



*** A Constituent College of Pondicherry (Central) University***
Estd. 1995

PROSPECTUS

2023-24

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CHANCELLOR	Shri. JAGDEEP DHANKHAR Hon'ble, the Vice President of India
CHIEF RECTOR	Dr. TAMILISAI SOUNDARARAJAN Her Excellency, the Lt. Governor of Puducherry
VICE-CHANCELLOR	Prof. GURMEET SINGH
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LIBRARIAN	Dr. M. VIJAYAKUMAR
PRINCIPAL (I/c)	Prof. LALITHA RAMAKRISHNAN



PROF. GURMEET SINGH
Hon'ble Vice-Chancellor

VICE-CHANCELLOR'S MESSAGE



பேராசிரியர் குர்மீத் சிங்
துணைவேந்தர்

आचार्य गुरमीत सिंह
कुलपति

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Vice-Chancellor

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MESSAGE

I have great pleasure to place on record that the Pondicherry University Community College (PUCC), a constituent College of Pondicherry University – A Central University established in 1985 by an Act of Parliament, continues to cater to the educational needs of the youth, orienting them towards vocational education and developing specific job skills. The College is committed to its motto of "Education for employment through skill development". Its primary mission is to provide effective education to build the capacity of the youth from lesser privileged sections of the society with a creative model of education for upliftment. It imparts hands on training by partnering with industries operating with the state of art technology and facilities to fulfil NSQF [National Skill Qualification Frame Work].

The College is a forerunner of the Community College model in our country. I am proud of the appreciations received by the College from the honourable Vice President of India, Shri M. Venkaiah Naidu, and the Chancellor of Universities for the yeomen service rendered by PUCC in vocationalizing the College education and towards nation building during his address in the 28th Annual Convocation of Pondicherry University.

PUCC has received the 'Best College award' from the Government of Puducherry and also "Transforming - Education Award" from BNI Bonjour an International NGO, for successfully moving the College towards online education platform during the Covid-19 pandemic. The College is 100% Wi-Fi enabled since 2021.

The college has been doing extremely well with its Campus recruitment drive, providing part time placements and paid projects in the industry, syllabi in line with the National Education Policy – 2020, international student exchange with United States of America under the US-CCIP programme, gender equality, transparency and accountability and a number of measures of good governance.

I wish the Community exploits the services of the Community College to groom the future executives, entrepreneurs, agniveers and technocrats for our nation.


(GURMEET SINGH)

PRINCIPAL'S MESSAGE



Pondicherry University Community College (PUCC) is the first conceptualized Community College in India. It came into existence on 16th October, 1995 with the University Grants Commission's recognition through Ministry of Education, Government of India. Since its inception it has been rendering the best possible service to community of underprivileged youth of Puducherry Union Territory, Tamil Nadu and PAN India. PUCC offers Vocational courses which are cotemporary for the youth in line with the New National Education Policy of the Ministry of Education, Government of India.

Synchronizing with the expectation of the stakeholders, PUCC offers education in skill based vocational and regular stream of courses. The imparting of knowledge and skill in PUCC involves salient features like in situ demonstrative and theory classes, field trips combined with internship / in plant training programs simultaneously. It assures a platform for enhancement of skills through empowerment leading to employment, vertical mobility to higher studies and state of employability. Besides a special emphasis is given for building human values and leadership skills among the students.

Appreciations have poured into the College for the novelties and innovations imparted through on-line mode of education, conduct of examinations and functioning of PUCC during the time of acute pandemic due to Covid-19. I whole heartedly dedicate the achievements of PUCC to the Faculty, Staff & Students as their relentless efforts which are instrumental to attain the same.

I warmly welcome the new students to enjoy the aroma of vocational education with practical exposure and the beauty of employability with a blend of achievements by selecting and studying a course of their choice in PUCC and assure our best services to the student community at all times.

Prof. LALITHA RAMAKRISHNAN
Principal (i/c)

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PUDUCHERRY

Puducherry is situated on the Coramandel 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.

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 College celebrated its 25th year Silver Jubilee on 21st October 2020. The celebration was spearheaded by our Hon'ble Vice Chancellor Prof. Gurmeet Singh who recalled the milestones achieved by the college and wished the future endeavours of PUCC a giant leap.

