

PONDICHERRY UNIVERSITY COMMUNITY COLLEGE



(A Constituent College of Pondicherry University), Estd.1995
Lawspet, Puducherry-605008.



PROSPECTUS 2020-21



The Future starts here...

Events & Highlights 2019-20



Principal receiving "Best College Award" from Shri. M.O.H.F. Shahjahan, Hon'ble Minister



Mr. ILAMPARITHI B., B.Voc.(RIT) student won "SUB JUNIOR STRONG BOYS" award in "27th Annual State Powerlifting Championship 2019-20"



"Peace Rally" on 150th Gandhi Jayanti Celebration



Students receiving award from Hon'ble VC & Shri. M.O.H.F. Shahjahan, Hon'ble Minister



BBA Student Industrial Visit to L&T with faculty member



Prof. Rajeev Jain, Director of C&CR, honoured by Principal in the TECHNOFEST2020



MRI - Clinical Training in Reputed Hospital



Marutham 2019

VISITOR	Shri. RAM NATH KOVIND His Excellency, the President of India
CHANCELLOR	Shri. M. VENKAIAH NAIDU Hon'ble, the Vice President of India
CHIEF RECTOR	Dr. KIRAN BEDI, IPS, (Retd.) Her Excellency, the Lt. Governor of Puducherry
VICE-CHANCELLOR	Prof. GURMEET SINGH
REGISTRAR (i/c)	Dr. B. CHITHRA
CONTROLLER OF EXAMINATIONS (i/c)	Prof. D. LAZAR
FINANCE OFFICER (i/c)	Prof. AMARESH SAMANTARAYA
LIBRARIAN	Prof. CHENNUPATI K. RAMAIAH
PRINCIPAL (i/c)	Prof. G. CHANDRASEKARAN

Hon'ble Vice-Chancellor



VICE-CHANCELLOR'S MESSAGE



பேராசிரியர் குர்மீத் சிங்
துணைவேந்தர்

आचार्य गुरमीत सिंह

कुलपति

Prof. GURMEET SINGH

Vice-Chancellor

आर.वेंकटरामन नगर,
R. Venkataraman Nagar,
कालापेट / Kalapet,
पुदुच्चेरी - ६०५ ०१४.
Puducherry - 605 014.
भारत . India.

3rd August, 2020

MESSAGE

It gives me great pleasure to write compliments for the prospectus of Pondicherry University Community College, our constituent college, for the academic year 2020-21.

Community College aims at disseminating knowledge through quality education not only in the field of Science, Arts, but also in the field of Vocational courses, to the underprivileged sections of the community. The college also tries to inculcate enough confidence and maturity both socially and culturally to provide a holistic education to its students. Their motto is **"Education for Employment through skills formation"**. The main objective of this College is **"to offer job-oriented courses based on the perceived community demand for specific manpower"**. In short, **Community College is "for" the Community and "of" the Community.**

The college, keeping in mind the need of the student community, has introduced a new program in Commerce (B.Com-General) in 2019-20 with an updated curriculum, for those who wish to pursue their higher studies in the field of Accountancy, Commerce, Management, and other related programmes.

I also wish to place on record my sincere gratitude to Shri M. Venkaiah Naidu, the Hon'ble Vice-President of India and the Chancellor of Pondicherry University, for appreciating the concept and functioning of Community College, during his address in the 28th Annual Convocation of Pondicherry University, as it is the first of its kind in the University system to offer job oriented courses.

This year, I welcome all the students who chose to be a part of this constituent college of Pondicherry University. I am sure that you will feel proud on being associated with us and make us equally proud with your academic excellence.

(GURMEET SINGH)

PRINCIPAL'S MESSAGE



Pondicherry University Community College (PUCC) has come into existence on 16th October 1995. It is the first founded Community College in India with the University Grants Commission recognition through Ministry of Education, Government of India. It now passes through Silver Jubilee period (1995-2020).

Pondicherry University Community College serves the people of Puducherry Union Territory, Tamil Nadu and Andhra Pradesh. The aspirant youth of this region can have education in Vocational and Regular stream of courses through the Community and Constituent Colleges. It offers teaching compounded with training, platform for enhancement of skills through the empowerment leading to employment, vertical mobility to higher studies and state of employability.

The performance of the Faculty, Staff & Students earned the State and National appreciations to the College. All of them deserve heartfelt appreciations, as their relentless efforts have promoted the college over the 25 years.

I strongly feel that the youth who prefers to join will be assured with fragrance of good education and earnest achievements through the journey of learning in the college.

(PROF. G. CHANDRASEKARAN)
Principal (i/c)

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PUDUCHERRY

Puducherry is situated on the Coromandel coast, 160 km south of Chennai. This fast growing city is the capital of the Union Territory bearing the same name. Puducherry, which attracted the French to settle here two centuries ago, still carries several marks of French culture and heritage. It is also the place where the national poet Shri Subramanya Bharathi wrote several of his master pieces that fanned the flames of freedom and also enriched modern Tamil literature. Bharathidasan, a staunch disciple of Subramanya Bharathi, whose poems stressed social revolution and emancipation of women, was also an eminent son of Puducherry.

PONDICHERRY UNIVERSITY

Pondicherry University is a Central University established by an UGC Act of Parliament in October 1985. It is an affiliating University with a jurisdiction spread over the Union Territory of Puducherry, Lakshwadeep and Andaman and Nicobar Islands. The University aims to disseminate and advance knowledge by teaching, research and extension. It also aims to promote interdisciplinary studies along with integrated and innovative courses to meet the current trends and demands of the industry at large. The University's motto is 'Vers la Lumiere' meaning 'towards the light'. The main campus is located in Kalapet, 10 km from the town. It is adorned with a serene and beautiful campus of 800 acres adjoining the scenic Bay of Bengal. The University has entered into MoUs with a good number of reputed International and National institutions for collaboration and faculty development. The University has a full-fledged placement cell. Students of Pondicherry University, Community College and all affiliating institutions make use of this facility and get placed in highly reputed firms, industries and multinational companies.

COMMUNITY COLLEGE

Pondicherry University Community College was established on 16th October 1995, the day of the Decennial Celebration of Pondicherry University, formally inaugurated by Dr. (Ms.) A.S. Desai, the then Chairperson of the University Grants Commission. The Pondicherry University Community College is the first of its kind in the University system of higher education in India to cater to employment oriented education to the Community and is an experimental model of American and Canadian Community Colleges. The motto of Pondicherry University Community College is **“Education for Employment through Skills Formation”**. The educational activities are designed in line with the needs and demands of the local community. More specifically, the main objective of this College is “to offer job-oriented courses based on the perceived community demand for specific manpower”. In short, Community College is “for” the Community and “of” the Community.

The College performs four major functions namely, teaching, training, research and extension. It attempts to create a model of employment oriented education with adequate mutual collaboration and cooperation of members from various commercial, agricultural, government and academic institutions and organizations.

PUCC acts under the general, academic and administrative supervision of Pondicherry University. PUCC has been recognized by the UGC as a Constituent College of Pondicherry University.

