



# PONDICHERY UNIVERSITY

## Directorate of Distance Education



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

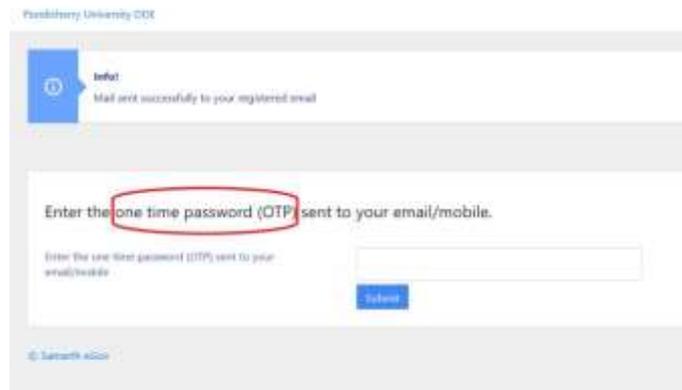
Dear Students,

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

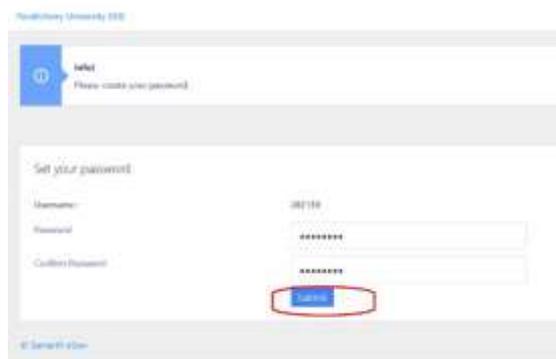
2. Under the Student Registration Form, select your Degree Programme, and type in your name exactly as given on the ID Card issued by the DDE. Select **Enrolment Number** as Mode of Registration, and enter your Enrolment Number correctly. (**Note: The name you enter in the system should exactly match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

- 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.)



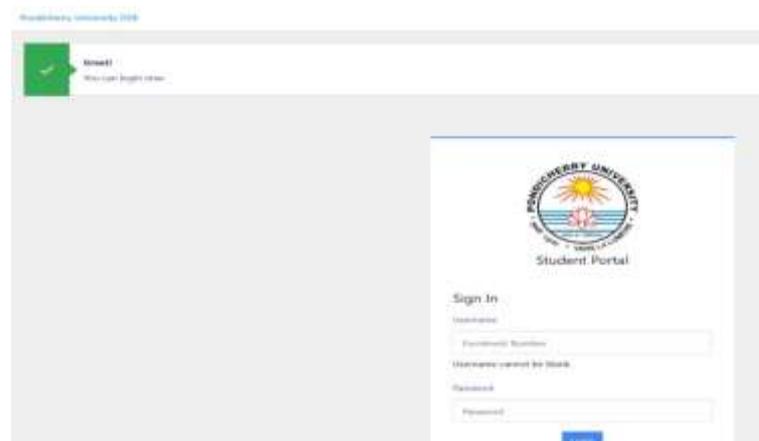
The screenshot shows the 'Pondicherry University COE' header. A blue notification box at the top left says 'Info! Mail sent successfully to your registered email'. The main content area has the text 'Enter the one time password (OTP) sent to your email/mobile.' with 'one time password (OTP)' circled in red. Below this is a text input field and a blue 'Submit' button. At the bottom left, there is a copyright notice '© Saravali 2020'.

- 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.



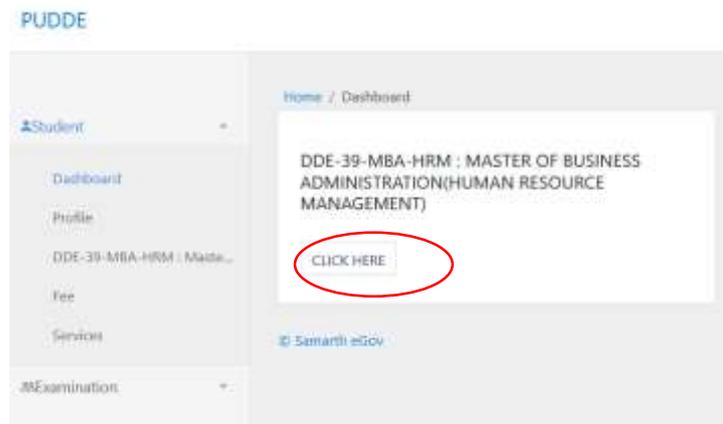
The screenshot shows the 'Pondicherry University COE' header. A blue notification box at the top left says 'Info! Please create your password'. The main content area is titled 'Set your password' and contains three input fields: 'Username', 'Password', and 'Confirm Password'. The 'Submit' button at the bottom is circled in red. At the bottom left, there is a copyright notice '© Saravali 2020'.

