

# PONDICHERRY UNIVERSITY - DIRECTORATE OF DISTANCE EDUCATION (PU-DDE)

## BJES MBA TWINING PROGRAM

### GUIDELINES ON CONDUCT OF CLASSES, SEMESTER FEE, EXAMINATION FEE, EXAMINATIONS, ISSUE OF STUDY MATERIALS, ADMISSIONS AND ACADEMIC CALENDAR IN VIEW OF PANDEMIC AND SUBSEQUENT LOCKDOWN

#### Greetings

The Management, Director, Coordinator and Staff extend sincere prayers to you and your family members for safe stay and healthy as the world is going through an unprecedented crisis in all facets of human life.

At this juncture, we are committed to extend all possible administrative and learning support bestowed to us by the PU-DDE.

Our core objective to offer affordable, quality, flexible, inclusive and professional education on top priority and we are committed to fulfill your aspirations of getting Master's in Business Administration.

#### Background

As you are aware that “**Disaster Management and Epidemic Diseases Act**” is still in operation in all educational institutions nationwide “to mitigate, reduce risks, impacts and affects” of the COVID 19 predicament.

BJES - MBA Twinning Center is taking all precautions issued by the PU-DDE which is in operation in concurrence with MHRD and UGC-DEC (Higher Education-GOI) guidelines. As a consequence, conduct of contact classes, payment of semester fee, examination fee, examinations, issue of study materials and academic calendar were deferred.

#### Conduct of II, III and IV Semester Contact Classes

Conduct of contact classes for II and IV semester held on Sundays were tentatively canceled due to COVID 19 protocol. As you are aware the conditions were extremely critical to take any concrete and prudent decision. However, the College along with PU-DDE is in the process of analyzing the present environment and planning for organizing online classes. The details of online teaching-learning-evaluation process will be informed to you on or **before 31 August 2020**.

Currently pursuing education model, your professional profile, and present condition gives enormous scope to acclimatize towards self-learning method using online learning resources uploaded on PU-DDDE website. Further, study materials & guides issued by the college can be used judiciously to prepare for examination.

### III Semester Fee Payment

- **Relaxation and Consideration:** III semester students were expected to pay your semester fee of Rs.10000/- on or before 25 May, 2020. However, over 2 months of respite were given for all students due to COVID 19 predicament
- **Fee Payment:** Moving forward, all the III semester students are expected to pay semester fee of Rs.10000/- on or before 31 August, 2020 to stay enrolled in the program.
- **Ineligible to take-up end semester examinations:** Students who are not paying fee as per the scheduled time will become ineligible to take-up end semester examinations and subsequently would considered has discontinued
- **Online platform:** In adherence to COVID 19 protocol, college has decided to use online platform for administrative transactions. However, in case of emergency, office is willing to meet students on all working days (9:30 am to 4:30 pm)
- **Down load online fee receipt:** Students are expected to visit website ([www.sjput.in](http://www.sjput.in)) and kindly register yourself and login to MBA Twinning Program student portal to pay your III semester fees ( on or before 31.08.2020)
- **Web log in link and User help guide :** Fill all the details judiciously and prudently
  - Web login link <https://sjput.collegephins.com/student/login>
  - User help guide link: <https://tinyurl.com/y6hqwubx>
- **Submission of fee receipt:** Retain the student copy of receipt and submit PUDDDE and Finance copies to MBA Twinning office without fail through **soft or hard** copy within 48 hours after the fee payment.

### II, III and IV Semester Examination Fee Payment

II, III and IV semester examination fee will be collected two months prior to the commencement of end semester examinations. Once the examination schedule is declared by the University, we will inform the exact schedule.

**\*Note: Students who have not paid their II, III and IV semester fee are not eligible to pay examination fee.**

## Conduct of II and IV Semester Examination

PU-DDE examination wing is in the process of conceptualizing a comprehensive action plan for the conduct of II Semester and IV Semester Examinations. Once the time table with detail guidelines is prepared, we shall communicate the same to you.

**\*Students are requested to be prepared for take-up examination.**

## Study Materials and Guide Book

Students can collect II and IV semester study materials from twinning program office during all working days (9:30 am to 4:30 pm).

## Admissions and Academic Calendar for First Year

Admissions and academic calendar for first year students have not commenced. Kindly visit the website periodically for details.

## Enquiry

**Guidelines on conduct of classes, semester fees, examination fees, examinations, issue of study materials, admissions and academic calendar. Please contact office during all working days in person (9:30 am to 4:30 pm) or mail to [director@sjput.in](mailto:director@sjput.in) or call 8073420669 / 08022225288**

**DIRECTOR**

**COORDINATOR**