



पांडिचेरी विश्वविद्यालय/PONDICHERRY UNIVERSITY
परीक्षा स्कंध/EXAMINATION WING

Dr. C.K. RAMAIAH,
Controller of Examinations (i/c)

R.V.NAGAR, KALAPET
PUDUCHERRY-605 014

No. PU/E.W/UG/PG/2022-23/ 584

Date: 03.02.2022

CIRCULAR

**Sub: Pondicherry University, Examination Wing – UG/PG Section –
Uploading Practical and Internal Assessment Marks through online and
Dispatch of answer scripts in time – Regarding.**

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. This causes inconvenience in publishing results and printing statement of marks. Because of this, the Office of the Controller of Examinations is forced to mark them as absent and that is causing lot of problems.

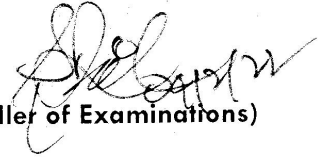
Hence, it is instructed to upload Internal Assessment Marks, Practical Marks during the scheduled period without fail. A spiral bound hard copy of the same along with the Attendance sheet of the Practical Examinations should be sent to the undersigned immediately after the Practical Examinations.

The Internal Assessment 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 should be sent to the undersigned duly signed with date seal and name in block letters. Any difficulty noted to be reported immediately to the University for rectification and after resolving the same, the hard copy of the marks to be spiral bound and send course wise as required on or before the scheduled date. The Internal Marks to be notified to the students before the commencement of the University examinations.

The Examination Wing will not entertain/accept hard copy of the marks without making online entry and no subsequent corrections will be entertained.

The answer scripts should be dispatched immediately after completion of the exams. The Examination Wing will not entertain belated submission of answer scripts.

We look forward for your kind cooperation in smoothly conducting the exams.


(Controller of Examinations)

To

1. ✓ All the Principals of Arts & Science Colleges affiliated with Pondicherry University
2. ✓ All the Nodal Officers (All affiliated UG/PG Arts & Science Colleges)

Copy to:

1. The Assistant Registrar (UG/PG)
2. The PS to the COE
- ✓ 3. Mr. Anandakumar, Computer Unit – To upload in the University portal and to send through email
4. The Stock File