



Instructions for Student Registration, Exam form submission and Exam fee payment

Dear Students,

Exam form submission and fee payment process is made online to help you and make the process faster. Read the instructions carefully and follow the steps given below:

1. Follow the link: <u>https://ddepondiuni.samarth.edu.in/index.php/site/login</u> and click the link "New Registration"



2. Under the Student Registration Form, select your Degree Programme, and type in your name exactly as given on the ID Card issued by the DDE. Select **Enrolment Number** as Mode of Registration, and enter your Enrolment Number correctly. (Note: The name you enter in the system should exactly match with that is given on the ID card. Kindly check the spelling carefully)

Select Programme	Select	*
Name (as on 10 card)		
Mode of Registration	Enrolment Number	
incolment Number		
	nybosi	
	Click on the text to change.	

3. You will get OTP through email after submitting the Student Registration Form. Now enter the OTP and Click "**Submit**" button. (Note: Kindly note that the OTP will be sent to the email id you have registered during admission stage.)

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Enter th	eone time password (OTP) sent	to your email/mobi	le.
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 Now, you will be prompted to create a Password so, create a password which is easy to remember, and click "Submit". You have also 'Forgot Password' and 'Resetting Password' options, in case you forgotten the password.

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5. Now, login with your **username** (which is your Enrolment number) and **password** you have created.



6. You will see your Dashboard when logged in. Click on "**CLICK HERE**" button and it will take to another screen on which your programme details are given.

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#Student		trome 2 Deshboerd
Dadhboard Profile		DDE-39-MBA-HRM : MASTER OF BUSINESS ADMINISTRATION(HUMAN RESOURCE MANAGEMENT)
DDE-39-MBA-HRM	Mette-	CLICK HERE
Services		© Semanth ellov
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7. Now click "Click here to Select your Courses"

Pount						-
Student	num / Programme					
Programme	DDE-39-MBA-HRM : N	Master of Busine	n Administration(Human R	nource Management	2	
History Gurss Selection	Name	Alemayaa 1.5	Envolvent Number	2021203077	Organizational unit (Directorate)	Disensative of Distance Education
	Level	MASTER	Examination Roll Number	2821399977	Delivery Mode	Open Distance Learning
	Admission (Near-Cycle)	2021-010	Admision Quota	OFC (Non-County)		
	You can apply for o Management)	ourse selection	in SEMESTER 1 of DDE	39-MBA-HRM : M	aster of Business Administratio	on(Human Resource

8. You will get the list of papers of 1st Semester. Click "Submit" button

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		Employeet Nation	3031396	Programme	2016-33 MBA (1954). Marker of factories fiderical attochtance Resource Management)	Section	2629- 3689	Norman Number	Category: OBC (Non- Grang)
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		SNo	Option Type		Course Code : Course Name (Credit)				
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		1	COMPULSORY		MMAC1002 : Managerial Scanonics (EUR)				
		4	conex.soly		MBAC1003 : Accounting for Managers (S30)				
		4	COMPASSION		MBAC1005 : Research Manhodology (0.00)				
		(8)	COMPLETION		MBAC1001 - Bailors Environment and Law (500)				

9. Now click "Submit Course Selection"

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	Your Cou	rae Selections						
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 Now you will get a screen which says "Courses Submitted successfully". Here you can Download and Print your exam form by clicking on "Click Here".

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	Name	17	Enrolment Number	202130	Organizational unit (Directorate)	Disectorate of D	dance Education
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	2 MBAC1002	Managerial Econe	mia		COMPULSORY	0.00	1 SEMESTER	AULY 2021
	3 MBAC1003	Accounting for M	ungen		COMPULSORY	4.00	1 SEMESTER	AAKY 2021
	4 MBAC1004	Business Environm	eest and Law		COMPULSORY	9.00	Y SEMIESTER	ANEA 505-1
	\$ MBAC1005	Research Methods	slogy		COMPULSORY	0.00	1 SEMESTER	JULY 2021
	© Senarth ellow							

11. Now click on "Examination" \rightarrow "Registration" and then click "Click Here" under Registration. Refer to the screen shot below.



12. Now fill up the form carefully and click the check boxes and click "Submit" button. (Note: Select "Not applicable" under PWD category if it is not applicable to you)

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13. After submission of Form, you will be prompted to pay the "Exam Fee".

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14. Make Payment through your **Debit** or **Credit** card or **Net Banking** and complete the payment process.

Credit Card	Pay by Credit Ca	Ind			Merchant Name Pondicherry University DDE
Other Debit Cards		VISA 🌕	BuPays		
Salara Barris	Card Number				Payment Amount ₹ 1300.00
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Best of Luck for your Exams!

Note:

- 1. Twinning Programme Students should select only the institutions where they are studying as their Exam Centre. They will **not be allowed** to write the exams in other Centres.
- 2. Keep your **username** and **password** safe and secure and do not share with anyone else.
- 3. Call 0413-2654439 for any queries or email to director.dde@pondiuni.ac.in