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

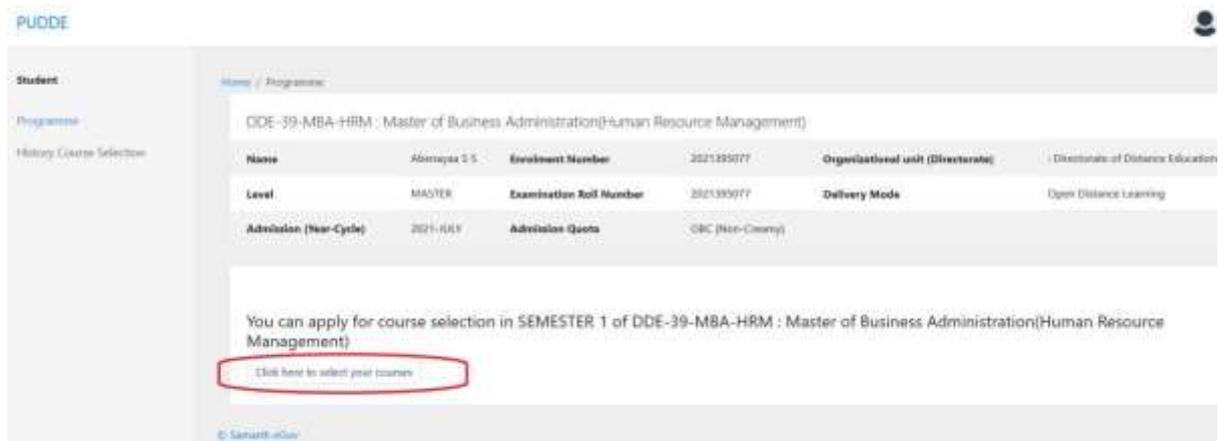


The screenshot shows the 'Pondicherry University COE' header. A green notification box at the top left says 'Success! You can login now...'. The main content area features the Pondicherry University logo and the text 'Student Portal'. Below the logo is a 'Sign In' section with two input fields: 'Username' (with a note 'Enrolment Number') and 'Password' (with a note 'Mandatory cannot be blank'). A blue 'Login' button is at the bottom right.

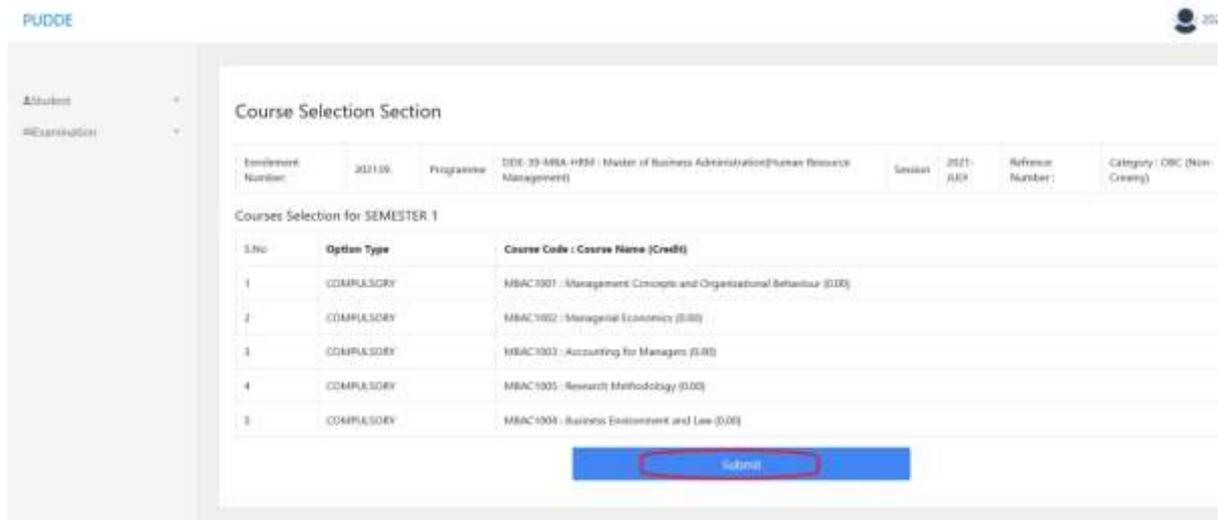
6. You will see your Dashboard when logged in. Click on **“CLICK HERE”** button and it will take to another screen on which your programme details are given.