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

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 a 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 and PAN India at large.
- ❖ Courses are need-based and job-oriented and they are designed 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 an 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 as per the NSQF guidelines.
- ❖ 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 as per multiple entry and exit system.*
- ❖ PUCC provides counselling and guidance services to the students both at the time of admission, during the period of study and at the time of placement.
- ❖ **Personality development and 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 from the year 2013. This exchange programme provides a unique opportunity to the students to study in USA for one academic year and gain international exposure.
- ❖ PUCC hosts Fullbright English Teaching Assistants (ETA) in collaboration with U.S. Department of State's Bureau of Educational and Cultural Affairs; ETA's help teach English language while serving as cultural ambassadors for the U.S. in the host college.
- ❖ The college has opened up to offline teaching emphasizing on regular faculty advice and mentoring for the students.
- ❖ Courses are conducted on self-financing basis with an affordable fee structure except six UGC aided courses.

- ❖ There are courses to suit the timings of the employed, unemployed and the underemployed.
- ❖ 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.
- ❖ The students adhere to the code of conduct of the institution which emphasis character building.

FACILITIES

Pondicherry University Community College has strengthened academic facilities in all fields. The College has well equipped Web portal, 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 and the campus is 100% Wi-Fi enabled.

Web Portal

The College has a dedicated Web portal of its own which caters to need of soft mode of operations with enhanced visibility for the college.

Internet Facility

Fibre optic connection operating at 40 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 is available in the form of e-resources under the **National Library and Information Services Infrastructure for Scholarly Content (N-LIST)** is also accessible.

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. For competitive examinations like Civil Services and other Examinations and Entrance Coaching, the library possesses excellent collection of books. 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 and photocopying services 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

Three 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.

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.

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. Its unique programmes are telecast through Gyan Darshan, Gyan Vani, Gyandhara and YouTube channel.

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 industry get placed while studying in the campus.

Industry professionals are invited to enrich the knowledge of our student community by providing hands on training in soft skills 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 sharing employment information relevant to the students through its alumni network and social media.

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 a Air and Army Wings of NCC. Our students participated in the Republic Day parade, National Level Camps, acted as COVID-19 Warriors and involved themselves various social awareness programmes.

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 programmes, 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 and Women's Day etc. Camps are organized in rural areas on regular basis. The students participated COVID-19 awareness programme and served as COVID-19 Warriors volunteering in a number of vaccination and testing camps.

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 programmes, celebrating National festivals and enabling the active volunteers to take part in programmes in other units of Youth Red Cross.

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 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 scholarship/loans from the companies (Employees' Children), independent sponsors, elected representatives and funding agencies.

ADMISSION AND STUDY PROCESS

How to apply?

Candidates desirous of admission in Community College should apply only through the online Admission Portal for the academic year 2023-24, which can be accessed through this web portal address www.pucc.edu.in.

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 2023-24 & all instructional documents linked in Admission Portal*** thoroughly before proceeding to apply. No editing is permitted in the Application form after online submission. Therefore, candidates / parents/guardians are advised to fill-up the application form with due diligence.
2. Pay special attention to age criteria, eligibility criteria, rules and regulations and the fee structure.
3. Use a virus free Desktop Computer / Laptop with good Internet connectivity for filling Online Application form.
4. Keep ready a valid email address which will be used for sending Verification code / OTP from the College after registration and will also be used for all admission related communications.
5. Keep the registered & valid mobile number linked to the bank account ready for receiving important SMS and OTP from the college for admission.
6. **Use Debit Card or Net Banking or UPI payment details for making online payment of application fees.**
7. Scan the original documents only (Only applicable documents) as per the ***file sizes & file types*** prescribed in the Admission Portal and keep them ready in separate files before you start.
8. 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.
9. 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 programme applied, wrongly selected category (OBC / SC / ST / EWS / Gen), etc. will not be entertained at a later stage.
10. 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.
11. 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.
12. The applications for which payment is made only would be considered for admission. Applications for which payment has not been made and submitted before the last date will be summarily rejected.
13. For latest updates, regularly check college web portal, admission portal, e-mail and/or SMS.
14. For detailed instructions, Candidates are instructed to go through guidelines given in the Admission portal before applying for admission.

Age

- a. To apply for UG programmes, the candidates should be above 17 years as on 31st August 2023.
- b. There is no upper age limit for admission for PG Diploma, Diploma and Certificate programmes.