Salient Features

The distinguishing hallmarks of Pondicherry University Community College are the following:

- ❖ The College ensures community participation in its educational activities. The members of the community participate in several ways, namely, in assessing the demand for manpower, framing of curriculum, teaching of courses etc.
- ❖ The College follows the policy for admission which helps to democratize education to every citizen at the tertiary level especially to candidates from villages and backward areas and to natives of Puducherry, subject to eligibility conditions.
- ❖ Courses are need-based and job-oriented and they are framed by the experts in the field, screened by Board of Studies and approved by the Academic Council of Pondicherry University.
- ❖ In almost all the courses offered by PUCC, experiential learning and/or hands on experience is an essential component. This experience is provided by practical or lab work both within the College and outside the premises, with the associated institutions. Therefore, on-the-job training and industrial visits are integral component of every programme.
- ❖ There is considerable flexibility in formulation and implementation of various courses. The College can introduce any course quickly, if it finds the demand for it or drop a course for which the demand is stagnant or sagging.
- ❖ The courses are taught by both professional teachers and experienced professionals in different areas. Teachers and Resource Persons are recruited on need-basis from time to time.
- ❖ *Subject to eligibility criteria, a student who is currently pursuing a course in PUCC or elsewhere can also enroll himself/ herself in PG Diploma/ Diploma / Certificate Programme in the Community College provided the timing of the course suits his/her convenience.*
- ❖ PUCC has been able to establish a rapport and collaboration with various institutions in and around Puducherry and Tamil Nadu.
- ❖ PUCC provides counselling and guidance services to the students both at the time of admission, during the course of study and at the time of employment.
- ❖ **Spoken English** training programme is conducted every year for the UG students.
- ❖ **Student Exchange Programme** with *United States Community College Initiative Programme (CCIP)* was initiated during the academic year 2011-2012. This exchange programme provides a unique opportunity to the students to tap the resources and expertise available in the USA and as a result the students have higher chances of good employment.

- ❖ Courses are conducted on self-financing basis with affordable fee structure except six UGC aided courses.
- ❖ There are courses to suit the timings of the employed people and the unemployed.
- ❖ Each programme / course has an Advisory Committee with a Coordinator.
- ❖ PUCC works on all the 7 days in a week in order to suit the convenience of the students.

FACILITIES

Pondicherry University Community College has strengthened academic facilities in all fields. The College has well equipped Computer Labs, Digital Lab, Microprocessor Lab, Biotechnology and Biochemistry Labs, Visual Communication Lab and Studios & Multipurpose Health Worker Lab. All these laboratories are equipped with the state-of-the-art facilities.

Library

The College library is well stocked with latest books and periodicals. There is a stock of about 8000 books in various disciplines like Computer Sciences, Medical Sciences, Engineering, Agriculture, Home Science, Economics, Information Technology, Health, Physical Education, Yoga, Building Technology, Leather Technology, Tourism, Geology, Management, Languages, Health Science, Life Science, Botanical Science, Zoological Science, Philosophy, Psychology, Religion etc. In certain disciplines and areas such as for Civil Services and other Examination, and Entrance Coaching, the library possesses excellent holdings. The library has been subscribing to a good number of journals and dailies (both vernacular and national) and also periodicals and educational magazines. Besides, students can also have access to the Pondicherry University Library, if necessary. Bar coding system in all library activities, photocopying services and Internet connectivity are also available. The library functions six days in a week from 9.30 am to 6.00 pm.

SOUL (Software for University Libraries)

The College has procured Software for University Libraries (SOUL) from Inflibnet. The process of computerization of all the Library activities is completed and readily available for the benefit of students.

Computer Lab

The two computer labs are well equipped with state-of-the-art computers and other peripherals. The computer lab houses 85 numbers of i5 computers and 2 high-end servers. The labs are fully air-conditioned with modular furniture and uninterrupted power supply.

Internet Facility

Broadband connection operating at 2 Mbps is being used for internet connectivity by both the staff and the students. By using a static IP address, the online journals and other resources available with Central Library of Pondicherry University are being utilized by the staff and the students of Community College. Vast wealth of knowledge available in the form of e-resources under the **National Library and Information Services Infrastructure for Scholarly Content (N-LIST)** is also accessible.

Biochemistry Lab

The students have the opportunity to get trained with the high quality technology instruments provided as laboratory facility. Students are first introduced to essential instruments – pH meter, Colorimeter, Electronic balances, Centrifuges, Distillation Unit, Microscope etc. Extensive hands-on-training with instruments designed to target the increasing demand of biomedical labs – Semi-auto analyzer, Flame Photometer, UV-Spectrophotometer, Ergograph, Kymograph etc. Conceptual training in Molecular Biology and Genetics and Microbiology are through Gel Electrophoresis system, UV Trans illuminator, TLC, Fermenter and Laminar flow hood etc.

Multimedia (Visual Communication)

The department of visual communication is well equipped with Audio Visual equipment, a full-fledged drawing laboratory and a high end multimedia laboratory.

Audio Visual Support

PUCC has LCD Projectors for use in the teaching-learning situation and is in the process of procuring Home Theatre and other audio visual equipments. Preliminary work in this regard is completed.

Study Centers

Indira Gandhi National Open University (IGNOU)

The Study Centre of IGNOU housed in PUCC, has a bouquet of programmes to offer for aspirants of higher studies in distance mode. A large number of distant learners avail this opportunity every year by enrolling themselves in programme of their choice ranging from Certificate courses to Ph.D. Counseling sessions on regular basis are held in the centre for the benefit of the students. Another attraction of the centre is a bouquet of four educational channels namely Gyan Darshan, Gyan Vani, Gyan Darshan Teleconferencing and Eklavya. Regular teleconferencing sessions are being held, where the experts and the students can interact and share knowledge. EDUSAT facility, to meet the growing demand for an interactive satellite-based distance education system through audio-visual medium is available in the IGNOU Study Centre at PUCC. Teleconferencing and Video Conferencing through EDUSAT are extensively used by the distant learners in and around Puducherry including MCA and MBA professionals which facilitate the learners to interact with the subject experts from all over India.

Directorate of Distance Education (DDE), Pondicherry University

The Spot Admission Centre of Directorate of Distance Education, Pondicherry University, is operational in PUCC. The DDE is offering various PG and MBA programmes.

STUDENT SERVICE

Placement and Career Guidance

The central objective of Pondicherry University Community College is to match education with employment. It has a Placement Cell that strives to train the students in enhancing their employability skills. The cell maintains linkages with the industries in and around

Puducherry to enable placement of students through on campus and off campus placements.

Industry professionals are invited to enrich the knowledge of our student community by providing hands on training in soft skilled like Personality Development, Goal setting, Resume building and other life coping skills. Efforts are taken to periodically organize workshops on qualitative and quantitative aptitude, group discussion, Interview facing tips, Communication skills, etc. to make the students competent to face the challenges on the job front.

Career awareness sessions on Animation, E-publishing, Tally, preparation for Bank / SSC CGL exams / CAT/ CENTAC / IAS / Company secretary course, etc. are offered to the students in association with the industry to inform them of the career prospects in varying sectors of our economy and make them industry ready.

The college is also processing employment information relevant to the students through its alumni network.

Our students in the past have been placed in the best of the companies including Infosys, Wipro, IGACE, Accenture, Williams Lea, Sutherland, TCS, CTS, Integra, Mphasis, Eureka Forbes, Tech Mahindra and other premier organisations.

National Cadet Corps (NCC)

The College has an Air and Army Wing of NCC. Our students participated in the Republic Day parade, National Level Camps and various social awareness programs.

National Service Scheme (NSS)

The college organizes regular NSS activities and special camps. The students are expected to work 120 hours in various service activities in a year. The students of Community College have involved themselves in medico social service, AIDS awareness, community development programs, sanitation drives, blood donation, and cleaning and environmental awareness seminars and also in the celebration of national and international days such as Republic Day, Independence Day, Women's Day etc. Camps are organized in rural areas on regular basis.

Youth Red Cross (YRC)

The College has the unit of Youth Red Cross. The main objective of "Youth Red Cross" is to enable the members to understand and accept of civic responsibilities and to act accordingly with humanitarian concern, to promote Health and Hygiene consciousness. YRC was inaugurated in the college by November 2017. It is vibrant with organising awareness programs, celebrating Republic Day, and enabling the active volunteers to take part in programs in other units of Youth Red Cross.

Women Protection Group:

The college has Women Protection Group. As per the instruction from Hon'ble Lieutenant-Governor, Puducherry, Women Protection Group Committee has been constituted in the college. This Group takes care of issues related to the girl students. It also conducts programmes along with the Police Department, Puducherry to create awareness to self-

defense and improve their self-confidence. It monitors and takes measures to improve girl students' safety in and around the campus.

