



PONDICHERRY UNIVERSITY
ACADEMIC SECTION

S. PUNITHA
DEPUTY REGISTRAR (ACADEMIC)

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

No: PU/AS/Aca-9/PG Exam(A/M 17)/2017/ 34

Dt: 31.3.2017

CIRCULAR

Sub: End Semester Examination under CBCS regulations,
April/May 2017 – Payment of Exam fees & submission
of filled-in exam applications - Reg.

The P.G. Semester Examinations for April/May -2017 session is scheduled to be held from 24.4.2017 to 5.5.2017. The details of payment of fees & last date for submission of filled-in examination applications are given below:-

1. SEMESTER EXAM FEE

- | | |
|--|--------------|
| a. Examination fees per credit | : Rs. 16/- |
| b. Last date for payment of exam. fees | |
| a) without fine | : 10.04.2017 |
| b) with fine @ Rs. 50/- | : 13.04.2017 |
| c. Last date for submission of filled-in exam applications to the Academic Section | : 17.04.2017 |
| d. Commencement of Examinations | : 24.04.2017 |
| e. Completion of Examinations | : 05.05.2017 |
| f. Declaration of provisional results | : 09.05.2017 |
| g. Submission of results to the Academic Section | : 15.05.2017 |

2. OTHER FEES (COMPULSARY FOR FINAL SEMESTER STUDENTS)

- | | |
|---|--------------------|
| a. Consolidated Grade Report
(Challan particulars should be sent to the academic section before publication final semester results) | : Rs. 500/- |
| b. Provisional Certificate | : Rs. 150/- |
| c. Degree Certificate
(Challan particulars for Provisional & Degree Certificates should be sent to the Examination Wing) | : Rs. 500/- |

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). **Students with less than 70% of attendance should not be allowed to write semester examination of the subject(s) concerned. The subject concerned may be rounded or cancelled in the application/Hall ticket itself.**

It may be ensured that all final semester students remit the required fees for Consolidated Grade Report, Provisional Certificate & Degree Certificate alongwith final semester examination fees.

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

Semester	Subject_code (example)	Regdno	Name	Course	Total Marks	Grade
IV (All papers in IV semester)	PHYS421, PHYS422 etc.					

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

The end semester results may be prepared and sent to the Academic Section as noted below:

1. The original Minutes of the Programme Committee Meeting duly signed by all the members of the Committee.
2. The register numbers in each Softcore/Hardcore results should be arranged in the ascending order (Department wise) with the signature of all concerned (Vice Chancellor's nominee, Dean, HOD & concerned faculty).
3. The format which is enclosed mentioning the criteria for converting the marks to grade should be enclosed with the signature of all concerned as prescribed in the format.
4. All the pages of the result containing the marks of grades should be signed by the course teacher & HOD.
5. As per CBCS regulations, a student can drop the course before the end of 3rd week of the semester. Hence request for dropping of course will not be entertained beyond the 3rd week of semester.
6. The complete end semester result for the Department should be spiral bound and sent to the Academic Section. The result should not be sent in bits & pieces.
7. 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.



(S. PUNITHA)
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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, Vice-Chancellor's Secretariat --- for kind information of Vice-Chancellor
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
PG END SEMESTER EXAMINATION APPLICATION – APRIL/MAY 2017

Name (should be written in capital letters & should be as found in the qualifying certificate)					
Register No.					
Course & Semester					
Department					
(Challan No. & date)		Rs. /= (for credits @ Rs.16/-per credit)			
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					
Total Credits					
Arrear papers					
11					
12					
13					
14					
15					
TOTAL NO. OF CREDITS					

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 thehostel 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. The Course Teacher/HOD should round/cancel the subject in the application form/Hall ticket and mark it as ineligible, if percentage of attendance is less than 70%.

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
PG END SEMESTER EXAMINATION HALL TICKET – APRIL/MAY 2017

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

HEAD OF THE DEPARTMENT

ASST. REGISTRAR
(Academic-Admissions)

PONDICHERRY UNIVERSITY

DEPARTMENT :

SEMESTER :

SESSION :

Name of the Course :

Course Code & No. of Credits :

Maximum Mark Awarded (X) :

	RANGE OF MARKS	GRADE	NO. OF STUDENTS AWARDED
X to (X-K)+1		A+	
(X-K) to (X-2K)+1		A	
(X-2K) to (X-3K)+1		A-	
(X-3K) to (X-4K)+1		B+	
(X-4K) to (X-5K)+1		B	
X-5K to 50		C	
Below 50		F	
Failure due to lack of attendance		FA	

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

V.C's Nominee

Course Teacher

Head of the Department

Dean

