

PONDICHERRY UNIVERSITY (A Central University established under Pondicherry University Act 1985)

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-May-16/2016/ 1742

Dt.22.3.2016

<u>CIRCULAR</u>

Sub: End Semester Examination under CBCS regulations, April/May 2016 – Payment of Exam fees & submission of filled-in exam applications - Reg.

The PG examinations for April/May 2016 session is scheduled to be held from **25.4.2016 to 4.5.2016.** 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 b) with fine @ Rs. 50/-	: 11.4.2016 : 18.4.2016
c.	Last date for submission of filled-in exam applications alongwith hall ticket to the Academic Section	: 19.4.2016
d.	Issue of Hall ticket by the Academic Section	: 20.4.2016
e.	Declaration of provisional results	:10.5.2016
f.	Submission of results to the Academic Section	: 17.5.2016

2. OTHER FEES (COMPULSARY FOR FINAL SEMESTER STUDENTS)

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

Kindly note that applications received after the due date i.e. <u>20.4.2016</u> will be summarily rejected. Hall ticket will be issued 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 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 alongwith a
soft copy in the fol	owing Excel(.xls) format.

Semester	Subject_code	Regdno	Name	Course	Total	Grade
	(example)				Marks	
II (All papers	PHYS421					
In II semester)	PHYS422					
	etc.					
IV (All papers	PHYS441					
In IV semester)	PHYS442					
	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 <u>arranged in the</u> <u>ascending order (Department wise)</u> 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. 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.
- 5. 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.
- 6. 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.
- 7. The semester examination & Consolidated Grade Report fees details in the enclosed format may be sent to the Academic Section. The payment details of Provisional & degree certificates are to be sent to the Examination Wing separately.

(S. PUNITHA) DEPUTY REGISTRAR (ACADEMIC)

Encl: 1. Exam application form2. Exam Hall-ticket3. marks to grade conversion4. Fees details format

To All Deans/HODS/ Centre Heads, Pondicherry University

Copy to:

- 1. The Controller of Examinations i/c , Pondicherry University
- 2. The Asst. Registrar, Vice-Chancellor's Secretariat --- for kind information of Vice- Chancellor
- The Asst. Registrar, Registrar's Secretariat
 The Systems Manager, Computer Centre
- --- for hosting as E- circular

--- for kind information of Registrar

PONDICHERRY UNIVERSITY

DEPARTMENT OF

SEMESTER	:
SESSION	:
Name of the Course	:
Course Code & No. of Credits	:
Maximum Mark Awarded (X)	:

The criteria adopted for converting the marks to grade

GRADE	RANGE OFMARKS	NO. OF STUDENTS AWARDED
A+		
A		
A-		
B+		
В		
C		
F		
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



PONDICHERRY UNIVERSITY, PUDUCHERRY PG END SEMESTER EXAMINATION APPLICATION – MAY 2016

Nar	ne (should be	written in						
	al letters & sl							
		ying certificate)						
	ister No.							
Cou								
Dep	artment							
	nester		II / IV/ VI/ VIII/ X					
Am	ount Paid		Rs. /= (for credits @ Rs.16/-per credit)					
Cha	lan No. & c	late						
S.N.	Course Code		Subject	No. of Cr.	Course Teacher's Ce	ertificate		
					% 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 C	REDITS					

Signature of the faculty advisor

Signature of the student

(For office use) <u>CERTIFICATE</u>

Signature of the H.O.D

Signature of the Dean

<u>Note:</u> 1. Candidates who have secured <u>less than 70%</u> 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 – MAY 2016

Name	:	
Register No	:	
Course	:	
Department	:	
Semester	:	

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

ASST. REGISTRAR (Academic-Admissions)

Seal:

PONDICHERRY UNIVERSITY, PONDICHERRY

DEPARTMENT OF

STUDENTS' EXAM FEES PARTICULARS - MAY-2016

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

HEAD OF THE DEPARTMENT