Minimum Qualification

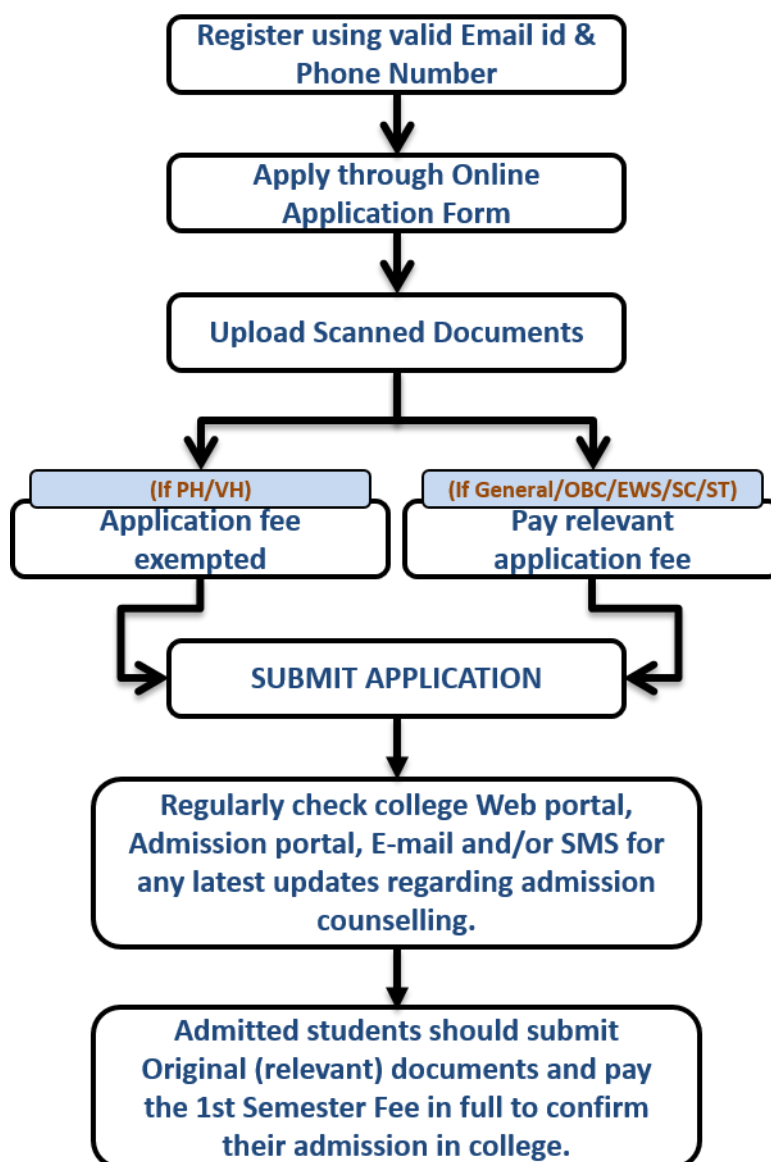
- a. For all the UG / B.Voc. courses, candidates should have passed Higher Secondary Examination or the examination equivalent thereto recognized by Pondicherry University and the students are expected to have studied the prescribed subject(s) at +2 level.
- b. For admission to PG Diploma, Diploma and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

Scheduled Caste	15%
Scheduled Tribe	7.5%
Other Backward Class	27%
Differently abled	5%
Puducherry Union Territory	25%
Economically Weaker Section	10%

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 and 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 web portal. Candidates applying through online shall be deemed to have complete understanding of the eligibility and the admission process as disclosed on the web portal. The University/College shall not be responsible for any misinterpretation or lack of awareness on the part of the candidate. Simply 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 the 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.
- 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	60	A Pass in +2 with Commerce / Accountancy
6.	B.P.E.S.	Physical Education & Sports	50	A Pass in +2 / Equivalent

➤ Vocational Degree Courses (3 years):

S.No.	Course Name	Subject	Intake	Eligibility criteria for admission
PARAMEDICAL COURSES				
7.	B.Voc.	Cardiac Lab Technology	24	A Pass in +2 with Biological Science subjects (or) its equivalent.
8.	B.Voc.	Radiographic & Imaging Technology	24	A Pass in +2 with Biological Science (or) its equivalent.
9.	B.Voc.	Operation Theatre Technology	24	A Pass in +2 with Biological Science subjects (or) its equivalent.
10.	B.Voc.	Renal Dialysis Technology	24	A Pass in +2 with Biological Science subjects (or) its equivalent.
11.	B.Voc.	Optometry Technology	24	A Pass in +2 with Biological Science subjects (or) its equivalent.
MANAGEMENT COURSES				
12.	B.Voc.	Tourism & Service Industry	24	A Pass in +2 (or) its equivalent.
13.	B.Voc.	Retail Management	24	A Pass in +2 (or) its equivalent.
COMPUTER SCIENCE COURSES				
14.	B.Voc.	Software Development	24	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
15.	PG Diploma in Computer Applications	30	Any Bachelor's Degree with 45% marks, with Mathematics as a subject in +2 / Degree level
16.	PG Diploma in Hospital Management	30	Any Bachelor's Degree, preferably with suitable work experience
17.	PG Diploma in Nutrition and Dietetics.	30	Bachelor's Degree in Home Science / Chemistry / Bio-chemistry / Botany / Zoology
18.	PG Diploma in Yoga	30	Any Bachelor's Degree
19.	PG Diploma in Drama & Theatre Arts	20	Any Bachelor's Degree
20.	PG Diploma in Fitness Management *	20	Any Bachelor's Degree

➤ **Advanced Diploma Courses (2 years)**

❖ **Vocational Stream:**

S.No.	Course Name	Intake	Eligibility criteria for admission
21.	Ad. Dip. in Cardiac Lab Technology	24	A Pass in +2 with Biological Science subjects (or) its equivalent.
22.	Ad. Dip. in Operation Theatre Technology	24	A Pass in +2 with Biological Science subjects (or) its equivalent.

