



PONDICHERRY UNIVERSITY  
ACADEMIC SECTION

Bharat Ratna Dr. B.R. Ambedkar Administrative Bldg.,  
R.V. Nagar, Kalapet, Puducherry 605014

No: PU/AS/Aca-9/Exam(Dec-2015)/1711

Dt.13.11.2015

**CIRCULAR**

Sub: End Semester Examination under CBCS regulations,  
December - 2015 – Payment of Exam fees & submission  
of filled-in exam applications - Reg.

The PG examinations for December-2015 session is scheduled to be held from **1.12.2015 to 14.12.2015**. The details of payment of fees & last date for submission of filled-in examination applications are given below:-

1. Examination fees per credit : Rs. 16/-
2. Last date for payment of exam. fees
  - a) without fine : 20.11.2015
  - b) with fine @ Rs. 50/- : 25.11.2015
3. Last date for submission of filled-in exam applications alongwith hall ticket to the Academic Section : 26.11.2015
4. Issue of Hall ticket by the Academic Section : 27.11.2015
5. Declaration of provisional results : 18.12.2015
6. Submission of results to the Academic Section : 28.12.2015

Kindly note that applications received after the due date i.e. **26.11.2015** will be summarily rejected. **Hall ticket will be issued only by the Academic Section.** No student shall be permitted to appear for the end semester examinations **without Hall Ticket and without the required attendance of 70%** in each course (as per CBCS regulations). The same has to be certified by the course teacher and countersigned by the Head of Department & Dean.

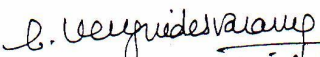
It is requested that the results of the semester examinations may be sent alongwith a soft copy in the following Excel(.xls) format.

Semester (Ex:I,III etc..)	Subject_code (example)	Regdno	Name	Course (Example)	Total Marks	Grade
I	MBAG411 MBAG412			Master of Business Administration		

Note : A separate excel sheet (including all the subjects) may be used for each batch of students.

Further, the following may be noted:

1. Softcore/Hardcore results should be tabulated Department wise and in the order of register numbers.
2. The format which is enclosed adopting the criteria for converting the marks to grade should be enclosed with the signature of all concerned as prescribed in the format.
3. As per CBCS regulations, a student can drop the course before the end of 3<sup>rd</sup> week of the semester. Hence request for dropping of course will not be entertained beyond the 3<sup>rd</sup> week of semester.
4. The complete end semester result for the Department should be spiral binded and sent to the Academic Section. The result should not be sent in bits & pieces.
5. The student can appear for end semester examination only for the papers registered by him and results for all the papers registered by him should be furnished.
6. The fees particulars should 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. marks to grade conversion table 4. Fees details format

To  
All Deans/HODS/ Centre Heads, Pondicherry University

Copy to:

1. The Asst. Registrar, --- for kind information of Vice-Chancellor  
Vice-Chancellor's Secretariat
2. The Asst. Registrar, Registrar's Secretariat --- for kind information of Registrar
3. The Systems Manager, Computer Centre --- for hosting as E-circular

# PONDICHERRY UNIVERSITY

Department of .....

Semester :

Session :

Name of the course :

Course code & No. of Credits :

Maximum Mark Awarded (X) :

Class Interval (K) :

The Credit adopted for converting the marks to Grade

Grade	Range of Marks *	% of students awarded
A+		
A		
A-		
B+		
B		
C		
F		
FA		

(\* Kindly mention the minimum as well as maximum marks to which the particular grade has been awarded)

V.C's Nominee

Course teacher

Head of the Department

Dean



**PONDICHERRY UNIVERSITY,PUDUCHERRY  
PG END SEMESTER EXAMINATION APPLICATION**

Name (should be written in capital letters & should be as found in the qualifying certificate)					
Register No.					
Course					
Department					
Session		DECEMBER -2015			
Semester		I / III/V/VII/IX			
Amount Paid		Rs.     /= (for ..... credits @ Rs.16/-per credit)			
Chalan No. & date					
S.N.	Course Code	Subject	No. of Cr.	Course Teacher's Certificate	
				% of attendance	Initials
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Arrear papers</b>					
11					
12					
13					
14					
15					
<b>TOTAL NO. OF CREDITS</b>					

**Signature of the faculty advisor**

**Signature of the student**

**( For office use )**

**CERTIFICATE**

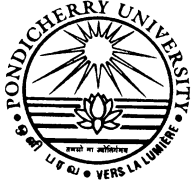
Certified that Ms/Mr..... studying in ..... is having at least 70% attendance in all the above courses and has not registered for more than 30 credits (excluding repeat papers) for this semester. He/she has produced no due certificates from the .....hostel authorities.

**Signature of the H.O.D**

**Signature of the Dean**

**Note: 1. Candidates who have secured less than 70% of attendance are ineligible to appear for the end semester examinations and should repeat the course as and when it is next offered as per clause 6.4(3)of the revised CBCS regulations.**

**2. The application will be summarily rejected if it is not certified by the course teacher and countersigned by the Head of Department & Dean.**



**PONDICHERRY UNIVERSITY**  
**PUDUCHERRY**  
**PG END SEMESTER EXAMINATION**  
**HALL TICKET**

**Name** :  
**Register No** :  
**Course** :  
**Department** :  
**Semester** : I/ III/V/VII/IX  
**Month & Year of the Exam** : **DECEMBER-2015**

Sl No	Course Code	Subject	No. of Credits
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Seal:

**ASST. REGISTRAR**  
**(Academic-Admissions)**

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

HEAD OF THE DEPARTMENT