

ALAGAPPA UNIVERSITY, KARAIKUDI

(A State University Recognized by UGC and Re-accredited with "A" grade by NAAC)

Office of the Controller of Examinations

Frequently Asked Questions (FAQ) & Answers

About the University	What is the level of accreditation, recognition and status of Alagappa University? Alagappa University is a State Government University situated in the town of Karaikudi. It was brought into existence by an Act of the Tamilnadu State Legislature in May 1985. The University has emerged from a galaxy of Institutions initially founded by the munificent and multifaceted personality Padma Bhusan Dr.Rm.Alagappa Chettiar. Alagappa University is recognized by UGC. The University is Re-accredited with "A" grade by NAAC. The "h" index of the University is 52. The University has secured 49 th rank among Indian Universities in the National Institutional Ranking Framework (NIRF) instituted by Ministry of Human Resource Development (MHRD).
Contact	What is the web address of the University? www.alagappauniversity.ac.in What is the Postal Address of office of the Controller of Examination? The Controller of Examinations Alagappa University Alagappapuram Karaikudi – 630 003 Sivaganga District, Tamilnadu, India. What are the contact phone numbers for enquiry? General enquiry: (+91) 4565 223122 Enquiry related to Distance Education: (+91) 4565 223125, (+91) 4565 223175 Enquiry related to Collaborative programs: (+91) 4565 223178 Enquiry related to Affiliated Colleges: (+91) 4565 223181 Enquiry related to University Departments: (+91) 4565 223186 PA to the Controller of Examinations: (+91) 4565 223121 Deputy Controller of Examinations: (+91) 4565 228739 Controller of Examinations: (+91) 4565 227609 What are the contact e-mails for representing exam related matters? General purposes: aucoe@yahoo.co.in Related to Distance Education: alucoede@gmail.com Related to Collaborative programs: alucoecp@gmail.com Related to Affiliated Colleges: coeafficlg@gmail.com Related to University Departments: alucoed@gmail.com Controller of Examinations: coe@alagappauniversity.ac.in What is the preferred timing for telephonic enquiry? Preferred timing for telephonic contact is from 10.00 AM to 5.00 PM during week-days (Monday to Friday). Saturdays and Sundays are holidays.
Examination	When are the scheduled dates of Examinations in a year? The academic year is from July to June. For all regular students, the examinations are conducted twice in a year for semester programs (in November for odd semester and in April for even semester). Examinations for non-semester programs are conducted in April. For the students of Distance Education, the examinations are conducted twice in a year for semester programs (in December for odd semester and in May for even semester). For Calendar year admitted students under Distance Education mode, examinations are conducted in May for odd semester and in December for even semester.

	<p>How to submit Exam Application? All eligible students have to submit their examination application by online mode only. The link is available at University website www.alagappauniversity.ac.in Students who have submitted exam applications online can print the e-hall tickets instantly after the online submission of applications.</p> <p>What is the contact number for addressing the issues (Payment, Hall-ticket, Exam venue etc) in on-line submission of Exam Application? (+91) 4565 223179</p> <p>While submitting my exam application on-line, I have paid the fees twice or multiple times. How to get back the excess amount paid? The excess amount paid will be refunded to the bank account. It takes about 1 or 2 weeks time (depending on the nature of issue).</p> <p>Whether mobile phones / scientific calculators are allowed inside the exam hall? No. Strictly not permitted.</p>																																			
<p>Attendance & Eligibility (CBCS)</p>	<p>What are the norms of CBCS students Attendance to appear for Examination? Choice Based Credit System (CBCS) norms for appearing the examination are as under; (i) Students possessing 75% and above of attendance are eligible. (ii) Students possessing 70-74% of attendance should pay a condonation fee of Rs.100/- per course. (iii) Students possessing 60-69% of attendance should pay a condonation fee of Rs.150/- per course and to produce Medical Certificate. (iv) Students possessing below 60% of attendance are not eligible.</p>																																			
<p>Attendance & Eligibility (non-CBCS)</p>	<p>What are the norms of non-CBCS students Attendance to appear for Examination? For non-CBCS students, the norms for appearing the examination are as under; (i) Students possessing 80% and above of attendance are eligible. (ii) Students possessing 70-79% of attendance should pay a condonation fee of Rs.100/- per course. (iii) Students possessing 60-69% of attendance should pay a condonation fee of Rs.150/- per course and to produce Medical Certificate. (iv) Students possessing below 60% of attendance are not eligible.</p>																																			
<p>Fee Pending & Eligibility</p>	<p>I have pending course fee. Whether I am allowed to sit for examination? No. Students are allowed to write exams only after clearing the course fee.</p>																																			
<p>Exam Fees</p>	<p>What is the fee structure with regard to the examination?</p> <table border="1" data-bbox="386 1297 1461 1732"> <thead> <tr> <th rowspan="2">Stream</th> <th colspan="5">Rupees</th> </tr> <tr> <th>UG-Theory</th> <th>UG-Practical</th> <th>PG-Theory</th> <th>PG-Practical</th> <th>PG-Project</th> </tr> </thead> <tbody> <tr> <td>University Departments</td> <td>150 / 175</td> <td>200 / 300</td> <td>150 / 175</td> <td>200 / 300</td> <td>300 /400</td> </tr> <tr> <td>Affiliated Colleges</td> <td>65</td> <td>65 / 120</td> <td>120</td> <td>150 / 225</td> <td>225</td> </tr> <tr> <td>Collaborative Programs</td> <td>400</td> <td>400</td> <td>500</td> <td>500</td> <td>750</td> </tr> <tr> <td>Distance Education</td> <td>200</td> <td>200</td> <td>225</td> <td>400</td> <td>350</td> </tr> </tbody> </table>	Stream	Rupees					UG-Theory	UG-Practical	PG-Theory	PG-Practical	PG-Project	University Departments	150 / 175	200 / 300	150 / 175	200 / 300	300 /400	Affiliated Colleges	65	65 / 120	120	150 / 225	225	Collaborative Programs	400	400	500	500	750	Distance Education	200	200	225	400	350
Stream	Rupees																																			
	UG-Theory	UG-Practical	PG-Theory	PG-Practical	PG-Project																															
University Departments	150 / 175	200 / 300	150 / 175	200 / 300	300 /400																															
Affiliated Colleges	65	65 / 120	120	150 / 225	225																															
Collaborative Programs	400	400	500	500	750																															
Distance Education	200	200	225	400	350																															
<p>Certificate Fee</p>	<p>What is the fee structure with regard to certificate? Rs. 750/- for IMS / PC / CMS / Degree Certificates of UG / Diploma / Certificate Courses (paid during first appearance for Distance & Last appearance for other streams) Rs. 1000/- for IMS / PC / CMS / Degree Certificates of PG / PG Diploma Courses (paid during first appearance for Distance & Last appearance for other streams) Rs. 50/- Postage (per appearance)</p>																																			
<p>Fees</p>	<p>What are the fees for name correction in Certificate & copy of exam Time-Table?</p>																																			