7. Now click **“Click here to Select your Courses”**



8. You will get the list of papers of 1<sup>st</sup> Semester. Click **“Submit”** button



9. Now click “Submit Course Selection”

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Home / Course Selection

Course selection for DCE-39-MBA-HRM : Master of Business Administration(human Resource Management)

Enrolment Number: 2021295077 Programme: DCE-39-MBA-HRM : Master of Business Administration(human Resource Management) Session: 2021-JULY Reference Number: 138 Category: OBC (Non-Creamy)

Your Course Selections

S.No	Course Code	Name of Course	Category	Credits	Term
1	MBAC1001	Management Concepts and Organisational Behaviour	COMPULSORY	0.00	1 SEMESTER
2	MBAC1002	Managerial Economics	COMPULSORY	0.00	1 SEMESTER
3	MBAC1003	Accounting for Managers	COMPULSORY	0.00	1 SEMESTER
4	MBAC1004	Research Methodology	COMPULSORY	0.00	1 SEMESTER
5	MBAC1004	Business Environment and Law	COMPULSORY	0.00	1 SEMESTER
<b>Total Credit</b>				<b>0</b>	

Submit your course selection

Update Course Selection Submit course selection

10. 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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Home / Programs

Student

Info Courses submitted successfully [Click here](#)

Programme

History Course Selection

DCE-39-MBA-HRM : Master of Business Administration(human Resource Management)

Name	Enrolment Number	Organizational unit (Directorate)
	202139	Directorate of Distance Education

Level	Examination Roll Number	Delivery Mode
MASTER	202139	Open Distance Learning

Admission (Year-Cycle)	Admission Quota
2021-JULY	OBC (Non-Creamy)

My Courses

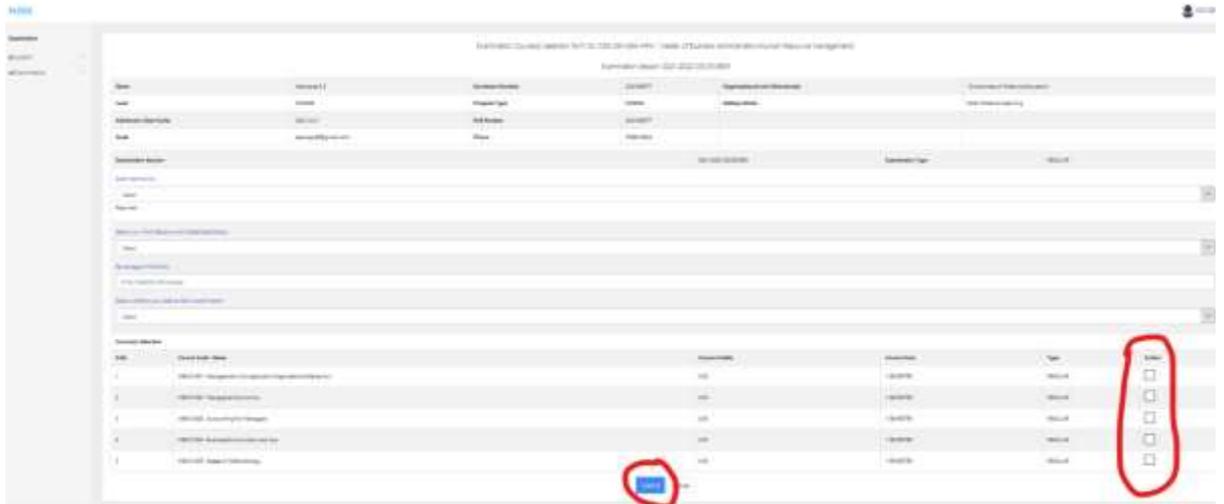
#	Code	Title	Category	Credits	Term	Cycle
1	MBAC1001	Management Concepts and Organisational Behaviour	COMPULSORY	0.00	1 SEMESTER	JULY 2021
2	MBAC1002	Managerial Economics	COMPULSORY	0.00	1 SEMESTER	JULY 2021
3	MBAC1003	Accounting for Managers	COMPULSORY	0.00	1 SEMESTER	JULY 2021
4	MBAC1004	Business Environment and Law	COMPULSORY	0.00	1 SEMESTER	JULY 2021
5	MBAC1005	Research Methodology	COMPULSORY	0.00	1 SEMESTER	JULY 2021

