

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

No: PU/AS/Aca-9/PG Exam-Nov-16/2016/ 11

DEPUTY REGISTRAR (ACADEMIC)

Dt: 07.11.2016

### <u>CIRCULAR</u>

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

The P.G. Semester Examinations for November-2016 session is scheduled to be held from 21.11.2016. The details of payment of fees & last date for submission of filled-in examination applications are given below:-

| a. | Examination fees per credit   | : Rs. 16/-                   |
|----|---|------------------------------|
| b. | Last date for payment of exam. fees<br>a) without fine<br>b) with fine @ Rs. 50/- | : 14.11.2016<br>: 15.11.2016 |
| c. | Last date for submission of filled-in exam applications to the Academic Section   | : 16.11.2016                 |
| d. | Commencement of Examinations  | : 21.11.2016                 |
| e. | Completion of Examinations  | : 02.12.2016                 |
| f. | Declaration of provisional results  | : 05.12.2016                 |
| g. | Submission of results to the Academic Section                                     | : 10.12.2016                 |

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 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<br>(example) | Regdno | Name | Course | Total<br>Marks | Grade |
|-------------------------------------|---------------------------|--------|------|--------|----------------|-------|
| III (All papers<br>In III semester) | PHYS421, PHYS422<br>etc.  |        |      |        |                |       |
| in in semestery                     |                           |        |      |        |                |       |

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
- 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 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.
- 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.

**DEPUTY REGISTRAR (ACADEMIC)** 

2. Exam Hall-ticket Encl: 1. Exam application form 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 Registrar3. The Systems Manager, Computer Centre---for hosting as E- circular

-2-

Chancellor's nominee, Dean, HOD & concerned faculty).



# PONDICHERRY UNIVERSITY PG END SEMESTER EXAMINATION APPLICATION – NOVEMBER 2016

| Name (should be written in<br>capital letters & should be as<br>found in the qualifying certificate)Register No.Course & SemesterDepartment |                             |   |               |            |  |          |  |
|---|-----------------------------|---|---------------|------------|--|----------|--|
| (Challan No. & date) Rs. /= (for credits @ Rs.16/-per credit)   |                             |   |               |            |  |          |  |
| S.N.  | Course Code                 |   | Subject       | No. of Cr. | o. of Cr. Course Teacher's Certificate |          |  |
|   |                             |   |               | _          | % of attendance                        | Initials |  |
| 1   |                             |   |               |            |  |          |  |
| 2   |                             |   |               |            |  |          |  |
| 3   |                             |   |               |            |  |          |  |
| 4   |                             |   |               |            |  |          |  |
| 5   |                             |   |               |            |  |          |  |
| 6   |                             |   |               |            |  |          |  |
| 7   |                             |   |               |            |  |          |  |
| 8   |                             |   |               |            |  |          |  |
| 9   |                             |   |               |            |  |          |  |
| 10  |                             |   |               |            |  |          |  |
|   |                             | I | Total Credits | <b>I</b>   | I                                      | I        |  |
|   | 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 ) <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. 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 – NOVEMBER 2016

| Nar      | ne            |         |                   |
|----------|---------------|---------|-------------------|
| Reg      | ister No.     |         |                   |
|          | irse & Semest |         |                   |
|          | partment      |         |                   |
| SI<br>No | Course Code   | Subject | No. of<br>Credits |
| 1        |               |         |                   |
| 2        |               |         |                   |
| 3        |               |         |                   |
| 4        |               |         |                   |
| 5        |               |         |                   |
| 6        |               |         |                   |
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| 10       |               |         |                   |
| 11       |               |         |                   |
| 12       |               |         |                   |
| 13       |               |         |                   |
| 14       |               |         |                   |
| 15       |               |         |                   |

HEAD OF THE DEPARTMENT

ASST. REGISTRAR (Academic-Admissions)

# PONDICHERRY UNIVERSITY, PONDICHERRY

# DEPARTMENT OF .....

# STUDENTS' EXAM FEES PARTICULARS - NOVEMBER -2016

|                 |      | Fees Particulars |                         |                 |                |
|-----------------|------|------------------|-------------------------|-----------------|----------------|
| Register<br>No. | NAME | Total<br>Credit  | Amount +<br>Fine if any | Total<br>Amount | Challan & Date |
|                 |      |                  | ,                       |                 |                |
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HEAD OF THE DEPARTMENT/ COURSE CO-ORDINATOR