No: PU/AS/Aca-9/Exam(Dec-2015)/1712   Dt.13.11.2015
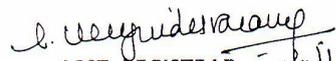
CIRCULAR

Sub: End Semester Examination for Add On Courses, December-2015
Session - Payment of Exam fees & submission of filled-in exam
applications - Reg.

The End Semester Examinations for Add On Courses is scheduled to be held
from **14.12.2015 to 18.12.2015.**   The details of payment of fees & last date for
submission of filled-in examination applications are given below:-

1. Examination fees per semester
   a) Diploma Courses   : Rs. 300/-
   b) Certificate Courses   : Rs. 250/-

2. Last date for payment of exam. fees   : 07.12.2015

2. Last date for submission of filled-in exam
   Applications alongwith hall-ticket
   to the Academic Section   : 09.12.2015

Kindly note that applications received after the due date i.e. **09.12.2015**
will be summarily rejected. No student shall be permitted to appear for the end
semester examinations *without Hall Ticket and without the required attendance
of 70%.* The same has to be certified by the course teacher and counter signed by
the respective Co-ordinators of Add On Courses.

The fees particulars may be filled in the enclosed format and sent to the
Academic Section for Accounts & Audit purpose.

ASST. REGISTRAR   18|11|15
(Academic-Admissions)

Encl: 1. Exam application form   2. Exam Hall-ticket   3. Fees details format

To: All Co-ordinators of Add On Courses, Pondicherry University

Copy to:

1. All Deans/HODS/ Centre Heads, Pondicherry University

2. The Asst. Registrar,   --- for kind information of Vice- Chancellor
   Vice-Chancellor's Secretariat

3. The Asst. Registrar, Registrar's Secretariat   --- for kind information of Registrar

4. The Systems Manager, Computer Centre   --- for hosting as E-circular

PONDICHERRY UNIVERSITY,PUDUCHERRY
APPLICATION FORM FOR P.G. DIPLOMA / CERTIFICATE COURSES
(ADD ON COURSE)

Name	:	
Register No.	:	
Course	:	
Department	:	
School	:	
Month & Year	:	**DECEMBER – 2015**
Semester	:	I
Amount Paid	:	**Rs.**
Chalan No. & Date	:	

Sl.No.	Course Code	Subject	No. of Cr.	Course Coordinator's Certificate	
				% of attendance	Initials
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Signature of Course Coordinator   **Signature of the Student**

(For Office Use)

C E R T I F I C A T E

Certified   that

Ms/Mr_____ studying   in

_____ is having at least 70% attendance

in all the above courses for this semester.

Signature of the Course Coordinator   **Signature of Dean**

Note:

(a) Candidates who have secured **less than 70%** of attendance are ineligible to appear for the end semester examinations.

(b) Examination fees per semester (i) Diploma Courses Rs.300/- (ii) Certificate Courses Rs.250/-

PONDICHERRY UNIVERSITY

P.G. DIPLOMA / CERTIFICATE (ADD ON COURSE)
END SEMESTER EXAMINATION

HALL TICKET

Name   :

Register No.   :

 Course   :

 Department   :

Semester   : I

Session   : December -2015

Sl.No.	Course Code	Subject	No. of Credit
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

ASST. REGISTRAR
(Academic-Admission)

Seal

PONDICHERRY UNIVERSITY, PONDICHERRY

DEPARTMENT OF …………………………………

STUDENTS' EXAM FEES PARTICULARS FOR   SEMESTER (December-2015)

Course:

Register No.	NAME	Fees Particulars			
		Total Credit	Amount + Fine if any	Total Amount	Challan & Date

COURSE CO-ORDINATOR