

## **EXAMINATION WING**

**Principal cum Chief Controller of Examinations**

***Dr.P.POONGAVANAM***



**Controller of Examinations**

***Dr.R.MARIA INIGO***



**Deputy Controller of Examinations**

***Dr.A.MANI***



**Assistant System Manager**

***A.SATHYA***



**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)
P.G. Course	- 2+2 (4 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-totalling 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 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.

12. 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.

<b>As per the rules of Pondicherry University, the students will be graded as below:</b>		
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
<i>0.5 and above will <b>not</b> be rounded off to the next number.</i>		

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

14. 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.

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

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

### **M.Phil Degree Examination** **Examination Scheme under CBCS**

Every year, the M.Phil session starts in July or such other later date and ends in next year June. This is the session (academic year) that will be mentioned in the certificates even if the scholar submits the dissertation after this stipulated period. The Part-I written examination will be conducted in the month of January. The registration of topic in the prescribed form shall be made in December. The change of topic, if any (after registration), shall be reported to the COE in writing with the payment of fee of Rs.300.

The executive summary (at least one page) of the work done along with panel of examiner shall be submitted to the Examination Wing on or before 30<sup>th</sup> June. The last date for submission of M.Phil dissertation is 31<sup>st</sup> October. The dissertation should be in soft binding.

<b>Scheme of examination- M.Phil [FSM &amp; D]</b>						
Semester		Internal marks	End Sem marks	Max marks	Passing Min	Max marks in Part-I & II
I [Part-I]	Paper-I (Hard Core-I)	40	60	100	50	500
	Paper-II (Hard Core-II)	40	60	100	50	
	Paper-III (Soft Core-I)	40	60	100	50	
	Paper-IV (Soft Core-II) (Question paper to be prepared by the Guide concerned and answer script is also evaluated by the Guide and mark sheet is to be submitted to Examination wing)	40	60	100	50	
	Paper-V (Inter-disciplinary)	40	60	100	50	
II [Part-II]	<i>Submission of dissertation -</i> Internal evaluation of dissertation by Guide	100 marks	(Average of internal & external) 100		50	200
	External evaluation of dissertation by Outside Examiner	100 marks				
	Viva voce examination – External examiner	--	100	50		
Total marks						700

**Scheme of examination- M.Phil [CORPORATE SECRETARYSHIP]**

Semester		Internal marks	End Sem marks	Max marks	Passing Min	Max marks in Part-I & II
I [Part-I]	Paper-I (Hard Core-I)	40	60	100	50	400
	Paper-II (Hard Core-II)	40	60	100	50	
	Paper-III (Hard Core-III) (Question paper to be prepared by the Guide concerned and answer script is also evaluated by the Guide and mark sheet is to be submitted to Examination wing)	40	60	100	50	
	Paper-IV (Soft Core-II) (Inter-disciplinary)	40	60	100	50	

II [Part-II]	<i>Submission of dissertation -</i> Internal evaluation of dissertation by Guide	100 marks	(Average of internal & external)	50	200
	External evaluation of dissertation by Outside Examiner	100 marks	100		
	Viva voce examination – External examiner	--	100	50	
Total marks					600

1. Though the session ends in June, the last date for submission of dissertation is 31<sup>st</sup> October.
2. M.Phil Paper-IV of **FSM & D** & Paper-III of **Corporate Sec.ship** – Written Examination should be conducted on any one of the specified dates as given in M.Phil Time Table in consultations with the respective Head of the Department.
3. Main Answer Books, Addl.Books, P.G. mark sheets for manual entry and plastic covers are provided to the respective Department by COE section.
4. After the conduct of Examinations, the respective Guides shall evaluate the answer script within three days from the date of Examination of Paper-IV of **FSM & D** & Paper-III of **Corporate Sec.ship** and submit the mark sheet to the Controller of Examination in a separate cover.
5. Examiners are requested to kindly enter the marks only on the P.G. Mark sheet provided to them AND mark entries should NOT be made on the front page of the answer scripts. Passing minimum is 50%
6. After the valuation, Guide should submit along with the mark sheet (in separate cover) the valued answer script with one question paper in the plastic cover provided.
7. In line with Pondicherry University stipulated maximum period for completion of course, Part-I (written) papers are to be passed within three years subject to not more than **two** reappearances. Similarly, the dissertation will not be allowed to submit after **three** years from the date of joining.
8. Examiners are requested to kindly adhere strictly the above instructions without fail.

## PG and M.Phil course conversion of marks to grades

MARKS OBTAINED (out of 100)	YOUR GRADE	YOUR GRADE POINT	CALCULATE YOURSELF [EXAMPLE]					
			SUBJECTS	MARKS OBTAINED	GRADE	GRADE POINT	CREDIT	QUALITY POINTS
91 - 100	A+	10	SUB1	93	A+	10	6	60
81 - 90	A	9	SUB2	87	A	9	6	54
71 - 80	B+	8	SUB3	85	A	9	5	45
61 - 70	B	7	SUB4	72	B+	8	5	40
50 - 60	C	6	SUB5	79	B+	8	4	32
BELOW 50	F	0	SUB6	85	A	9	4	36
ATTENDANCE LACK	FA	0					<b>30</b>	<b>267</b>

*Grade F & FA : Re-appearance required*

**Semester Grade Point Average [SGPA] = 267/30**

**8.9**