➤ **Diploma Courses (2 years)**

S.No.	Course Name	Intake	Eligibility criteria for admission
23.	Diploma in Sanitary Inspector	40	A Pass in +2 with Biology (or) Botany / Zoology
24.	Diploma In Certified Radiological Assistant	30	A Pass in +2 with Physics / Chemistry / Biological Science
25.	Diploma in Medical Lab Technology	30	A Pass in +2 with Physics / Chemistry / Biological Science
26.	Auxiliary Nurse and Midwifery (ANM) *	20	A Pass in +2

➤ **Diploma Courses (1 year)**

S.No.	Course Name	Intake	Eligibility criteria for admission
27.	Diploma in Catering and Hospitality	30	A Pass in +2 (or) its equivalent
28.	D.Voc. in 2D & 3D Animation	30	A Pass in +2 (or) its equivalent
29.	D.Voc. in Digital Photography	30	A Pass in +2 (or) its equivalent
30.	D.Voc. in Video Production & Editing	30	A Pass in +2 (or) its equivalent
31.	Diploma in Accounting and Taxations	30	A Pass in +2
32.	Diploma in Electro Cardiographic Techniques	30	A Pass in +2 with Physics / Chemistry / Biological Science
33.	Diploma in Physician Assistance	30	A Pass in +2
34.	Diploma in Hospital Management and Administration	30	A Pass in +2
35.	Diploma in Operation Theatre Techniques	30	A Pass in +2 with Physics / Chemistry / Biological Science
36.	Diploma in Medical Record and Administration	30	A Pass in +2 with Chemistry, Biology, MLT
37.	Diploma in Early Childhood Care	30	A Pass in +2 with Physical and Biological Science
38.	Diploma in Office Management and Secretarial Practice	30	A Pass in +2 or Diploma from Polytechnic / ITI
39.	Diploma in Insurance Management	30	A Pass in +2 / Diploma in Polytechnic / ITI
40.	Diploma in Sales Management	30	A Pass in +2 / Diploma in Polytechnic / ITI
41.	Diploma in Information Technology	30	A Pass in +2 / Diploma in Polytechnic / ITI
42.	Diploma in Graphics and Animation	30	A Pass in +2 / Diploma in Polytechnic / ITI
43.	Diploma in Computer Graphics and Web Technology	30	A Pass in +2 / Diploma in Polytechnic / ITI
44.	Diploma in Hardware Management	30	A Pass in +2 / Diploma in Polytechnic / ITI
45.	Diploma in Tourism and Ticketing	30	A Pass in +2 / Diploma in Polytechnic / ITI
46.	Diploma in Video Production	30	A Pass in +2 / Diploma in Polytechnic / ITI

S.No.	Course Name	Intake	Eligibility criteria for admission
47.	Diploma in Document Writing	52	A Pass in +2 / Diploma in Polytechnic / ITI
48.	Diploma in Clinical Epidemiology *	20	A Pass in +2 (or) its equivalent
49.	Diploma in Naturopathy and Yogic Science *	20	A Pass in +2 (or) its equivalent
50.	Diploma in Ayurvedic Food and Nutrition *	20	A Pass in +2 (or) its equivalent
51.	Diploma in Herbal cosmetics *	20	A Pass in +2 (or) its equivalent
52.	Diploma in Carnatic Music (Vocal) *	20	A Pass in +2 (or) its equivalent
53.	Diploma in Classical Dance (Bharathanatyam) *	20	A Pass in +2 (or) its equivalent
54.	Diploma in Indian Music *	20	A Pass in +2 (or) its equivalent
55.	Diploma in Film Acting *	20	A Pass in +2 (or) its equivalent
56.	Diploma in Fine Arts (Drawing & Painting) *	20	A Pass in +2 (or) its equivalent

