

EXAMINATION WING

Principal cum Chief Controller of Examinations

Dr.R. VEERAMOHAN

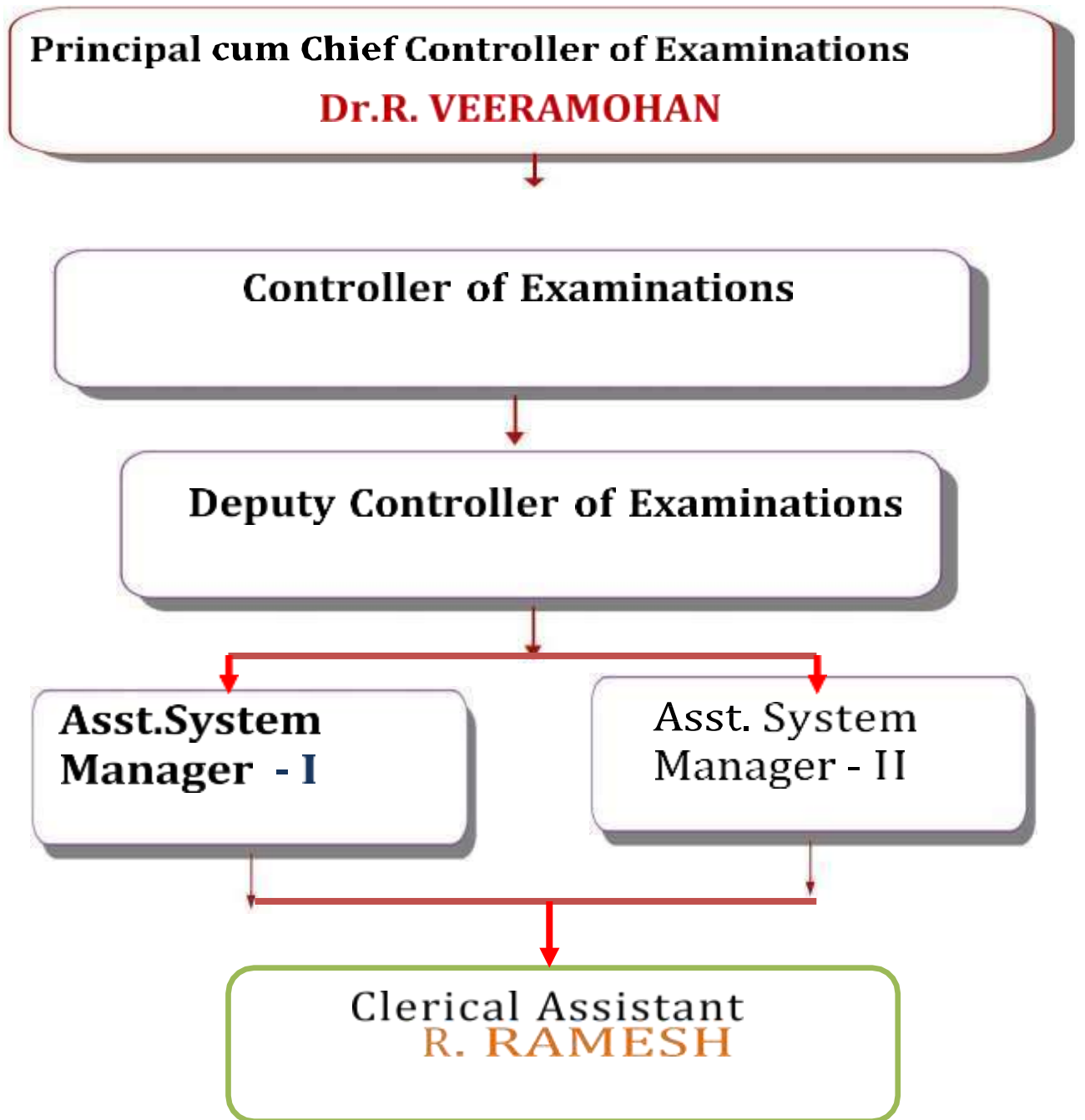
Controller of Examinations

Deputy Controller of Examinations

**Asst.System
Manager - I**

**Asst. System
Manager - II**

**Clerical Assistant
R. RAMESH**



SPECIAL INSTRUCTIONS TO THE STUDENTS/CANDIDATES

1. The fees once paid will not be refunded or adjusted for subsequent examinations.
2. After the publication of the results, all the candidates who have paid the prescribed fee for the statement of marks should obtain the same from the Head of the Department concerned/Office.
3. Candidates applying for the **FIRST TIME** in a particular semester shall pay the fees prescribed for **all the papers** in that semester **IRRESPECTIVE** of the number of papers they wish to appear and send the application through the Department concerned.
4. Any grievance related to examinations has to be represented and set right by the student through the Principal at the earliest preferably prior to the commencement of next semester examination. Inordinate delay on the part of students cannot be attended to.
5. The admission to the examinations is provisional. If it is found at a later date that a student does not fulfill any one of the conditions of eligibility, the candidature will be cancelled and no appeal against such cancellation will be entertained. Therefore, the students are advised to check carefully and satisfy themselves that they fulfill all the conditions of eligibility.
6. Defective examination applications in any respect **WILL BE REJECTED**.
7. While receiving hall ticket, check for entry of name, register number, number of papers registered etc and avoid last minute embarrassment. If hall tickets are lost or have errors due to your mistake in filling of exam application form, you may have to pay an additional fee of Rs.100 for issue of duplicate Hall ticket.
8. Check the date, subject, code number of the subject, session of all examinations carefully which are displayed in the notice board.
9. In examination hall, read the questions well before answering it; specify the question numbers correctly; revise the paper before handing it over to the invigilator.
10. When the students receive various certificates like Pass Certificate, Transfer Certificate, Conduct Certificate, Mark Statements [both semester and consolidated], Degree Certificate, verify them carefully and diligently and ensure correctness about:

Name and initial, Date of birth, Address, Contents of the certificate, Place, Date of issue, Signature of the issuing official and Office seal etc.

ATTENTION: Ensure all the details are correctly entered in the certificate before leaving the place. Even a small error in your Certificate can give you a lot of trouble in future. So, whenever you receive any certificate, spend a few minutes to check it and ensure its correctness in every respect. If any discrepancy is noticed, immediately bring the certificate(s) to Examination Wing.