FINANCIAL ASSISTANCE

Scholarships

The College is helping the SC/ST and Differently Abled students for availing scholarships from Adi-Dravidar Welfare / Social Welfare Departments of Government of Puducherry / Tamil Nadu.

The students who are availing scholarship should compulsorily have a bank account in their names for encashment of scholarship. The college also helps the students to avail of scholarship/loans from the companies (Employees' Children) wherever feasible.

ADMISSION AND STUDY PROCESS

How to apply?

In commemoration of the 25th Year celebration, Pondicherry University Community College has pleased to launch its dedicated Website with Online Admission Portal for the welfare of the Students community. Candidates desirous of admission in Community College should apply only through the online Admission Portal from this academic year 2020-21, which can be accessed through this link <http://59.90.146.148/pucc/> and Submission of downloaded hard copy of application from the previous year web portal page of the college ***cannot be accepted*** and rejected without any intimation. No further correspondence in this regard will be made under any circumstances.

Application Fee:

S.No.	Category	Application Fee
1	For General / OBC / EWS candidates	Rs.200/- per programme
2	For SC / ST candidates	Rs.100/- per programme *
3	For Physically Challenged / Visually Challenged candidates	Fee exempted **
* Subject to submission of relevant certificates		
** Subject to submission of relevant certificate from Govt. Medical Officer.		

General Instructions for filling online application form:

1. Read the ***Prospectus 2020 & all instructional documents linked in Admission Portal*** thoroughly and carefully before proceeding to apply. Filled in Application forms will not be changed at any stage. Therefore, candidates / parents/guardians are advised to fill-up the application form with due diligence.
2. Pay special attention to the eligibility criteria, rules and regulations and the fee structure.
3. Use a virus free Desktop computer / Laptop with good Internet connectivity for applying Online Application.

4. Keep ready a valid email address which will be used for sending Registration Id from the College after registration and will also be used for all admission related communications.
5. Keep the registered & valid mobile number ready for receiving important SMS from the College.
6. Keep ready Debit Card or Net Banking or UPI payment details for making online payment of application fees.
7. Also keep ready the mobile number which is registered with the Bank account which you are going to use to make payment. OTP will be sent to the registered mobile number which is usually valid for maximum 3 to 5 minutes.
8. Scan the original documents only (Only applicable documents) as per the file sizes prescribed in the Admission Portal and keep them ready in separate files before you start.
 - a. Photograph and signature should be scanned as JPG/JPEG files
 - b. All other documents must be scanned as PDF files.
9. Students who have been awarded grades from other Board of Examinations should also compulsorily scan the grade conversion formula or table as second page in the PDF file.
10. Fill in all the fields with complete and correct information. Incomplete/ false/ wrong information will entail rejection of application. Any claim based on wrong information, wrong course applied, wrongly selected category (OBC / SC / ST / EWS / Gen), etc. will not be entertained at a later stage.
11. A candidate can apply for as many programmes as he/she wishes provided he/she is eligible for the programme as per the eligibility criteria given in the prospectus. If a candidate applies for a programme for which he/she is not eligible, then the application will be summarily rejected without any intimation and no refund would be given.
12. A candidate has to pay application fee per programme. If a candidate is applying for 5 programmes, then he/she must pay 5 times the application fee that is applicable to him/her.
13. Only the applications for which payment is done would be considered for admission. Applications for which payment has not been done and submitted till the last date will be summarily rejected.
14. Any latest updates would be available under Dashboard → Status. Dashboard will appear to an applicant after the first application submitted with online application fee payment. Hence the applicant must regularly check his / her Dashboard for updates.
15. For detailed instructions, Candidates are instructed to go through the following documents in Admission portal before applying for admission.
 - General Instructions
 - How to Register Online
 - How to Apply Online
 - Dashboard
 - Application Process

- Frequently Asked Questions (FAQs)
- Help Desk

Age

- a. For UG programmes, the candidates should be above 17 years as on 31st July 2020.
- b. There is no age limit for admission for PG Diploma, Diploma and Certificate programmes unless otherwise demanded for job placement.

Minimum Qualification

- a. For all the UG / B.Voc. courses, candidates should have passed Higher Secondary Examination or the examination equivalent thereto recognized by Pondicherry University and the students are expected to have studied the prescribed subject(s) at +2 levels.
- b. For admission to PG Diploma, Diploma and Certificate programs eligibilities are indicated in the Admission Requirements.

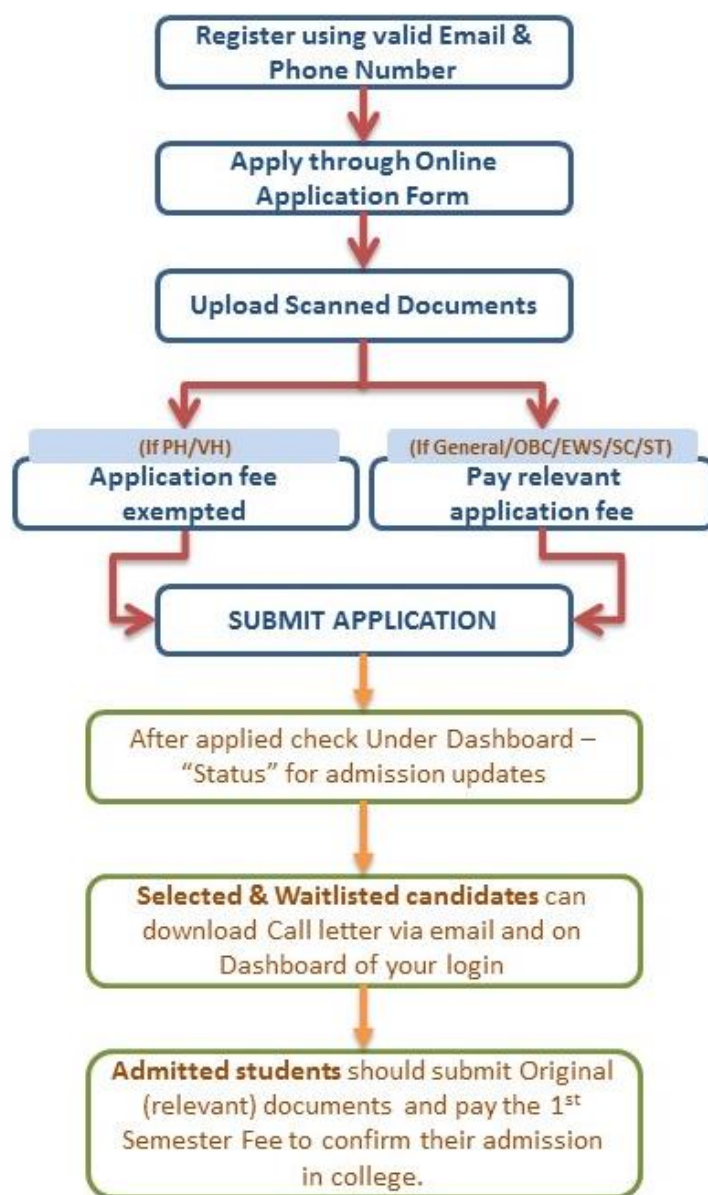
RESERVATION POLICY*

For all the programmes offered in this college, the reservation procedure is followed as per the norms of the Pondicherry University which are given below:

1. **SC/ST:** In accordance with the policy of the Government of India and the guidelines of the UGC, the College has reserved 15% for SC and 7.5 % for ST.
2. **OBC candidates:** The Pondicherry University is implementing 27 % reservation for OBC category (Non-Creamy Layer) as per the Government of India instructions.
3. **Differently abled candidates:** 5% of seats in each course are reserved for the differently abled candidates. Each differently abled candidate shall be required to submit a certificate from a government hospital indicating the extent of physical disability and also the extent to which the disability hampers the candidate in pursuing his/her studies. The candidates may have to undergo a fresh medical examination if required by the University before being admitted.
4. 25% of seats are reserved for the Puducherry Union Territory.
5. **EWS:** In accordance with the policy of the Government of India, the University is implementing 10% reservation in admission for Economically Weaker Section (EWS) candidates in two phases (2020-21 and 2021-22). Accordingly 5% reservation is being implemented for EWS candidates in four UG courses. The candidates have to produce the necessary certificate from the Revenue Department, in the prescribed format of the Government of India.

