Karaikal – 609 605** on or before the last date. However such candidates should submit the **self attested** photocopy of the mark statement of the final examination within **Five** days from **the date of issue of mark sheet**.
9. Applications submitted after the last date and time will summarily be rejected.
10. Options once exercised with regard to Community / Rural /Urban / Special Category is final and cannot be changed under any circumstances.
11. The final authority to settle disputes if any in any matter will be the Director, Directorate of Higher and Technical Education, Puducherry or any Authority appointed for this purpose.
12. Check List (attached with application must be marked carefully).

1.) IMPORTANT DATES TO REMEMBER FOR POST GRADUATE

- i. Last date to apply through online Application Form : 10. 10. 2020**
- ii. (a) Last date for the receipt of application (in person) : 12. 10. 2020**
(b) Through Post : 14. 10. 2020

(Dates are subject to change and it will published in website)

2.) INFORMATION TO THE CANDIDATES

- i. Admission to the Post Graduate courses in Dr. Kalaignar M. Karunanidhi Government Institute For Post Graduate Studies & Research, Karaikal Region is done by the **CENTRALISED ADMISSION PROCEDURES FOR PUDUCHERRY ARTS AND SCIENCE COURSES[CAPASC]**
- ii. The Admission to the Post Graduate courses under different categories is purely based on the marks obtained in the qualifying examinations.
- iii. The procedure for seeking admission to the course in different colleges consists of two stages:
Stage 1. Submission of online filled Application Form along with necessary enclosures.
Stage 2. Attending the Counseling for the specified course at the notified date, time and place.

3.) COURSE AND SEATS

Sl. No.	Name of the Degree and specialization	Number of Seats*#
1	M.A. Tamil	40
2	M.A. English (Language & Literature)	30
3	M.A. Historical Studies	30
4	M.A. Economics	40
5	M.A. Public Administration	30
6	M.S.W. (Social Work)	30
7	M.Com.	50
8	M.Sc. Mathematics	40
9	M.Sc. Chemistry	30
10	M.Sc. Plant Science	30
11	M.Sc. Computer Science	30
	TOTAL	380

* Subject to affiliation from the Pondicherry University for the establishment of new Institution of "Dr. Kalaignar Karunanidhi Government Institute for Post-Graduate Studies and Research, Karaikal".

* **Above seats are tentative only and subject to change.**

Subject to approval by the competent authorities.

4. ELIGIBILITY CONDITIONS:

For admission to any programme, the candidate should fulfill the necessary admission requirements for the respective PG programmes, as prescribed by the Pondicherry University.

The details are as follows:

Minimum Academic Qualifications:

The eligibility criteria for the various post-graduate programmes (M.A., M.Com., and M.Sc.) under the purview of CAPASC- PG 2020-2021 are given below:

Candidates seeking admission to Post-Graduate courses should have passed the Under-Graduate Degree Examinations as mentioned below.

Sl. No.	Name of the Degree	Specialization	Relevant subjects in the Under Graduate level	Eligibility for Admission
1	M.A.	Tamil	B.A. Tamil / B.Lit. or any other degree approved as equivalent to B.A. Tamil by the Pondicherry University.	(for Sl. No. 1-2) A candidate seeking admission to these courses should have passed and secured a minimum of 50% marks in the main and allied subjects. In the case of OBC/BCM/MBC/EBC/BT candidates, the minimum mark is 45%. (or) equivalent CGPA.
2	M.A.	English (Language & Literature)	B.A. English or any other degree approved as equivalent to B.A. English by the Pondicherry University.	There is no minimum % of marks for Scheduled Caste / Scheduled Tribe and Physically Challenged candidates, only pass is required. For admission to the courses in the languages, first preference will be given to the candidates who have studied the concerned languages the major subject under Part-III. After having exhausted all the candidates as mentioned above, candidates who have studied the relevant language in Part-I or Part-II (Minimum two years) may be considered.
3	M.A.	Historical Studies	B.A. History/Historical Studies.	(for Sl. No. 3-6) A candidate seeking admission to these courses should have passed and secured a minimum of 50% marks in the main and allied subjects. (or) equivalent CGPA.