➤ *Certificate Courses (6 months)*

S.No.	Course Name	Intake	Eligibility criteria for admission
57.	Certificate in Diabetic Care and Management	30	A Pass in +2
58.	Certificate in Central Sterile Supply and Hospital Waste Management	30	A Pass in +2
59.	Certificate in Medical Lab Technology (1 Year)	30	A Pass in +2 with Biological Science
60.	Certificate in Adolescent Health and Counseling	30	A Pass in +2 with Biological Science
61.	Certificate in Care of Special Children - Mentally Challenged	30	A Pass in +2
62.	Certificate in Food Safety and Quality Management	30	A Pass in +2 (Science)
63.	Certificate in Yoga	30	A Pass in +2 / Diploma in Polytechnic / ITI
64.	Certificate in Yoga for Silver Citizen	30	A Pass in +2 / Diploma in Polytechnic / ITI
65.	Certificate in Event Management	30	A Pass in +2 / Diploma in Polytechnic / ITI
66.	Certificate in Desktop Publishing	30	A Pass in +2 / Diploma in Polytechnic / ITI
67.	Certificate in Tally	30	A Pass in +2 / Diploma in Polytechnic / ITI
68.	Certificate in Data Entry and Processing	30	A Pass in +2 / Diploma in Polytechnic / ITI
69.	Certificate in Computer graphics	30	A Pass in +2 / Diploma in Polytechnic / ITI
70.	Certificate in Tourism and Tour Guide	30	A Pass in +2 / Diploma in Polytechnic / ITI
71.	Certificate in Radio Jockey and Reporting	30	A Pass in +2 / Diploma in Polytechnic / ITI
72.	Certificate in Reporting and News Casting	30	A Pass in +2 / Diploma in Polytechnic / ITI
73.	Certificate In Photography and Videography	30	A Pass in +2 / Diploma in Polytechnic / ITI
74.	Certificate in Spoken English	30	A Pass in +2 / Diploma in Polytechnic / ITI
75.	Certificate in Carnatic Music (Vocal)	20	A Pass in +2 (or) its equivalent
76.	Certificate in Bharathanatyam Dance	20	A Pass in +2 (or) its equivalent

S.No.	Course Name	Intake	Eligibility criteria for admission
77.	Technical Teachers Certificate (TTC) * (for Performing Arts / Fine Arts / Home craft / Sewing Teacher)	20	A Pass in +2 (or) its equivalent
78.	Certificate in Astrology *	20	A Pass in +2 (or) its equivalent
79.	Certificate in Spoken Sanskrit *	20	A Pass in +2 (or) its equivalent
80.	Certificate in Spoken French *	20	A Pass in +2 (or) its equivalent
81.	Certificate in Spoken Hindi *	20	A Pass in +2 (or) its equivalent
82.	Certificate in Fashion Design *	20	A Pass in +2 (or) its equivalent
83.	Certificate in Horticulture (Landscaping & Garden Design) *	20	A Pass in +2 (or) its equivalent

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

*** Proposed new Courses**

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.

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	100	100	100
4	Recognition Fee * (for Tamilnadu Board)	150	150	150
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)			
	<i>Laboratory</i>	500	1,000	500
	<i>Library</i>	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.)		21,755	23,780	19,280

Subject to revision to the actual cost towards Tour.

* Recognition fee for Tamilnadu Board is Rs.150 / other board (Including CBSE) is Rs.500

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 Communication)	B.Sc. (Bio Chemistry)	BBA	B.Com.	Bachelor of Physical Education & Sports
		(In Rupees)					
1	Tuition Fee (Per Semester)	9,375	10,000	9,375	8,750	8,750	10,000
2	Registration Fee	40	40	40	40	40	40
3	Matriculation Fee	100	100	100	100	100	100
4	Recognition Fee *	150	150	150	150	150	150
5	Identity Card Fee	100	100	100	100	100	100
6	University Development Fund	1,000	1,000	1,000	1,000	1,000	1,000
7	Laboratory Fee (Per Semester)	2,000	2,000	2,000	750	750	750
8	Caution Deposit (Refundable)						
	Laboratory	500	1,000	1,000	500	500	500
	Library	500	500	500	500	500	500
9	Alumni Association Fund	100	100	100	100	100	100
10	Internet Fee (Per Annum)	200	500	200	200	200	200
11	Sports Fee (Per Annum)	200	200	200	200	200	500
12	Student Welfare Fund (Per Annum)	100	100	100	100	100	100
13	Library Fund (Per Annum)	300	300	300	300	300	300
14	Infrastructure Amenities Development Fund (Per Annum)	1,500	1,500	1,500	1,500	1,500	1,500
15	Group Medical Insurance (one time)	290	290	290	290	290	290
16	Placement activity fund	500	500	500	500	500	500
17	Practical Uniform ** (At the time of admission only)	-	-	-	-	-	5,000
18	Inter-Physical Education Tournament Fee (per annum) ***	-	-	-	-	-	1,500
19	Camp Fee (2 nd year only)	-	-	-	-	-	2,000
20	Educational Tour Fee (3 rd year only)	-	-	-	-	-	2,000
TOTAL (in Rs.)		16,955	18,380	17,455	15,080	15,080	27,130

Note (for B.P.E.S. course):

** Practical Uniform includes Lower (2 nos.), T-Shirt (4 nos.), Sleeveless (2 nos.), Shorts (2 nos.), Shoe (1 no.), Socks (2 nos.), Tie (1 no.), Whistle (1 no.)