*** Subject to change as per the University norms**

Admission Process through Online application:



IMPORTANT NOTE:

Pondicherry University Community College follows an open door policy of admission. Admission is open to any citizen of India irrespective of Caste, Community, Religion, etc. For UG, B.Voc., Advanced Diploma, PG Diploma, Diploma and Certificate programmes, the merit list of the students is drawn based on the marks secured in the qualifying examination reservation policy in accordance with the Pondicherry University norms for admission purposes.

All information regarding the admission process will be available only on the college website. Candidates applying through online shall be deemed to have complete understanding of the eligibility and the admission process as disclosed on the website. The University/College shall not be responsible for any misinterpretation or lack of awareness on the part of the candidate

Just filling up and submission of online application by itself will not automatically confer any right to the applicants for admission. The college will intimate only to the selected /wait listed candidate by SMS/Email. After final counselling, confirmation from college and payment of fees, the admission process will be complete.

B.VOC. DEGREE COURSES:

As a part of Vocationalisation of Higher Education, B.Voc. Degree courses have been introduced, by University Grants Commission (UGC). As Career-orientation and industry readiness are the need of the hour, large student population is trained to become skilled manpower, effectively contributing to the economic growth and development of the country. The proposed vocational programmes will be a judicious mix of skills relating to a profession and appropriate content of general education. An aspirant who joins vocational programmes also enjoys the benefit of lateral and vertical mobility in the pursuit of career in a chosen field of interest.

The UGC has notified vide Gazette Notification dated 19.01.2013 and further conveyed the following vide their letter dated 04.08.2016:

1. Bachelor of Vocation (B.Voc.) a Bachelor level degree specified by UGC under section 22(3) of UGC Act, 1956 and notified in Official Gazette of India dated 19th January, 2013 be recognized at par with the other Bachelor level degree for competitive exams conducted by Union/State Public Service Commission, Staff Selection Commission or other such bodies where the eligibility criteria is "Bachelor Degree in any discipline".

2. Students with B.Voc. Degree should be considered eligible for the trans disciplinary vertical mobility into such courses where entry qualification is a bachelor Degree without specific requirement in a particular discipline.

Salient Features of the Scheme

- Courses are of Three years duration with the provision for vertical mobility and lateral exit and entry.
- A student pursuing vocational course need not go empty handed, if they are leaving the course for good, before completing it.
- Job placement after completion of 1st, 2nd or 3rd year.
- NSQF model curriculum has series of levels of learning outcomes having National and International equivalency.

COURSES OFFERED *

➤ UG courses (3 years):

S.No.	Course Name	Subject	Intake	Eligibility criteria for admission
1.	BCA	Computer Applications	52	A Pass in +2 with Mathematics / Business Mathematics / Computer Science / Computer Application
2.	B.Sc.	Biochemistry	30	A Pass in +2 with Chemistry / MLT / Biology / Physical Science
3.	B.Sc.	Multimedia (Visual Communication)	30	A Pass in +2
4.	BBA	Business Administration	52	A Pass in +2 with Commerce / Mathematics / Business Mathematics
5.	B.Com.	Commerce	52	A Pass in +2 with Commerce / Accountancy

➤ Vocational Degree Courses (3 years):

S.No.	Course Name	Subject	Intake	Eligibility criteria for admission
PARAMEDICAL COURSES				
6.	B.Voc.	Cardiac Lab Technology	20	A Pass in +2 with Biological Science subjects (or) its equivalent.
7.	B.Voc.	Radiographic & Imaging Technology	20	A Pass in +2 with Biological Science (or) its equivalent.
8.	B.Voc.	Operation Theatre Technology	20	A Pass in +2 with Biological Science subjects (or) its equivalent.
9.	B.Voc.	Renal Dialysis Technology	20	A Pass in +2 with Biological Science subjects (or) its equivalent.
10.	B.Voc.	Optometry Technology	20	A Pass in +2 with Biological Science subjects (or) its equivalent.
MANAGEMENT COURSES				
11.	B.Voc.	Tourism & Service Industry	20	A Pass in +2 (or) its equivalent.
12.	B.Voc.	Retail Management	20	A Pass in +2 (or) its equivalent.
COMPUTER SCIENCE COURSES				
13.	B.Voc.	Software Development	20	A Pass in +2 with Mathematics / Business Mathematics / Computer Science / Computer Application (or) its equivalent.

Post Graduate Diploma Courses (1 year)

S.No.	Course Name	Intake	Eligibility criteria for admission
14.	PG Diploma in Computer Applications	30	Any Bachelor's Degree with 45% marks, with Mathematics as a subject in +2 / Degree level
15.	PG Diploma in Hospital Management	30	Any Bachelor's Degree, preferably with suitable work experience
16.	PG Diploma in Nutrition and Dietetics.	30	Bachelor's Degree in Home Science / Chemistry / Bio-chemistry / Botany / Zoology
17.	PG Diploma in Yoga	30	Any Bachelor's Degree

Advanced Diploma Courses (2 years)**➤ Vocational Stream:**

S.No.	Course Name	Intake	Eligibility criteria for admission
18.	Ad. Dip. in Cardiac Lab Technology	50	A Pass in +2 with Biological Science subjects (or) its equivalent.
19.	Ad. Dip. in Operation Theatre Technology	50	A Pass in +2 with Biological Science subjects (or) its equivalent.

Diploma Courses (1 year)**➤ Vocational Stream:**

S.No.	Course Name	Intake	Eligibility criteria for admission
20.	Diploma in Catering and Hospitality	30	A Pass in +2 (or) its equivalent
21.	D.Voc. in 2D & 3D Animation	30	A Pass in +2 (or) its equivalent
22.	D.Voc. in Digital Photography	30	A Pass in +2 (or) its equivalent
23.	D.Voc. in Video Production & Editing	30	A Pass in +2 (or) its equivalent

➤ General Stream:

S.No.	Course Name	Intake	Eligibility criteria for admission
24.	Diploma in Accounting and Taxations	30	A Pass in +2
25.	Diploma in Electro Cardiographic Techniques	30	A Pass in +2 with Physics / Chemistry / Biological Science
26.	Diploma in Sanitary Inspector	30	A Pass in +2 with Physical and Biological Science
27.	Diploma in Physician Assistance	30	A Pass in +2
28.	Diploma in Certified Radiological Assistant	30	A Pass in +2 with Physics / Chemistry / Biological Science
29.	Diploma in Hospital Management and Administration	30	A Pass in +2
30.	Diploma in Operation Theatre Techniques	30	A Pass in +2 with Physics / Chemistry / Biological Science
31.	Diploma in Medical Record and Administration	30	A Pass in +2 with Chemistry, Biology, MLT
32.	Diploma in Medical Lab Technology (2 Years)	30	A Pass in +2 with Physics / Chemistry / Biological Science
33.	Diploma in Early Childhood Care	30	A Pass in +2 with Physical and Biological Science
34.	Diploma in Office Management and Secretarial Practice	30	A Pass in +2 or Diploma from Polytechnic / ITI
35.	Diploma in Insurance Management	30	A Pass in +2
36.	Diploma in Sales Management	30	A Pass in +2
37.	Diploma in Information Technology	30	A Pass in +2
38.	Diploma in Graphics and Animation	30	A Pass in +2
39.	Diploma in Computer Graphics and Web Technology	30	A Pass in +2

40.	Diploma in Hardware Management	30	A Pass in +2
41.	Diploma in Tourism and Ticketing	30	A Pass in +2
42.	Diploma in Video Production	30	A Pass in +2
43.	Diploma in Document Writing	30	A Pass in +2

Certificate Courses (6 months)

