



PONDICHERY UNIVERSITY

(A Central University)

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CIRCULAR

The Student Academic Activity Management System (SAMS) has been launched for which cooperation and support given by all the Head of the Departments / Centres, Dean of Schools, Office Staff attached to them, Computer Centre and Academic Section are deeply acknowledged. The Course Allocation in all the Departments / Centres / Schools have been completed successfully. Further implementation of SAMS requires Registration of Students for various courses for which the following guidelines may be followed.

Head of the Department / Office

- All First year student details are updated in the SAMS software.
 - Name of the students should be verified and corrections, if any, can be done in Office Login. Please keep the initials at the end (Eg. A. K. PRAKASH to be entered as PRAKASH A. K). The HOD should **“unlock all”** or any particular student details which enables office to edit and which can be **“approved & locked”** later.
 - Names of the students admitted directly without appearing in the entrance examination can be added (eg. Andaman quota, NRI quota etc.) using office login
 - Names of the discontinued students may be deleted using HOD login.
 - Register number can be generated for 2017 students using HOD login in Student Enrolment menu.
 - The students name list with registration numbers can be saved as PDF or Excel using the export option in Student Enrolment menu (if required). Year wise students can be filtered using search option (eg. 2017)
- Fee details (online IB collect payments) of second year students are updated. Office can add offline (pink challan) payment details only. The first year fee payments will be updated soon.
- Course Registration for First year and senior students may be completed by the office on or before August 14, 2017** (Course Registration of First year students can be done after generating their Register Number as given in 1.d).
- Arrears course details will be updated before August 8, 2017. Registration of Arrear courses can be done after August 8, 2017.
- For any clarifications regarding the registration of courses please contact 524/588.

Faculty

1. Once the course registration is completed the list of students registered for each course will be updated automatically in the faculty login. The Faculty can save the list of students registered for each course using export option. The faculty are requested to verify the name list as appearing in the SAMS with the students attending the class and report discrepancy if any, to the Department office.
2. The orientation program schedule for Faculty and HODs will be announced shortly.

Students

1. Students can login to SAMS system with registration number as login id and password is date of the birth (DOB). On first login the students are requested to update their profile and change the password.
2. The first year students can get the registration number from their department office
3. If DOB does not match, contact your department office to generate temporary password for your login

After successful login the students can view the courses registered, fee details, attendance, internal marks, results etc. whenever they are updated.


S. BALAKRISHNAN

To

The Deans of Schools / HODs of Departments / Centres

Copy to

1. Dr. H.S.P. Rao, Centre Head, Centre for Bioinformatics, Pondicherry University.
2. The Systems Manager, Computer Centre, Pondicherry University.
3. The Deputy Registrar (Academic), Pondicherry University.
4. The A.R. O/o the V.C. – for kind information of the Vice-Chancellor.
5. The A.R. O/o the Registrar – for kind information of the Registrar.
6. The Systems Manager – with a request to host in the University Website.