FOLLOWING ARE THE RESTRICTIONS FOR COMPLETION OF UG & PG COURSES WILL APPLY

The maximum period to complete the course is:

One year course - 1+2 (3 years)

Three year course - 3+3 (6 years)

Example: An undergraduate student admitted in July 2017 can take up semester examination up to May 2022 only. **If she does not pass out all the subjects within this stipulated time, she will not be permitted to write examination thereafter.**

With the following conditions, the **supplementary examinations** are conducted for the benefit of outgoing students.

- a) Only sixth semester students are eligible to appear for supplementary examination. A candidate applying for revaluation or re-totaling is not eligible to apply for supplementary examination.
- b) The candidate should have a maximum of 2 arrears as of now. i.e. students having 3 or more number of arrear papers are not eligible for supplementary examination. The candidate should have paid fees for these arrear papers during semester examination prior to the supplementary examination.
- c) Application for supplementary examination should be submitted to Examination wing within **ten** days from the date of publication of semester results. Hall tickets for supplementary examination will be issued at examination wing two days prior to examination.

11. Revaluation will be considered in all subjects where there is single evaluation and candidates who have passed or failed in any subject(s) can apply for revaluation. However, the revaluation or re-totaling of answer scripts is restricted to two theory papers (subjects) only and not for practical

12. Examination papers. The application for revaluation must be submitted in the prescribed form duly forwarded by the Head of the Department. A candidate cannot apply simultaneously either for revaluation and re-totaling or for supplementary of the same paper. Out gone students can apply only for revaluation or re-totaling and not for supplementary examination.

As per the rules of Pondicherry University, the students will be graded as below:		
1	75% and above	Distinction
2	60% and Above	First Class
3	50% to 59.99%	Second Class
4	40% to 49.99%	Third Class
0.5	and above will not be rounded off to the next number.	

13. A fee of Rs.300/- will be charged per paper for revaluation and Rs.100 for re-totaling. For supplementary examination for each paper Rs.500 will be charged as fee.

14. The rules and regulations of the college are subject to change from time to time.

In the semester examination application form, the students need to write only arrear paper code(s) (if there is any arrear) and need **NOT** write current semester paper codes.

15. The first semester students should paste one PASS PORT size **colour photo** [not stamp size] and submit copy of H.Sc. **mark statement** along

16. The students are advised to visit College website/Examination Wing notice board for all information related to Semester Examinations.