S.No.	Course Name	Intake	Eligibility criteria for admission
44.	Certificate in Diabetic Care and Management	30	A Pass in +2
45.	Certificate in Central Sterile Supply and Hospital Waste Management	30	A Pass in +2
46.	Certificate in Medical Lab Technology (1 Year)	30	A Pass in +2 with Biological Science
47.	Certificate in Adolescent Health and Counseling	30	A Pass in +2 with Biological Science
48.	Certificate in Care of Special Children – Mentally Challenged	30	A Pass in +2
49.	Certificate in Food Safety and Quality Management	30	A Pass in +2 (Science)
50.	Certificate in Yoga	30	A Pass in +2
51.	Certificate in Yoga for Silver Citizen	30	A Pass in +2
52.	Certificate in Event Management	30	A Pass in +2
53.	Certificate in Desktop Publishing	30	A Pass in +2
54.	Certificate in Tally	30	A Pass in +2 / Diploma in Polytechnic / ITI
55.	Certificate in Data Entry and Processing	30	A Pass in +2 / Diploma in Polytechnic / ITI
56.	Certificate in Computer graphics	30	A Pass in +2 / Diploma in Polytechnic / ITI
57.	Certificate in Tourism and Tour Guide	30	A Pass in +2 / Diploma in Polytechnic / ITI
58.	Certificate in Radio Jockey and Reporting	30	A Pass in +2 / Diploma in Polytechnic / ITI
59.	Certificate in Reporting and News Casting	30	A Pass in +2 / Diploma in Polytechnic / ITI
60.	Certificate In Photography and Videography	30	A Pass in +2 / Diploma in Polytechnic / ITI
61.	Certificate in Spoken English	30	A Pass in +2 / Diploma in Polytechnic / ITI

* Will be offered only if 20 candidates admitted in a particular course.

COURSE FEES

Fees structure for Bachelor of Vocational Programmes:

S.No.	Particulars	COMPUTER SCIENCE COURSE (*1)	PARAMEDICAL COURSES (*2)	MANAGEMENT COURSES (*3)
(In Rupees)				
1	Tuition Fee (Per Semester)	11,875	12,500	10,000
2	Registration Fee	40	40	40
3	Matriculation Fee	18	18	18
4	Recognition Fee	75	75	75
5	Identity Card Fee	100	100	100
6	University Development Fund	1,000	1,000	1,000
7	Laboratory Fee (Per Semester)	3,000	3,600	2,400
8	Caution Deposit (Refundable)			
	Laboratory	500	1,000	500
	Library	500	500	500
9	Alumni Association Fund	100	100	100
10	Internet Fee (Per Annum)	200	200	200
11	Sports Fee (Per Annum)	200	200	200
12	Student Welfare Fund (Per Annum)	100	100	100
13	Library Fund (Per Annum)	300	300	300
14	Infrastructure Development Fund (Per Annum)	1,500	1,500	1,500
15	Field study and tour fund (per annum)	500	500	500
16	Group Medical Insurance (One time)	290	290	290
17	Placement activity fund (One time)	500	500	500
18	Skill Sector Council assessment fee (one time)	800	800	800
19	Medical examination immunization fee (one time)	0	300	0
TOTAL (in Rs.)		21,598	23,623	19,123

Subject to revision to the actual cost towards Tour.

NOTE:

*1 - Computer Science Course:

- B.Voc. Software Development

*2 - Paramedical Courses:

- B.Voc. Radiographic & Imaging Technology
- B.Voc. Cardiac Lab Technology
- B.Voc. Optometry Technology
- B.Voc. Operation Theatre Technology
- B.Voc. Renal Dialysis Technology
- Ad. Diploma in Cardiac Lab Technology
- Ad. Diploma in Operation Theatre Technology

*3 - Management Courses:

- B.Voc. Retail Management
- B.Voc. Tourism & Service Industry

FEE STRUCTURE FOR DEGREE COURSES

S. No.	Particulars	BCA (Computer Application)	B.Sc. Multimedia (Visual Communicat -ion)	B.Sc. (Bio Chemistry)	BBA	B.Com.
		(In Rupees)				
1	Tuition Fee (Per Semester)	9,375	10,000	9,375	8,750	8,750
2	Registration Fee	40	40	40	40	40
3	Matriculation Fee	18	18	18	18	18
4	Recognition Fee	75	75	75	75	75
5	Identity Card Fee	100	100	100	100	100
6	University Development Fund	1,000	1,000	1,000	1,000	1,000
7	Laboratory Fee (Per Semester)	2,000	2,000	2,000	750	750
8	Caution Deposit (Refundable)					
	<i>Laboratory</i>	500	1,000	1,000	500	500
	<i>Library</i>	500	500	500	500	500
9	Alumni Association Fund	100	100	100	100	100
10	Internet Fee (Per Annum)	200	500	200	200	200
11	Sports Fee (Per Annum)	200	200	200	200	200
12	Student Welfare Fund (Per Annum)	100	100	100	100	100
13	Library Fund (Per Annum)	300	300	300	300	300
14	Infrastructure Amenities Development Fund (Per Annum)	1,500	1,500	1,500	1,500	1,500
15	Group Medical Insurance (one time)	290	290	290	290	290
16	Placement activity fund	500	500	500	500	500
TOTAL (in Rs.)		16,798	18,223	17,298	14,923	14,923

Important Instruction: If the tuition fee is not paid by the students, within the stipulated time from the due date, their names will be removed from the rolls without any intimation.

FEE STRUCTURE FOR PG DIPLOMA, DIPLOMA, CERTIFICATE COURSES:

S. No.	Course Name	A	B	C		D	E	(A+B+C+D+E)
		Tuition fee (per Semester)	Lab Fee (per Semester)	Caution Deposit *		Other Fee [Nonrefundable] (Common to all courses)*	Fee payable per annum**	TOTAL (in Rs.)
				Lab	Library			
PG DIPLOMA COURSES		(In Rupees)						
1	Computer Applications	12,500	1,000	500	500	1,333	2,150#	17,983
2	Hospital Management	7,500	1,000	500	500	1,333	2,150#	12,983
3	Yoga	6,875	1,000	500	500	1,333	2,150#	12,358
4	Nutrition and Dietetics	8,125	1,000	500	500	1,333	2,150#	13,608
DIPLOMA COURSES		(In Rupees)						
5	Electro Cardiographic Techniques	8,750	1,500	500	300	1,333	1,800	14,183
6	Sanitary Inspector	12,500	500	500	300	1,333	1,800	16,933
7	Physician Assistance	6,250	500	500	500	1,333	1,800	10,883
8	Office Management and Secretarial Practice	6,250	500	500	300	1,333	1,800	10,683
9	Early Childhood Care	6,250	500	500	300	1,333	1,800	10,683
10	Certified Radiological Assistant (2½Years)	8,750	1,500	500	300	1,333	1,800	14,183
11	Hospital Management and Administration	6,250	500	500	500	1,333	1,800	10,883
12	Operation Theater and Techniques	6,250	500	500	300	1,333	1,800	10,683
13	Tourism and Ticketing	6,250	500	500	300	1,333	1,800	10,683
14	Accounting and Taxation	10,000	1,000	500	300	1,333	1,800	14,933
15	Medical Record & Administration	12,500	2,000	500	300	1,333	1,800	18,433
16	Medical Lab Technology (2 Years)	15,000	2,500	1,000	300	1,333	1,800	21,933
17	Insurance Management	10,000	500	500	300	1,333	1,800	14,433
18	Hardware Management	12,500	1,000	500	300	1,333	1,800	17,433
19	Information Technology	12,500	500	500	300	1,333	1,800	16,933
20	Graphics and Animation	12,500	1,000	500	300	1,333	1,800	17,433
21	Video Production	15,000	2,000	1,000	300	1,333	1,800	21,433
22	Sales Management	10,000	500	500	300	1,333	1,800	14,433