4	M.A.	Public Administration	Any degree.	
5	M.A.	Economics	B.A. Economics or any other degree approved as equivalent to B.A. Economics by the Pondicherry University.	In the case of OBC /BCM /MBC /EBC /BT candidates, the minimum marks is 45%.
6.	M.Com.	General	B.Com. (General) or B.Com. (Corporate Secretaryship) or B.Com. (Vocational - Office Management) or B.Com. (Co-operative Management) or any other equivalent course approved by the Pondicherry University.	There is no minimum % of marks for Scheduled Caste / Scheduled Tribe and Physically Challenged candidates,
7	M.S.W.	Social Work	Bachelor's degree in any discipline.	
8	M.Sc.	Mathematics	B.Sc. Mathematics or any other degree approved as equivalent to B.Sc. Mathematics by	(for Sl. No. 8-12) A candidate seeking admission to these courses should have passed and secured a minimum of 55% marks in the main and allied subjects. In the case of OBC/BCM/ MBC/EBC /BT candidates, the minimum marks is 50%. (or) equivalent CGPA. There is no minimum % of marks for Scheduled Caste / Scheduled Tribe and Physically Challenged candidates, only pass is required.
9	M.Sc.	Physics	B.Sc. Physics with Mathematics and Chemistry as ancillary.	
10	M.Sc.	Chemistry	B.Sc. Chemistry or any other degree approved as equivalent to B.Sc. Chemistry by the Pondicherry University.	
11	M.Sc.	Computer Science	B.Sc. Computer Science/ IT/BCA or any other degree approved as equivalent to B.Sc. Computer Science by the Pondicherry University.	
12	M.Sc.	Plant Science	B.Sc. Plant Science / Botany.	

Note: If necessary, entrance examination will be conducted for admission to PG Courses, as advised by the Academic council of the respective college.

5. SELECTION PROCEDURE

5.1.1 Procedure for Determining the Merit Score

- Only **Part III** marks in all semester examinations will be considered for calculation of percentage of marks.
- Language Papers are excluded in the calculation of percentage of marks.
- For calculation of percentage, Grade system to be followed.

5.1.2 Order of Priority for Tie Break

In case of Tie, the following steps are to be adopted.

- i. Total marks are to be compared.
- ii. In case, the total marks are also same, the dates of birth of higher age is considered.

5.1.3 Merit List

The merit list is prepared by combining 5.1.1 & 5.1.2.

5.2 SEAT MATRIX:

The Detailed Seat Matrix will be uploaded in the Website Separately.

6. RESERVATION OF SEATS FOR UNDER GRADUATE COURSES

The following reservations shall be made for admission to all courses, subject to revision by the Government :

SL. NO.	CATEGORIES	% OF RESERVATION
VERTICAL RESERVATION		
1	Open General *	50 %
2	Other Backward Classes (OBC)	11 %
3	Backward Classes Muslims (BCM)	2 %
4	Most Backward Classes (MBC)	18 %
5	Extreme Backward Classes (EBC)	2 %
6	Backward Tribes (BT)	0.5 %
7	Scheduled Caste (SC)	16 %
8	Scheduled Tribe (ST)	0.5 %

* Note: Out of 50% Open general seats, 10% of seats are to be filled purely on the basis of merit without reference to Nativity/Residence

HORIZONTAL RESERVATION*		
1	Children/Grand Children of Freedom Fighters (FF)	4 %
2	Person With Disabilities (PWD)	5 %
3	Wards of Ex-Servicemen (ESM)	3 %
4	Meritorious Sports Persons (MSP)	1 %
5	Students from Rural Colleges in Puducherry/ Karaikal Regions	15%

* **Horizontal** reservation: Seats reserved/allocated under these categories will become operational, only if the minimum number of seats earmarked for each of these categories is not filled up under normal process of selection in any category.

Scheduled Caste Candidates (SC)

Candidates claiming admission under this category should belong to a caste which is recognized as a Scheduled Caste under “the **Constitution (Puducherry) Scheduled Castes Order 1964**” dated 05.03.1964, read with “The Constitution (Scheduled Caste) orders (Second Amendment) Act 2002 (Central Act 61 of 2002) and should enclose the required certificate issued by an Officer of the Department of Revenue & Disaster Management, Puducherry, not below the rank of Deputy Tahsildar.

Scheduled Tribe Candidates (ST)

Candidates claiming admission under this category should belong to a caste which is recognized as a Scheduled Tribe under “the **Constitution (Puducherry) Scheduled Tribes Order, 2016**” dated 22.12.2016 and should enclose the required certificate issued by an Officer of the Department of Revenue & Disaster Management, Puducherry, not below the rank of Deputy Tahsildar.

