

**PONDICHERRY UNIVERSITY
EXAMINATION WING - ENGINEERING**

**Shri SADANAND G. SWAMI
CONTROLLER OF EXAMINATIONS**

**R.V. NAGAR, KALAPET
PUDUCHERRY – 605008.**

PU/Exam-Engg./Practical & IA Marks/2023

21.09.2023

CIRCULAR

Sub: PU – Exam Wing - Engineering Section – Uploading of
Practical and Internal Assessment Marks in the
Examination portal on time – Reg.

It has been observed that some of the affiliated institutions fail to upload their Practical and Internal Assessment Marks when the portal is opened for entry and also wrongly enter the internal marks i.e. out of 50 instead of out of 100 and vice-versa, which is communicated after publishing the results and subsequently approaching the University for correction. As per regulations, Internal Assessment marks shall be uploaded/communicated to the University a week before the commencement of end-semester examinations. However, it is observed that the Affiliated Institutions are violating this regulation, as a result of which the students are put to hardship.

In view of the above, the Colleges are directed to upload Internal Assessment Marks, Practical Marks correctly during the scheduled period without fail and utmost care should be taken by the Colleges while entering Internal/Practical marks on the Exam portal.

The Internal Assessment/Practical Marks to be entered online, checked by the course teacher, verified by the Head of the Department before freezing. After taking print out of the same, the hard copy of the IA/Practical marks and the Attendance sheet of the Practical Examinations to be spiral bound, duly signed with date seal and name in block letters and sent to the University immediately through proper channel. Issues/problems, if any to be reported immediately to the University for rectification before publication of results.

The Examination Wing shall not entertain/accept hard copy of the marks without making online entry and no subsequent corrections shall be entertained after publications of results as per regulations. In future, any non-entry/correction in IA/Practical marks notified to the University after publication of results will be

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viewed seriously by the competent authorities and such lapses/recurrences shall not be entertained under any circumstances. The concerned College shall be responsible for any such lapses in non-entry/wrong entry of IA/Practical marks and subsequently for the delay in result declaration.

This is for strict compliance.


21/9/2013

CONTROLLER OF EXAMINATIONS

To

All the Principals/Nodal Officers of Engineering Colleges affiliated to Pondicherry University.

Copy to:

- 1) The P.S. to Controller of Examinations – for kind information to Examination Wing, PU C.O.E.
- 2) The Computer Programmer, Engineering Section, Computer Section - To upload in the University portal and also to send the Circular to all affiliated Engineering Colleges
- 3) The Asst. Registrar to V.C.