S. No.	Course Name	A	B	C		D	E	(A+B+C+D+E)
		Tuition fee (per Semester)	Lab Fee (per Semester)	Caution Deposit *		Other Fee [Nonrefundable] (Common to all courses)*	Fee payable per annum**	TOTAL (in Rs.)
				Lab	Library			
23	Computer Graphics and Web Technology	12,500	500	500	300	1,333	1,800	16,933
24	Document writing	8,125	500	500	300	1,333	1,800	12,558
25	Catering & Hospitality	12,500	500	500	300	1,333	1,800	16,933
CERTIFICATE COURSES		(In Rupees)						
26	Yoga	5,625	500	500	300	1,333	1,800	10,058
27	Diabetic Care and Management	5,625	500	500	500	1,333	1,800	10,258
28	Adolescent Health and Counseling	5,625	0	500	300	1,333	1,800	9,558
29	Care of Special Children - Mentally Challenged	5,625	0	500	300	1,333	1,800	9,558
30	Central Sterile Supply and Hospital Waste Management	6,250	0	500	300	1,333	1,800	10,183
31	Food Safety and Quality Management	6,250	0	500	300	1,333	1,800	10,183
32	Yoga for Silver Citizen	5,625	0	500	300	1,333	1,800	9,558
33	Medical Lab Technology (1 Year)	6,250	1,000	500	500	1,333	1,800	11,383
34	Desktop Publishing	7,500	500	500	300	1,333	1,800	11,933
35	Tourism and Tour Guide	5,000	0	0	300	1,333	1,800	8,433
36	Photography & Videography	6,250	1,000	500	300	1,333	1,800	11,183
37	Tally	8,750	1,000	500	300	1,333	1,800	13,683
38	Event Management	7,500	0	0	300	1,333	1,800	10,933
39	Data Entry and Processing	6,250	1,000	500	300	1,333	1,800	11,183
40	Computer Graphics	10,000	1,000	500	300	1,333	1,800	14,933
41	Spoken English	5,000	500	500	300	1,333	1,800	9,433
42	Radio Jockey and Reporting	10,000	1,000	500	300	1,333	1,800	14,933
43	Reporting & News Casting	10,000	1,000	500	300	1,333	1,800	14,933

Field study and tour fund Rs.350/-

Important Instruction:

- If the tuition fee is not paid by the students, within the stipulated time from the due date, their names will be removed from the rolls without any intimation.
- If not paid by the last date, fine to be paid @ Rs.5/- per day for the first 10 days, Rs.10/- per day thereafter up to the last day of the month in which the fees due. After

that the readmission fees of Rs.1000/- plus UDF Rs.500/- are to be paid along with the fee arrears with fine. Readmission will require Vice-Chancellor's approval.

REFERENCE TABLE-I		
* Other fees (Payable at the time of Admission only & non-refundable, Split-up of Column D of above table)		
S.NO.	FEES	AMOUNT (in Rs.)
1	Registration Fee	40
2	Matriculation Fee	18
3	Recognition Fee	75
4	Identity Card Fee	100
5	Alumni Association	100
6	University Development Fund	1,000
TOTAL (in Rs.)		1,333

REFERENCE TABLE-II		
** Fee payable per annum (Split-up of Column E of above table)		
S.NO.	FEES	AMOUNT (in Rs.)
1	Student Welfare Fund	100
2	Infrastructure Development Fund	1,000
3	Sports Fee	200
4	Internet Fee	200
5	Library Fee	300
TOTAL (in Rs.)		1,800

Note:

For On-Job/Implant training programmes, the students need to pay the Organization wherever required.

PAYMENT OF FEES

All the students of Degree programmes shall pay the fees to the college at the time of *admission and for the subsequent semesters within ten days from the beginning of the semester* through online mode only. If above dates fall on Saturday or Sundays or any other holidays, the last date for payment of the above fees will be the preceding working day. If a student does not pay the fee on time, late payment, fine, shall be levied as follows at the time of payment.

- (i). @ 5.00 rupees per day for the first 10 days
- (ii). @ 10.00 rupees per day thereafter up to the last day of the month in which the fees is due

Examination fees shall be payable on or before the last date prescribed in this regard.

REFUND OF FEES, CAUTION DEPOSIT

If, after having paid the fees a candidate desires to leave the College, he/she shall be refunded all the fees and deposits except Registration, Matriculation, Recognition & University Development Fund provided his/her application for withdrawal is received by the College within 45 days after the starting of the semester. Application for withdrawal received after 45 days from the starting of the semester would entitle a student for the refund of security deposit / caution money only.

If any student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her leaving the College, it shall be deemed to have been donated by him/her to the students' Aid Fund. The period of one year shall be reckoned from the date

of announcement of the result of the examination due to be taken by the student or the date from which his/her name is struck off from the roll of the College whichever is earlier.

IF A STUDENT OWES ANY MONEY TO THE COLLEGE ON ACCOUNT OF ANY DAMAGE HE/SHE MAY HAVE CAUSED TO THE COLLEGE PROPERTY, IT WILL BE DEDUCTED FROM THE DEPOSIT DUE TO HIM/HER.

CONDUCT & DISCIPLINE

Student Discipline

Students enrolled at Community College must recognize their responsibilities towards the faculty, office staff and fellow students. Failure to maintain appropriate standards of conduct will attract disciplinary action.

The College believes that duty, decorum and discipline are the hallmarks of a good student. Students with such qualities alone can prove to be productive manpower with an appreciable value system. Therefore erring students would be subjected to certain disciplinary code. The following acts, would be deemed to be acts of indiscipline - any overt or covert act leading to ragging and eve teasing, disruption of class room activities or disturbing the studies of other students or marring the operations of the college or its educational activities or harming the health or safety of staff or students or damaging the college property or possession of any intoxicants or illicit drugs or weapons in the college campus, misconduct during examination, production of false information or documents for admission purpose and the failure to return loaned materials or settle debts with the college.

Prohibition of Ragging

Ragging in any form is strictly prohibited. If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution.

The College will not show any mercy to a misbehaving student and would initiate disciplinary action whenever occasion demands. At the time of admission, every student and his/her parent/guardian shall be required to sign a declaration to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Principal and the other authorities of the College.

All powers relating to discipline among the students are vested in the Principal. The Principal may delegate all or any of his/her powers as he/she deems proper to any of the Officers of the College specified by him/her. The Principal's decision shall be the final in all matters of punishment of the students for violation of any of the rules and regulations of the College.

Specific Rules for Student Discipline

- ❖ Students are expected to use only courteous and polite language and behave with decorum with the faculty members and the staff of the College.

- ❖ Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should abstain themselves from violence.
- ❖ Students shall not talk or act in any manner outside the institution in a way that would bring disrepute to the College.
- ❖ The students shall be regular and punctual in attending classes and all activities connected with the College.
- ❖ Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.
- ❖ The students shall observe strict silence in the class irrespective of the presence or absence of the faculty member.
- ❖ No student is permitted to leave the classroom during class hours.
- ❖ Students should not leave the class or attend it late under the pretext of paying fees, visiting the library etc.
- ❖ Students are expected to read notices/circulars displayed on the College Notice Board. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse failing to comply with the directions contained in it.
- ❖ All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.
- ❖ While attending College functions, the students will conduct themselves in such a way as to bring credit to themselves and to the institution.
- ❖ Spitting, smoking and throwing bits of paper inside the college campus is prohibited.
- ❖ Students are forbidden from entering the college office and the staff rooms during unspecified hours.
- ❖ Students are prohibited from damaging the building or any other property of the College in any way. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
- ❖ Representation of complaints and grievances may be made individually to the Principal through the Class Teacher concerned or Discipline-cum-Grievance Committee.
- ❖ No meeting/function of any kind shall be held in the College premises without the written permission of the Principal.
- ❖ No notice of any kind shall be circulated among students or displayed on black boards or on notice board without the written permission of the Principal. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Principal.
- ❖ The Principal will deal strictly with students who play a leading part, by organizing or assisting, in strikes.
- ❖ The students are expected to take up all assignments, tests and examinations of this College/University seriously and would try to perform the best.
- ❖ Misconduct during examination, production of false information or documents for admission purpose and the failure to return loaned materials or settling debts with the College would be seriously dealt with.
- ❖ In this campus various courses are conducted simultaneously and hence, students should observe SILENCE within the campus.