Practical Uniform 2nd & 3rd year - Rs.2000 respectively

*** If the tournament is not conducted the money will be refunded.

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	1,490	2,150 [#]	18,140
2	Hospital Management	7,500	1,000	500	500	1,490	2,150 [#]	13,140
3	Yoga	6,875	1,000	500	500	1,490	2,150 [#]	12,515
4	Nutrition and Dietetics	8,125	1,000	500	500	1,490	2,150 [#]	13,765
5	Drama & Theatre Arts [New Course]	6,000	0	0	0	1,840	0 [#]	7,840
6	Fitness Management *	(Proposed course)						
DIPLOMA COURSES		(In Rupees)						
7	Electro Cardiographic Techniques	8,750	1,500	500	300	1,490	1,800	14,340
8	Sanitary Inspector (2 Years)	25,000 (Per Annum)	1,000 (Per Annum)	500	500	1,490	1,800	30,290
9	Physician Assistance	6,250	500	500	500	1,490	1,800	11,040
10	Office Management and Secretarial Practice	6,250	500	500	300	1,490	1,800	10,840
11	Early Childhood Care	6,250	500	500	300	1,490	1,800	10,840
12	Certified Radiological Assistant (2½ Years)	8,750	1,500	500	300	1,490	1,800	14,340
13	Hospital Management and Administration	6,250	500	500	500	1,490	1,800	11,040
14	Operation Theater and Techniques	6,250	500	500	300	1,490	1,800	10,840
15	Tourism and Ticketing	6,250	500	500	300	1,490	1,800	10,840
16	Accounting and Taxation	10,000	1,000	500	300	1,490	1,800	15,090
17	Medical Record & Administration	12,500	2,000	500	300	1,490	1,800	18,590
18	Medical Lab Technology (2 Years)	15,000	2,500	1,000	300	1,490	1,800	22,090
19	Insurance Management	10,000	500	500	300	1,490	1,800	14,590
20	Hardware Management	12,500	1,000	500	300	1,490	1,800	17,590
21	Information Technology	12,500	500	500	300	1,490	1,800	17,090
22	Graphics and Animation	12,500	1,000	500	300	1,490	1,800	17,590
23	Video Production	15,000	2,000	1,000	300	1,490	1,800	21,590
24	Sales Management	10,000	500	500	300	1,490	1,800	14,590
25	Computer Graphics and Web Technology	12,500	500	500	300	1,490	1,800	17,090
26	Document writing	8,125	500	500	300	1,490	1,800	12,715
27	Catering & Hospitality	12,500	500	500	300	1,490	1,800	17,090
28	Carnatic Music (Vocal)							
29	Classical Dance (Bharathanatvam)							

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			
30	Indian Music	<i>(Proposed new courses)</i>						
31	Film Acting							
32	Fine Arts (Drawing & Painting)							
33	Auxiliary Nurse and Midwifery (ANM) *							
34	Clinical Epidemiology							
35	Naturopathy and Yogic Science							
36	Ayurvedic Food and Nutrition							
37	Herbal Cosmetics							
CERTIFICATE COURSES		(In Rupees)						
38	Yoga	5,625	500	500	300	1,490	1,800	10,215
39	Diabetic Care and Management	5,625	500	500	500	1,490	1,800	10,415
40	Adolescent Health and Counseling	5,625	0	500	300	1,490	1,800	9,715
41	Care of Special Children - Mentally Challenged	5,625	0	500	300	1,490	1,800	9,715
42	Central Sterile Supply and Hospital Waste Management	6,250	0	500	300	1,490	1,800	10,340
43	Food Safety and Quality Management	6,250	0	500	300	1,490	1,800	10,340
44	Yoga for Silver Citizen	5,625	0	500	300	1,490	1,800	9,715
45	Medical Lab Technology	6,250	1,000	500	500	1,490	1,800	11,540
46	Desktop Publishing	7,500	500	500	300	1,490	1,800	12,090
47	Tourism and Tour Guide	5,000	0	0	300	1,490	1,800	8,590
48	Photography & Videography	6,250	1,000	500	300	1,490	1,800	11,340
49	Tally	8,750	1,000	500	300	1,490	1,800	13,840
50	Event Management	7,500	0	0	300	1,490	1,800	11,090
51	Data Entry and Processing	6,250	1,000	500	300	1,490	1,800	11,340
52	Computer Graphics	10,000	1,000	500	300	1,490	1,800	15,090
53	Spoken English	5,000	500	500	300	1,490	1,800	9,590
54	Radio Jockey and Reporting	10,000	1,000	500	300	1,490	1,800	15,090
55	Reporting & News Casting	10,000	1,000	500	300	1,490	1,800	15,090
56	Carnatic Music (Vocal)	5,000	0	0	0	1,490	0	6,490
57	Bharathanatyam Dnace	5,000	0	0	0	1,490	0	6,490