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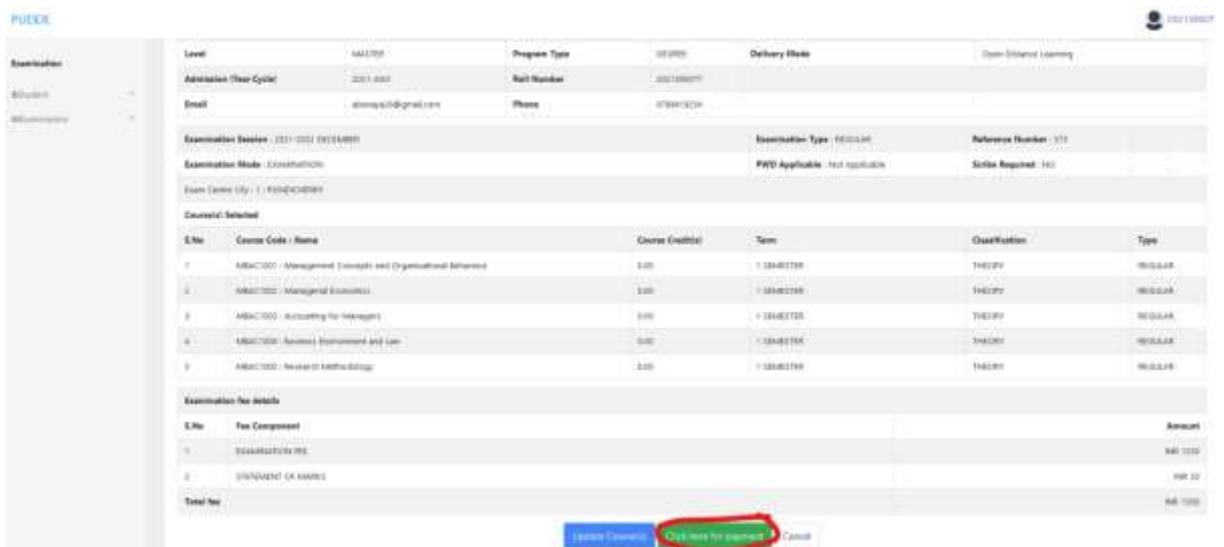
11. Now click on **“Examination”** → **“Registration”** and then click **“Click Here”** under Registration. Refer to the screen shot below.



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)



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



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

The screenshot shows a payment gateway interface. On the left, there is a sidebar menu with options: Credit Card (selected), Debit Card, Other Debit Cards, and Internet Banking. The main content area is titled 'Pay by Credit Card' and features logos for VISA, MasterCard, RuPay, and NetBanking. Below the logos, there are input fields for 'Card Number' (with a placeholder 'Enter card number'), 'Expiration Date' (with sub-fields for 'Month' and 'Year'), and 'CVV/CVC'. A 'Card Holder Name' field with the placeholder 'Enter card holder name' is also present. A prominent yellow 'Make Payment' button is at the bottom, with a 'Cancel' link to its right. On the right side of the interface, a summary box displays 'Merchant Name: Pondicherry University ODE' and 'Payment Amount: ₹ 1300.00'. The BillDesk logo is visible in the bottom right corner.

**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](mailto:director.dde@pondiuni.ac.in)