- ❖ Ragging and Eve Teasing are considered as crime and strictly prohibited by an act promulgated by the Government of Puducherry with the penalty of Rs.10,000/- and two years' imprisonment. If any student indulges in any form of ragging or Eve-Teasing inside the College premises or outside, he/she will be summarily expelled from the College.
- ❖ Each student of this College must possess Student Identity Card with his/her photograph affixed on it, duly attested by the Principal. The students must compulsorily wear the Student Identity Card inside the College Campus.
- ❖ *Students shall come clean, tidy and modestly dressed in College Uniform. Students not in College Uniform would be marked as absent for that particular day. If non-adherence to this rule is reported against a student often, severe action may be initiated against him/her.*
- ❖ *Use of mobile phones within the College campus is strictly banned. Violation of this rule by any student would result in impounding of the Cell phone and strict disciplinary action against the student.*
- ❖ Students should not involve themselves either directly or indirectly in any form of politics either inside or outside the College during their period of study. If a student fails to comply with this regulation, strict disciplinary action will be initiated against the student which may even result in the rustication of the student from the College.

Attendance Rules

- ❖ Students should attend all classes regularly and punctually.
- ❖ Students must be punctual to each lecture hour. Students coming late to the class by more than five minutes will not be given attendance for that period.
- ❖ Although the University prescribes a minimum of 75% of attendance, the College insists on regular attendance in all classes. Students are eligible for scholarships only when they earn more than 90% of attendance.
- ❖ **CBCS Regulations:** No student with less than 75% in any particular course shall be permitted to attend the end-semester examination and shall be given grade FA-failure due to lack of attendance. However, an overall condonation of 10% is permitted for valid reasons (NCC, NSS, Swachh Bharat) or medical reasons. A student who has been awarded FA shall repeat the course when offered. The Principal/Head of the Department shall ensure that the candidate is informed about the lack of attendance before the commencement of end-semester examination and confirm that such candidates are not permitted to write the examination.
- ❖ Students are not permitted to absent themselves without prior permission.
- ❖ An application for leave must be submitted in the prescribed form well in advance or at least a day before the leave is required.
- ❖ When absence without prior permission is unavoidable the leave application must be submitted on the day of return to the College after the leave period.
- ❖ Even with prior permission, if a student absents oneself, even for a single hour, he/she would be considered as absent for the whole session.
- ❖ Absence without leave for even a part of the day will be counted as absence for one day.
- ❖ Students without Identity Card & proper Uniform will be marked absent.

- ❖ If a student absents himself/herself for three consecutive days without leave his/her name will be removed from the rolls.
- ❖ Removal of the names from the rolls shall entail forfeiture of attendance till the date of re-admission.
- ❖ In case of any violation of rules and regulations by the student, action initiated against the student may include a warning or a reprimand, awarding a fail mark for an assignment or course, suspension or expulsion from a particular class or from the College, withholding of official documents, withdrawal of campus privileges and any other action which the College authorities deem appropriate at that time.

Library Rules

- ❖ The Library is open to all the Students, Faculty and Staff of the PUCC.
- ❖ Readers are not allowed to enter the library with their personal belongings.
- ❖ Readers are prohibited from engaging in any activity which may disturb or distract the attention of other readers and will result in severe disciplinary action.
- ❖ No reader shall write upon, damage or make marks on any library book. Each student of the Pondicherry University Community College will be issued two tickets. A book will be lent to a reader only in exchange of one of his/her tickets which will be returned back to the reader when he/she returns the book.
- ❖ Date label and book pockets shall not be tampered with. Serious notice will be taken on any violation of this rule.
- ❖ Library tickets are not transferable. A reader who misses a ticket shall follow the stipulated process including remittance of Rs.50 as a fine to get another Ticket. In case he/she happens to get the ticket at a later date, the reader should return the same immediately.
- ❖ A reader who fails to return a book on the due date will be charged a sum of 50 paisa per day as fine till he/she returns the book. Such a reader will not be allowed to use the library till the book is returned and fine paid.
- ❖ At the end of each semester before receiving the hall ticket, the student should return all the books to the library. Without a clearance certificate (NO DUE) to this effect from the Librarian, the college will not permit a student to write the End Semester Examination.
- ❖ The Provisional / Diploma and Certificate shall be issued to the students only after they return all the books and remit dues outstanding against them.
- ❖ A book may be renewed for a further period of a fortnight provided: (a) No other reader has applied for the book in the meantime and (b) not more than two consecutive renewals may be made for the same book.
- ❖ In the case of books for which there is an exceptional demand, the period of loan may be reduced to fifteen days.
- ❖ The Librarian in exigencies may recall any book at any time even if the normal period of loan has not expired and readers are not allowed to sub-lend the books of the Library.
- ❖ Dictionaries and books which might be difficult to replace and such other books declared as Reference Books shall not be loaned.
- ❖ Readers shall be responsible for any damage done to the books or other property belonging to the Library of the College. If the replacement of the books or other

properties is not possible, four times the value of the book/property may be collected from the student concerned.

UGC sponsored Vocational programmes under Health Care, Business & Service sectors and Computers:

The Ministry of Human Resource Development (MHRD), Government of India, has formulated a National Skills Qualifications Framework (NSQF), under the aegis of which it has envisioned to create 500 million skilled manpower by 2022 to meet the future requirements of the various industrial sectors. The proposed vocational education programme will be a judicious mix of “Skills relating to a profession and appropriate content of general education” and suggests establishment of a symbiotic link with Skill Knowledge Providers (SKPs).

The UGC has launched this scheme of vocational education as a part of higher education, from the academic year 2013-14.

Under the New Community College scheme (2013-14), the Pondicherry University Community College, Puducherry has established, full-fledged tie-ups with Health Care, Business and Service sectors and has launched health care course with five specialisations (Cardiac Lab Technology, Operation Theater Technology, Renal Dialysis Technology, Optometry Technology, and Radiographic and Imaging Technology) and Tourism & Service industry course in Tourism sector very successfully.

In all the above mentioned courses, collaboration of industry partners in curriculum design, course implementation and evaluation is being practiced. The Resource persons and Skill knowledge providers are from the respective sectors, and practicals / on-job training are conducted in the respective institutions / center under respective MoU's; such as Government Hospitals, and Medical Colleges including JIPMER. The list of courses under this scheme are as follows:

Vocational programmes (3 years):

1. B.Voc. Operation Theatre Technology
2. B.Voc. Cardiac Lab Technology
3. B.Voc. Radiographic & Imaging Technology
4. B.Voc. Renal Dialysis Technology
5. B.Voc. Optometry Technology
6. B.Voc. Tourism & Service Industry
7. B.Voc. Retail Management
8. B.Voc. Software Development
9. Advanced Diploma in Cardiac Lab Technology (2 years)
10. Advanced Diploma in Operation Theatre Technology (2 years)

DEPARTMENTS

DEPARTMENT OF COMPUTER SCIENCE

The Department of Computer Science has to its credit the pride of being the first department, offering degree course in Pondicherry University Community College. The degree of Bachelor of Computer Applications (BCA) is being offered since 1998. Owing to the rapid development in the hardware and software fields, the courses are updated regularly. Taking into consideration the boom in the Information Technology (IT) and Information Technology Enabled Services (ITES) industries, each and every course is calibrated with the industry demand. To prepare the students for the competitive IT era, students are given hands-on training on latest technologies. Special lectures, workshops, paper presentations and various technical events are organized to make learning more effective. The right mix of technical knowledge, communication skills and other soft skills groom the students for taking up the career challenges with ease and help them succeed. As a result many of the students are well placed in companies such as Wipro, Infosys, CTS, Accenture etc.