Other Backward Classes (OBC) & Most Backward Classes (MBC) Candidates

Candidates claiming admission under these categories should enclose the recent OBC/MBC certificate issued by an Officer of the Department of Revenue and Disaster Management, not below the rank of Deputy Tahsildar.

Extreme Backward Classes (EBC), Backward Classes Muslims (BCM) and Backward Tribes (BT) Candidates

Candidates claiming admission under these categories should enclose the recent EBC/BCM/BT certificate issued by an Officer of the Department of Revenue and Disaster Management, not below the rank of Deputy Tahsildar.

Freedom Fighter Category (FF)

Candidates claiming admission under this category should be Children / Grand Children of Freedom Fighters and they should enclose the necessary certificate issued by the Officer-in- Charge, Freedom Fighters’ Cell, Government of Puducherry.

Wards of Ex-servicemen (ESM)

Those who are registered as Ex-servicemen in the Department of Sainik Welfare (DSW), Government of Puducherry and have got an Ex-serviceman / Widow of Ex-serviceman identity card from DSW should enclose the necessary certificate issued by the Director, DSW, Puducherry.

Persons with Disabilities (PWD)

Candidates seeking admission under this category should be residents of the Union Territory of Puducherry suffering from not less than 40 per cent of any disability as certified by a competent Medical Authority. They should also produce a full size photograph exhibiting the deformity.

Meritorious Sports Persons Category (MSP)

- i. The highest achievement of the candidates in only one annual tournament under the listed sports disciplines in a year will be considered for awarding marks.
- ii. The list of Sports Disciplines eligible for seats under sports quota:
 - 1) Archery
 - 2) Athletics
 - 3) Atya Patya
 - 4) Badminton
 - 5) Ball Badminton
 - 6) Basketball
 - 7) Billiards and Snookers
 - 8) Boxing
 - 9) Gymnastics
 - 10) Handball
 - 11) Hockey
 - 12) Judo
 - 13) Kabaddi
 - 14) Karate do
 - 15) Kayaking and canoeing
 - 16) KhoKho
 - 17) Polo
 - 18) Power lifting
 - 19) Rifle shooting
 - 20) Roller Skating
 - 21) Bridge
 - 22) Carrom
 - 23) Chess
 - 24) Cricket
 - 25) Cycling
 - 26) Equestrian Sports
 - 27) Football
 - 28) Golf
 - 29) Rowing
 - 30) Softball
 - 31) Squash
 - 32) Swimming
 - 33) Table Tennis
 - 34) TaekWondo
 - 35) Tennikoit
 - 36) Tennis
 - 37) Volley ball
 - 38) Weightlifting
 - 39) Wrestling
 - 40) Yachting

Selection of candidates will be based on the marks obtained by the candidates following the guidelines given by the Government of Puducherry vide G.O. Ms.53 dated 24th May 2012 and G.O. Ms. No 6 dated 14th March, 2018 of Chief Secretariat (Higher & Technical Education), Puducherry.

Priority	Type of Achievement
1	International Achievement
2	Recognized National Achievement
3	Recognized South Zone Achievement
4	Recognized State level Achievement
5	Recognized State Championships
6	District/Regional/Zonal Level Achievements

- iii) Participation / Achievements in sports / games shown in the list alone in the **five** years immediately preceding the year for which admission is sought will be taken into account. National / State Level Championships / Tournaments conducted by Organizations / Federations recognized by Indian Olympic Association / Ministry of Youth Affairs and Sports, New Delhi alone will be considered for award of marks (Recognition by the Indian Olympic Association / Ministry of Youth and Sports, New Delhi should be relevant to the period of years concerned).
- iv) Open /Invitational Tournaments of any kind will not be considered.
- v) For Tennis, Achievements of Top 3 players by his/her position in the ranking list published by ATTA based on the ranking rules and the final rankings of previous 4 years will be awarded marks for achievements and participation (Necessary credentials from such Associations are to be enclosed).
- vi) For Cricket, the Annual Official Championship / Tournaments conducted within the country under the auspices of BCCI at District / State National Level alone will be taken into consideration for that year.
- vii) The participation / achievements of candidates with nativity of Puducherry Union Territory and who represented the Union Territory of Puducherry alone are eligible for marks under National Category.
- viii) The Union Territory of Puducherry candidates are eligible to apply for admission under Sports Quota and candidates of KVS/NVS/CBSE Schools within Puducherry are also eligible for
- ix) marks.
- x) All the achievement certificates are to be supported necessarily by the relevant participation Certificates and appropriate Forms / Certificates.
- xi) No further enclosures of certificates will be entertained after the last date for submission of completed applications.
- xii) A candidate can utilize the sports quota only once for these admissions.
- xiii) The relevant attested copies of the certificates issued by the appropriate authorities as detailed in the G.O Ms. 53 dt. 24.05.2012 are to be submitted along with the application.
- xiv) A Committee will be constituted to scrutinize the applications received under this category and will rank the candidates based on the marks assigned to the certificate/s enclosed along with the application and the sports merit list will be published.