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			
56	Technical Teachers Certificate Course (TTC) <i>(for Performing Arts / Fine Arts / Home Craft / Sewing Teacher)</i>	<div>(Proposed new courses)</div>						
57	Astrology							
58	Spoken Sanskrit							
59	Spoken French							
60	Spoken Hindi							
61	Fashion Design							
62	Horticulture (Landscaping & Garden Design)							

Field study and tour fund Rs.350/-

Important Instruction:

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

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	100
3	Recognition Fee	150
4	Identity Card Fee	100
5	Alumni Association	100
6	University Development Fund	1,000
TOTAL (in Rs.)		1,490

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 the 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.

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

- (iii). 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.

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.

CODE OF CONDUCT FOR STUDENTS

The Principal invites the co-operation of the students and their guardians in the creation and the maintenance of an atmosphere conducive to academic and cultural development, and in upholding the academic culture of the College. Students are especially invited to cooperate, in their own interest with their elected Class Representative to ensure enforcement of rules regarding discipline.

BEHAVIOURAL DISCIPLINE IN CLASSROOM AND COLLEGE PREMISES - DO'S AND DONT'S

1. Students must be punctual and regular in attending classes, Labs, tutorials, class tests examinations etc. Failure to obtain the required attendance percentage of 75%, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.
2. Students must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the lecturer.
3. Impersonation during roll call is a punishable offence.
4. Use of Mobile Phone during class hours is prohibited and is liable for punishment.
5. Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.
6. Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.

7. When a lecturer is absent or is unable to take class, students should maintain a strict order among themselves so as to not disturb the adjoining classes. Under no circumstances should they leave the classroom without an instruction from the respective Head of the Department.
8. Students are expected to treat the members of the staff both teaching and non-teaching and their fellow students with respect both in and outside the College. Students shall not, by their act or conduct, cause damage to the College property at any point of time.
9. Students are expected to come to the College in the prescribed Uniform only.
10. Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it during College hours inside the campus.
11. Students are not allowed to loiter or stand about the verandas or corridors of the College during class hours.
12. When assembled every class must consider itself responsible for the conduct of its members.
13. Students are strictly forbidden from inviting friends from other institutions and outsiders to the College.
14. No posters are to be pasted or fixed with cellotape anywhere on the College walls. Any writing, scribbling on the walls will attract disciplinary measures against the student.
15. Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite immediate expulsion from the College. The college premises is a smoking free zone, respect it.
16. Students must refrain from mishandling and tampering with library books or college computer systems.
17. The right to access Girl's Common Room is reserved only to girls.
18. A student shall not commit or cause breach of peace inside and around the College campus.
19. Students are prohibited from indulging in games, even in small groups, anywhere in the College premises during lecture hours.
20. Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule. It is mandatory for all students and guardians to sign an affidavit in the pro forma prescribed related to ragging.
21. Students are expected to conserve power and water at the institution and keep their class rooms neat and clean. Garbage must be disposed in the allocated bins only and not strewn around.
22. Any damage or defacement of college property is a punishable offence. If a college property is found damaged in a classroom while the class is assembled the loss may be recovered by a fee imposing upon the whole class if the students responsible for such damage cannot be detected.
23. Habitual misconduct/repeated breach of the College Rules & Regulation will be considered as a grave offence and will result in suspension/expulsion of the student with immediate effect.

ANTI-RAGGING

The Institution implemented a strict and effective anti-ragging policy based on the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institution, 2009. This UGC Regulation was framed in accordance with the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.

