



**PONDICHERRY UNIVERSITY
EXAMINATION WING**

**SADANAND G. SWAMI
CONTROLLER OF EXAMINATIONS**

**KALAPET
PUDUCHERRY- 605 014.**

PU/CE/2024-25/

06.06.2024

CIRCULAR - 01

Sub: Pondicherry University – Examination Wing – Meeting with Principals of affiliated Colleges (Arts & Science) held on 20.05.2024, 21.05.2024 and 22.05.2024 – Reg.

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Subsequent to the meeting held with all the Principals of affiliated colleges, the following points based on the discussion has been summarized for your information and compliance, in order to streamline the process of communication, resolve the students' grievances, smooth conduct of examination and declaration of results in a time bound manner.

1. The internal assessment marks and practical marks shall be uploaded in the portal within the stipulated date, however, the hard copy of the uploaded version should be properly bound and sent to the Pondicherry University Examination Wing immediately. The college shall ensure the correctness and error free uploading of internal assessment and practical marks into the portal. Correction in the Internal Assessment/ Practical marks and requests for incorporation of Internal Assessment marks and Practical Marks shall not be entertained, after the approval of Competent Authority for result publications. once the data is submitted to the University.
2. Despatch of answer scripts after the examinations has to be sent to the Pondicherry University Examination Wing/designated Campus/ Centres of the Pondicherry University, on day-to-day basis.
3. In case of affiliated colleges in Karaikal, they shall submit the same to Prof. S. Bhuvanewari, Centre Head, Karaikal Campus, Pondicherry University and the colleges in Andaman & Nicobar Islands shall submit the answer scripts to Prof. P.M. Mohan, Centre Head, Port Blair Campus, Pondicherry University. The Colleges in Mahe shall submit the answer scripts to Prof. M. P. Rajan, Centre Head, Mahe Campus, Pondicherry University. In case of affiliated colleges in Lakshadweep, Yanam and Puducherry, they shall send the scripts to the Pondicherry University Examination Wing.
4. In order to ascertain timely conduct of examinations under NEP course structures for all the courses, the list of courses offered under NEP Course Structure shall be submitted by the colleges at the beginning of each semester. Further, the colleges shall ensure that the ABC IDs are to be created for the students admitted from 2023-24 onwards.
5. The colleges shall ensure the practical examinations wherever applicable are conducted well in advance before the commencement of University examinations. The colleges should also ensure to submit the schedule of Practical examination Ten days in advance before the commencement of examinations, along with the panel of three to five subject experts as external examiners, for each course and title.
6. The semester wise result sheets shall be forwarded, henceforth in a password protected soft copy to the official email id of the Principal.

7. The colleges shall submit the panel of faculty members subject/title wise experts for consideration of these faculty members as Chairman- Board of Valuation, Chief Examiners, Chairman - Result Passing Board.
8. In order to expedite the valuation process and declare the result at the earliest, all the Principals of the Colleges are requested to circulate the below given google link format available on the University website for obtaining the list of subject experts to be used as examiners for evaluation. A separate mail too shall be sent to the official email ids of the principal. The last date for submission of the filled in google format is 18th June 2024. Further the College Principals are also requested to submit the list of subject experts if any, with the duly filled in google format along with the enclosures. Please ensure that they fulfil the eligibility criteria of Pondicherry University regulations.
<https://forms.gle/rmU4WT48dqpVZfVL7>
9. The Principals of the Colleges shall ensure that after completion of University examinations, blank answer books, including damaged and discard answer books shall be returned back to the University immediately. The summary of the stock statement should also be enclosed while despatching these blank answer books for this session and discrepancy/ shortage may be reported immediately.
10. The colleges shall ensure that the recognised students with proper Hall Tickets are permitted to write the examinations. Any violation in this regard shall be viewed seriously by the Competent Authority of Pondicherry University.
11. The Principals and the Nodal Officers of the affiliated colleges are requested to address the communications only to the Assistant Registrar of the section, with a copy to the email id of the concerned section, for taking appropriate action in the matter communicated. A CC may also be marked to PS to COE, at the email id pscoe@pondiuni.ac.in , for information of the Controller of Examinations.
12. The Principals and Nodal Officers of the affiliated colleges are requested to forward the official email id/official landline number and official mobile number of the Principals and Nodal Officers, so that the concerned Section can directly communicate to the designated official in the affiliated colleges. This shall also help us to streamline the communication channel and to resolve the students' grievances in a time bound manner.

CONTROLLER OF EXAMINATIONS

To

1. All the Principals of affiliated Colleges/Institutions (Arts & Science) of Pondicherry University.
2. The Assistant Registrar (UG/PG), Examination Wing, Pondicherry University.
3. The Section Officer (UG/PG), Examination Wing, Pondicherry University.
4. The Technical Assistant , UG/PG Arts & Science, Computer Unit, Examination Wing.
5. The Senior Technical Assistant (Computer Unit), Examination Wing, Pondicherry University.

Copy to

1. The Centre Head, Karaikal Campus, Pondicherry University.
2. The Centre Head, Mahe Campus, Pondicherry University
3. The Centre Head, Port Blair Campus, Pondicherry University.
4. The Assistant Registrar, VC's Secretariat, Pondicherry University.