Students from Rural Colleges

Applicants claiming admission under the rural category should have continuous study of 5 years immediately preceding, and including the year of qualifying examination in the Rural Government School/Colleges situated within the jurisdiction of the respective Commune Panchayats. Rural certificates must be signed by the Head of the Institution of Government School/College, Puducherry.

Note:

Candidates seeking admission may submit the prescribed application duly furnishing all the relevant particulars with regard to Residence, Nativity and Community (no need to furnish the original certificates in support of the same). It would suffice if candidates declare in the application that all the particulars furnished by them are true and that if any information furnished by them is found to be false at a later stage, it will render them liable to severe action. However, candidates should produce their original certificates in support of their **Residence, Nativity, Community, etc** at the time of counselling.

7. DEFINITION OF RESIDENT OF UNION TERRITORY OF PUDUCHERRY:

An applicant is considered to be a Puducherry resident if he/she is an **Indian National** and satisfies at least one of the following criteria:

- i. The candidate or whose parent (either Mother or Father or Both) or Guardian (in case of children who have lost both the parents) has been residing continuously in this Union Territory for at least five years preceding the date of application.
- ii. Those who have passed the SSLC / HSC or any other public examination and for that purpose had undergone academic studies continuously **for 5 successive years** immediately **preceding the qualifying examination** (including the year of qualifying examination) in a recognized educational institution located in the UT of Puducherry and having their residence in the UT of Puducherry for 5 years continuously during that period. Mere stay in places such as residential hostel would not amount to residence.
- iii. Children of natives of the U.T. of Puducherry who have declared any place in the U.T. of Puducherry as their home town and so certified by their respective Heads of Office. Nativity Certificate in the prescribed format has to be enclosed. (G.O. Ms. No. 64 dated 25th May 2006).
- iv. a) Children whose parents are Central/ State Government Servants/ Defence Personnel/ Central Paramilitary Forces/ Employees of Public Sector Undertakings wholly or substantially owned either by the Central Government or by the Puducherry Administration posted and have been serving in the U.T. of Puducherry for at least a minimum continuous period of **three** years immediately prior to the last date of submission of application.
- v. b) Children of the above said employees should have studied HSC / S.S.L.C. for two years in any of the schools in the U.T. of Puducherry and should have passed the

qualifying examinations (HSC/ S.S.L.C.) from the same school. (G.O. Ms. No. 04, Puducherry dated 09.02.2016 of the Chief Secretariat (Hr. & Tech. Edn.), Puducherry.

- vi. Children of Defence Personnel who were killed or disabled in harness and children of Central Government Servants/ Pondicherry UT Government Servants/ Defence Personnel/ Employees of Public Sector Undertakings wholly or substantially run either by the Central Government or by the Puducherry Administration who died while in service in the UT of Puducherry.
- vii. French nationals residing in the Puducherry UT and covered by the terms of the “Treaty of Cession” shall be treated on a par with the candidates who produce the prescribed Puducherry UT Residence Certificate. Such French nationals will not be required to produce Residence Certificate; instead they should produce a “Certificate of Registration” issued for this purpose by the French Consulate at Puducherry. Children of these French nationals shall not be considered for admission under the quota of non-residents.

Note:

1. Candidates seeking admission under the U.T of Puducherry resident quota shall furnish the Permanent Integrated Certificate as per G.O. Ms. No 13, Dot 24/02/2007 of the Department of Revenue & Disaster Management, Puducherry and renewed from time to time.
2. Children of French Nationals under clause above shall not be considered for admission under the quota of non-residents.