COURSES OFFERED:

UG Programme:

1. Bachelor of Computer Applications (BCA)

Vocational Programme:

2. B.Voc. (Software Development)

PG Diploma Programme:

3. Computer Applications

Diploma Programme:

4. Computer Graphics and Web Technology
5. Hardware Management
6. Information Technology
7. Desktop Publishing

Certificate Programme:

8. Tally
9. Data Entry and Processing
10. Computer Graphics

DEPARTMENT OF MANAGEMENT STUDIES

The Department of Management studies, offers a unique degree of BBA (*Bachelor of Business Administration*). The course is designed to provide the students with an unique opportunity to acquire business administration skills and knowledge by means of applying practice oriented pedagogical methods including projects and assignments with industrial applications, special lectures, industrial visits, paper presentations on current topics of interest, interaction with industrialists and entrepreneurs and encouraging students to organize and participate in Inter-Collegiate Management meets etc.

Thus the department aims at employment oriented education with adequate mutual cooperation with Business and Commercial institutions. Our students are well placed in reputed organizations as Business Development Managers, HR Executives and Financial Advisors in India as well as in foreign countries. Some have also ventured into successful entrepreneurship.

COURSES OFFERED:

UG Programme:

1. Bachelor of Business Administration (BBA)

Vocational Programmes:

2. B.Voc. (Tourism & Service Industry)
3. B.Voc. (Retail Management)

PG Diploma Programme:

4. Hospital Management

Diploma Programmes:

5. Accounting and Taxation
6. Insurance Management
7. Sales Management
8. Document Writing
9. Tourism and Ticketing
10. Office Management and Secretarial Practice
11. Hospital Management & Administration

Certificate Programmes:

12. Event Management
13. Tourism and Tour Guide
14. Spoken English

DEPARTMENT OF COMMERCE

The Department of Commerce is established in the Silver-Jubilee year 2019-2020. It is recognized by the Statutory Councils of Pondicherry University to offer Commerce Degree. Honorable Vice-Chancellor, Pondicherry University has inaugurated the Department and the first National Workshop entitled “Developing Entrepreneurial Spirit among Aspiring Entrepreneurs: A Step towards Nation Building in a Futuristic Perspective” on 3rd March 2020 as a special event.

It is started to cater to the needs of the students who hail from Puducherry and neighboring states after far-sighted more demands for the commerce course in the field of education. The objective of this course is to develop conceptual and practical skills in the field of commerce such as auditing, accounting, taxation, marketing, laws related to business and company, Human Resources, Organizational Behaviour, and so on and to prepare the students for a career in business and to start a business enterprise of their own.

UG Programme:

1. Bachelor of Commerce (B.Com.)

DEPARTMENT OF MULTIMEDIA (VISUAL COMMUNICATION)

Media and entertainment industry in India is one of the fastest growing sectors in the Indian economy. There has been a major proliferation of television and radio networks and many of the print media organizations have created online media platforms as well. This has created new job opportunities for young and upcoming media professionals who have a formal training in this field. It is one of the most promising sectors in India with excellent career prospects in the print, electronic and online media segments.

The Bachelor's degree in Multimedia (Visual Communication) was started in Pondicherry University Community college during 2011- 2012. The course deals with Art and Design, Photography, Videography, Graphic Design, 2D, 3D Animations and Web Designing, etc. This course in Pondicherry is one of its kind and has been producing well-trained media professionals. The teaching method incorporates practical and theoretical sessions, with hands-on training in the technicalities of the field and also includes workshops, seminars and interactions with experienced media persons.

COURSES OFFERED:

UG Programme:

1. B.Sc. Multimedia (Visual Communication)

Diploma in Vocational Programmes:

2. D.Voc. in Digital Photography
3. D.Voc. in 2D & 3D Animation
4. D.Voc. in Video Production & Editing

Other Diploma Programmes:

5. Graphics and Animation
6. Video Production

Certificate Programmes:

7. Photography and Videography
8. Computer Graphics
9. Radio Jockey and Reporting
10. TV News Casting

DEPARTMENT OF BIOCHEMISTRY

Biochemistry – Chemistry of life is the basis of all Life Sciences. The Biochemistry programme was started in the year 1997. The undergraduate programme in Biochemistry includes well established laboratories as well as emerging interdisciplinary subject areas that would concurrently provide global opportunities of learning for the younger generation. To improve the students learning experience in biochemistry and biological sciences and to make their learning meaningful, the laboratories of degree and diploma courses are equipped with basic and sophisticated instruments to experience hands on training, diagnostic instruments for revealing student thinking, research based instruments to measure students conceptual understanding and aseptic technical training to deal with the emerging trends and challenge in the biological sciences education.

Students of this department annually visit various Departmental laboratories such as Biochemistry, Molecular biology, Bioinformatics & Biotechnology of Pondicherry University as a study tour. Every year we celebrate 'National Science Day' as an enrichment Programme where students are formally trained to present models, PowerPoint Presentations, Posters, conduct debate and Quiz. Every Academic year experts from the scientific field are invited to deliver special lectures to the students. Since 2013, faculty and students participate in the symposium organized by Indian Science Congress Association, Puducherry chapter. Students also gain experience in field trips arranged by the department each year. They are also trained in communication skill and presentation at seminars. The overall training the programme helps them to go for higher education, get placed in Colleges, Clinical Laboratories, Companies or to become Entrepreneurs.

COURSES OFFERED:

UG programme:

1. B.Sc. Biochemistry

PG Diploma programme:

2. Nutrition and Dietetics

Diploma programme:

3. Diploma in Medical Lab Technology (DMLT)

Certificate programme:

4. Medical Lab Technology

DEPARTMENT OF PHYSICAL EDUCATION

The Physical Education Department has been a part of PUCC since its inception. The department imparts Yoga practices in an entirely scientific approach. The most sought after Yoga course is formally recognized by the Pondicherry University. The department Alumni placed in many Government and Private schools in India and abroad, shows the good employability aspects of the courses offered by the department. The main motto of the department is to produce Skilled Yoga Professionals with micro specialization to cater to the ever increasing demand of the society and to uplift the standard of Indian traditional practices.

COURSES OFFERED:

PG Diploma Programme:

1. Yoga Education

Certificate Programmes:

2. Yoga
3. Yoga for Silver Citizen

COLLEGE TIMINGS

Degree Courses:	➤ 9.30 am to 4.30 pm [Monday to Friday / Saturday]
B.Voc courses:	➤ 9.30 am to 4.30 pm [Monday to Saturday]
Diploma/Certificate Courses:	➤ Monday to Friday: 1.30 pm to 5.30 pm – 5.30 pm to 8.30 pm ➤ Saturdays and Sundays: 9.30 am to 1.00 pm – 1.00 pm to 5.00 pm

MISSION

To ensure “Capacity building” in the youth with special reference to the underprivileged sections of the community including women through a holistic educational model which fosters intellectual enlightenment, vocational and life skill development, social commitment, emotional balance and moral uprightness. Thus ensuring better quality of life through social transformation is our overall mission.

VISION

To reach out the unreached youth population and empower them with need oriented and value based education with a view to enable them to be partners in national development.

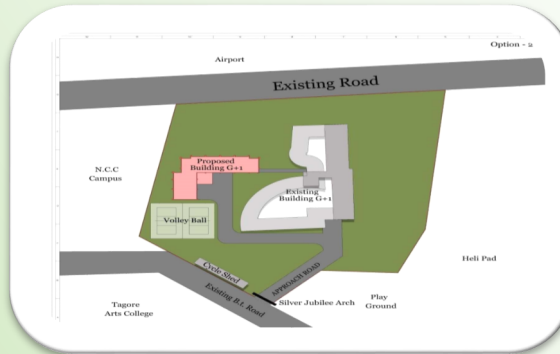


IMPORTANT NOTE

College reserves right to make changes in the information provided herein. This cannot be quoted for any sanction. Notwithstanding the information given in the prospectus, the College has the ultimate right to decide on any issues as per its rules and regulations.



Proposed New Building for Community College



Front View



Entrance View



Pondicherry University Community College

Lawspet, Puducherry-605008.

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