Ragging constitutes one or more of the following acts:

- (a) Any conduct by any student or group of students –whether through spoken or written words on physical act-which has the effect of fearing or misbehaving any student,
- (b) Indulging in rowdy or undisciplined activities or asking any student to do any act which such student will not in ordinary course do and thereby causes shame, annoyance, torment, hardship, embarrassment which inflict intense psychological harm or raise fear on apprehension in any student.
- (c) Any act by senior students that prevents, disrupts or disturbs the regular academic activity of any student.
- (d) Any act of financial extortion put on any student.
- (e) Any act of physical abuse including sexual abuse, stripping, forcing in lewd acts on gestures causing bodily harm to any student.
- (f) Any act of verbal or written abuse such as calling foul names, insulting publicly, offensive emails which embarrass, annoy and discomfort any student.

Anti-ragging Committee: This committee shall examine all complain of anti-ragging and come out with recommendation based on the nature of the incident and proper investigation.

Punitary measures against the act of ragging: A student or group of students found guilty by the anti-ragging committee will attract one or more of the following punitary action by the college authority:

- a. Suspension from attending classes and academic privileges.
- b. Withholding / withdrawing scholarship/ fellowship and other benefits.
- c. Debarring from appearing in any test/examination or other evaluation process.
- d. Withholding results.
- e. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f. Suspension/expulsion from the hostels and mess.
- g. Cancellation of examination.
- h. Expulsion from a specified institution and consequent debarring from admission to any other institution for a specified period.
- i. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

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.
- ❖ Each student of the Pondicherry University Community College will be issued Library membership cum Identity card.
- ❖ Library membership card is non-transferable.

- ❖ Date label, barcode and spine label shall not be tampered with. Serious notice will be taken on any violation of this rule.
- ❖ 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 final 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 they return all the books and remit dues outstanding against them.
- ❖ 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, Tourism & Service and IT / Computers sectors:

The University Grants Commission, 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 the degree of BBA (Bachelor of Business Administration). Since the inception in 1998, the course has been designed to provide the students with a unique opportunity to acquire business administration skills and knowledge by means of applying practice oriented pedagogical methods including special lectures, industry visits, interaction with entrepreneurs, intercollegiate meets, workshops, projects and assignments that enables industry related learning experience that keeps them well informed of latest developments and moulds their academic and personal talent.

The department is committed to serving the community by striving to provide employment-oriented education with adequate mutual cooperation with Business and Commercial institutions. Our students are prestigious participants of the United States Exchange Program for one academic year. The students are well placed in reputed organizations as Business Development Managers, HR Professionals, Financial Advisors, Production Supervisors in India as well as in foreign countries. Some have ventured into entrepreneurship and contribute to the nation building process of our country at large.

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 2019-20. It is recognized by the statutory councils of Pondicherry University to offer a commerce degree. Honorable Vice-Chancellor, Pondicherry University has inaugurated the Department. It started to cater to the needs of the students who hail from Puducherry and neighboring states after witnessing 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 industry 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 2011-12. 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) – 2 years

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:

UG Programme:

1. Bachelor of Physical Education and Sports

PG Diploma Programme:

2. Yoga Education
3. Fitness Management *

Certificate Programmes:

4. Yoga
5. Yoga for Silver Citizen

**** Proposed new courses***

DEPARTMENT OF FINE ARTS AND PERFORMING ARTS

The Department of Fine Arts and Performing Arts is established with the aim of bringing together various forms of art. The necessity to incorporate art and cultural education into formal education for the student community arises as it provides platform for community interaction. Furthermore, it is more relevant to commence some courses in order to preserve our unique cultural identity consequent on the 25th anniversary of PUCC's academic adventure. We have carefully selected three programmes from a wide range of performing arts disciplines, namely Music, Dance and Drama. Our ultimate goal is to provide students with once-in-a-lifetime opportunity to study these arts and to open doors to knowledge and creativity for them. At PUCC campus, we have succeeded in developing a blend of spirituality and professionalism, which is one of our distinguishing traits. Our Country is rich in diverse cultural legacy, PUCC intends to make a mark in it by starting these interesting courses. PUCC's comprehensive and fully professional performing arts courses are ideal for launching well-paying and promising careers in the sector. The following are the most popular three courses given by PUCC:

COURSES OFFERED:

PG Diploma Programme:

1. PG Diploma in Drama & Theatre Arts.

Certificate Programmes (having exit option after completion of one level):

2. Certificate in Bharathanatyam
(Level 1 & Level 2 – each level consists of one semester)
3. Certificate in Carnatic Music (Vocal)
(Level 1 & Level 2 – each level consists of one semester)
4. Technical Teachers Certificate course (TTC)
(for Performing Arts / Fine Arts / Home Craft / Sewing Teacher) *

Diploma Programmes *

5. Diploma Carnatic Music (Vocal)
6. Diploma in Classical Dance (Bharathanatyam)
7. Diploma in Indian Music
8. Diploma in Film Acting
9. Diploma in Fine Arts (Drawing & Painting)

* Proposed new courses

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.