8. AGE

No age limit to undergo post graduate courses

9. PROCEDURE FOR ADMISSION

1) From the www.capasc.in filled Application and printed forms can be directly/post submitted to **The Convenor, CAPASC, Dr. Kalaignar M. Karunanidhi Government Institute For Post Graduate Studies & Research, Karaikal - 609 605, on or before 14.10.2020 by 5.00 PM.**

2) Candidates who **appeared for the supplementary examination should not wait for the results but submit the filled in Application Form to The Convenor, CAPASC, Karaikal** on or before the last date. However such candidates should submit the photocopy of the mark statement of the supplementary examination **within five days** from the date of issue of mark sheet.

3) Candidates for admission may submit the prescribed application duly furnishing all the relevant particulars with regard to Residence, Nativity and Community with a declaration to the effect that all the particulars furnished by them are true and if any information furnished by them are found to be false at a later stage, it would render them liable for severe action. The candidate may however submit the original certificates in support of his/her residence, nativity and community at the time of counseling.

4) a) The Application number should be written in all the enclosures sent along with the main application form.

b) Candidates applying for different courses should **send only one application.**

c) **Multiple applications will summarily be rejected.**

5) As soon as the applications are generated through online **the registration number is allotted, which should be quoted in all subsequent correspondence regarding admission. Enquiries will not be entertained to unless the registration number is quoted.**

6) Within **TEN** days after the last date for the receipt of applications, a **Master List with Ranking** of candidates who have applied for admission will be **displayed in the Notice Board of the Dr. Kalaignar M. Karunanidhi Government Institute For Post Graduate Studies & Research, Karaikal, CAPASC, Karaikal Office and on the websites: <http://www.capasc.in>, <http://www.aagasc.edu.in> and <http://www.agcw.edu.in>** giving particulars of **Registration Number, Name, Category, Number of Attempts made, Average Percentage of Marks, Ranking and the Normalized Percentage** for each course.

8) The candidates are advised to refer to the Master List. Further if any corrections are to be made in the Master List displayed, it should be brought to the notice of the Convenor, CAPASC, Dr. Kalaignar M. Karunanidhi Government Institute For Post Graduate Studies & Research, Karaikal-609 605 within 3 days of display, failing which, the list displayed will be treated as final.

9) **Late, defective and incomplete applications will summarily be rejected. No further correspondence will be entertained in this regard.**

10) If a candidate eligible for reservation is also eligible for admission under open merit or resident merit and the candidates shall be treated under open merit or resident merit as the case may be.

11. RANKING OF CANDIDATES

Selection of candidates for admission to all the degree courses will be based on the merit list prepared by CAPASC, based on the marks arrived by adopting 'the method of normalization'. **Ranking of the candidates will be done based on the normalized percentage.**

a) The Candidates will be called for Counseling as per their order of merit. Candidates to be called for counseling will be intimated through public notification in local news papers / channel / websites: <http://www.capasc.in>, <http://www.aagasc.edu.in> and <http://www.agcw.edu.in> / SMS. No change of Date / Time of Counseling is permissible, except under unavoidable circumstances.

b) The candidates who are provisionally selected should pay the minimum fees prescribed by the Govt. immediately after the final selection in the CAPASC, Karaikal office. Any difference in the fees should be paid in the respective colleges after the publication of final admission list.

c) The Self attested **XEROX COPY** of the following certificates are to be enclosed along with the Application and their **ORIGINAL certificates must be produced at the time of counseling.**

CERTIFICATES TO BE ENCLOSED (CHECK LIST)

- (i) Transfer Certificate
- (ii) Conduct Certificate from the Head of Institution last attended
- (iii) Mark list of the qualifying examination
- (iv) Nationality Certificate
- (v) Residence Certificate
- (vi) Certificate in support of the claim for reservation under different categories – Community / Physically Challenged / Freedom Fighter / Ex-Servicemen / Sports
- (vii) Cumulative Health Record issued by the Student Health Officer
- (viii) Two passport size photos.(Recent)

d) **Candidates have to attend the interview along with their Parents or Legal Guardians at their own expense.**

e) CAPASC will not be responsible for any communication unnoticed by the candidate regarding counseling.

f) Candidate who do not attend the counseling on the specified date and time, have to forego the claim for admission.

g) In any case, counseling will not be done in the absence of candidate.

h) No communication will be sent to candidates who are not eligible to be called for counseling and also no further correspondence in this regard, will be entertained.

i) Verification of original certificates

Candidates called for counseling shall be required to submit all the documents in original for verification at the time of counseling. **The certificates to be enclosed should have been obtained and very recently updated by the competent authority. Extension of time will not be given to produce them on a later date.** Candidates, who fail to produce the required documents in original shall not be interviewed. **The original documents submitted by the**

candidates to be admitted, will be returned only after obtaining recognition from the Pondicherry University and hence the candidates are advised to take number of photocopies of the sufficient documents, before submitting the original certificates for verification during counseling and subsequently for admission to the courses.

j) Admission

Admission to all courses is based on the merit, category of the candidate and the availability of seats at the time of counseling. All admissions made by CAPASC, Karaikal are “provisional” and are subject to approval by Pondicherry University. Candidates who have been offered admission to a particular college should report to the college on or before the due date mentioned by CAPASC, in the ‘provisional admission order’, failing which, they have to forego the right of admission. At any time, if the CAPASC / College Authorities find that admission has been offered based on false / incorrect information / documents and suppression of relevant fact, education qualification or quota, the admission offered will be summarily cancelled, irrespective of the stage of study of that course. Further, legal proceedings will also be initiated against such candidates. Hence, candidates are warned against indulging in such actions, in their own interest. All parents are also requested to make note of the above provision, and take due care and diligence, in all matters concerning admission to the undergraduate courses.

12. RAGGING IS STRICTLY PROHIBITED:

Ragging is strictly prohibited by a notification issued by the Ministry of Education, Government of India, New Delhi, with a penalty ranging up to 2 years of imprisonment. If any student indulges in any form of ragging, he/she will be summarily rusticated from the college.

Note : (i) The original Transfer Certificate submitted at the time of admission will not be returned to the students under any circumstances. Hence, the candidates are advised to take sufficient number of copies before producing the same to the college.

(ii) The instructions/guidelines are subjected to change according to the notification issued by the Govt. of Puducherry from time to time.

XIII. ATTENDANCE:

Students are required to attend a minimum of 75% of the classes actually held in each semester. Failing, which they will not be permitted to appear for the University examination.

13. DISCIPLINE:

The college aims at maintaining the highest standard of discipline amongst its students. The students shall abide by any general or special rules prescribed by the college with regard to discipline and conduct from time to time and shall give a written undertaking thereof in the prescribed form before being admitted. This form has to be signed by the student and the parent before the principal.

14.MEDICAL EXAMINATION OF STUDENTS:

The candidates who are provisionally selected for admission to the college should get themselves medically examined by the Student’s Health Officer concerned and produce the cumulative Health Record in original at the time of interview.

15. FEE STRUCTURE

Nature of Fee	2020 - 21		
	M.A./M.S.W./M.Com.	M.Sc. Science	M.Sc. Computer Science
COLLEGE FEE			
Admission fee On Admission only	50	50	50
Non-Residents - Tuition Fee Per Annum	250	250	250
College Calendar Per Annum	50	50	50
Medical Inspection Per Annum	50	50	50
Lab Fee Per Annum	0	60	500
Reading Room Per Annum	50	50	50
Athletic Association Per Annum	200	200	200
College Magazine Per Annum	150	150	150
College Day Per Annum	200	200	200
College Development Fee Per Annum	250	250	250
Fine Arts Association Per Annum	100	100	100
Stationery Fee Per Annum	200	200	200
Medical Assistance Fund Per Annum	50	50	50
Students Group Insurance Per Annum	100	100	100
ID Card On Admission	150	150	150
Caution Money Deposit(Refundable) On Admission	100	100	500
College Union Per Annum	20	20	20
Students Welfare Fund Per Annum	200	200	200
Alumni (Final Year)	200	200	200
PTA On Admission	200	200	200
Co-op Stores On Admission	10	10	10
Internet Fee Per Annum	100	100	100
Placement On Admission	150	150	150
Dept. Association Fee Per Annum	300	300	300

16. FEES PAYABLE TO PONDICHERRY UNIVERSITY*

Registration Fee	60	60	60
University Development Fund	100	100	100
Athletic Association Fee/Sports Fee	150	150	150
Matriculation Fee (other university only)	100	100	100
Recognition Fee (other university only)	500	500	500
Recognition Fee (Outside India)	25 US dollars	25 US dollars	25 US dollars

Rs. 18

Matriculation Fee

Recognition Fee for Bachelor's degree examination Conducted by other accredited Statutory Agency/ University in India Rs. 180

Recognition Fee for an examination conducted by Universities or other accredited bodies Outside India Rs. 450

*** (Subject to revision by Pondicherry University)**

Note: If a student, after joining, leaves the Centre/College during the term he/she will have no right to claim a refund of any portion of the remitted fee except the Caution Money Deposit.