(name correction)	Rs. 500/- per certificate for name correction Rs. 200/- for issuing copy of the Exam Time- table
Improvement Exam	What are the eligibility norms to appear for Improvement Examination? Students have to write the improvement exam within six months from the date of last appearance. Improvement is applicable only for the exams passed in first appearance and not for arrears. There is no provision to write improvement examination for old batch students.
Special permission	What do you mean by special permission to appear for exam? Normally, the period of a program of study is 3 years for UG and 2 years for PG. Apart from this period of study, a concession period of 5 years is being given to the candidate to complete the arrear(s), if any. If a student is willing to appear for arrear examinations beyond the mentioned period (8 years for UG and 7 years for PG), then the student has to obtain special permission by request letter to the Controller of Examinations.
Results	When can I expect my exam result? Examination results are normally published and hosted in the University website within 20 to 40 days from the last date of examinations. I have some issues/pending fees with University. Can I get the result / certificate? Results will not be published for candidates who have (i) dues in course fee, (ii) involved in malpractice, (iii) not properly entered / shaded the Register number in answer script and the like. The results will be announced and certificates will be issued only after clearing the said issue(s).
Re-Valuation	I am not satisfied with the marks awarded to me. Shall I apply for Re-valuation? UG programs of affiliated colleges / collaborative follow single valuation system. PG programs of University Departments follow double valuation system. UG and PG programs of Distance Education follow single valuation system. Re-valuation is permitted only for single valuation system (theory papers only). There is no provision for Re-valuation of practical papers. Re-valuation is not permitted for double valuation system. Eligible students can apply for Re-valuation of answer scripts within 10 days from the date of publication of results in the University website. The request for Re-valuation should be sent in the prescribed application form downloadable from the University website. The (i) filled-in application, (ii) copy of the result downloaded from the website and (iii) Demand Draft (with a fee of Rs.500 per paper) drawn in favour of "The Registrar, Alagappa University" payable at Karaikudi must reach the Controller of Examinations, Alagappa University, Karaikudi-630003.
Photocopy of answer script	Shall I get photocopy of my answer script? Yes. The prescribed fee is Rs.500/- per script. The fee may be remitted by means of Demand Draft (DD) in favour of "The Registrar, Alagappa University" payable at Karaikudi. The request letter along with DD must be sent to the Controller of Examinations, Alagappa University, Karaikudi-630003.
Certificates	What is the time required to despatch the certificates? Generally it takes one month after the publication of results. Certificates will not be despatched to default candidates having (i) dues in course fee, (ii) involved in malpractice, not properly entered / shaded Register number in answer script etc. The certificates will be despatched only after clearing the said issue(s). How to get duplicate certificate? The duplicate certificate will be issued to the students on submission of (i) Request letter from the candidate, (ii) Original Non-traceable letter / missing certificate from the Police Station, (iii) Original Affidavit from the Notary public in Rs.20 stamped paper, (iv) photocopy of the certificate, if available and (v) Demand draft in favour of "The Registrar, Alagappa University" payable at Karaikudi. The Fee for Provisional Certificate is Rs.500. The Fee for Cumulative Mark Statement is Rs.500.

	<p>The Fee for Degree Certificate is Rs.1000.</p> <p>I have received my Cumulative Mark Statement (CMS) and Provisional Certificate (PC), but still I have not received my degree certificate. When can I get?</p> <p>The degrees are to be approved by the Chancellor of the University in the Annual Convocation function which will be normally held between August and February every year. The recent convocation was held on 13.10.2016. The degree certificates have been issued since 13.11.2016.</p> <p>I am a student of Distance Education. What is the reason for non-receipt of my CMS & PC?</p> <p>For the cases of non-payment of course fee, Cumulative Mark Statement (CMS) and Provisional Certificate (PC) are retained in the office. In such cases, candidates are advised to contact the Director, Directorate of Distance Education (DDE), Alagappa University, Karaikudi for payment of pending fee and produce the "No Dues Certificate" to the office of Controller of Examination. On receipt of "No Dues Certificate", Mark Statement and Provisional Certificate will be despatched.</p>
Tatkal System (to get certificate immediately)	<p>Is there any Tatkal scheme available for getting certificates in urgency?</p> <p>Yes. If a candidate wants Provisional Certificate (PC) and Cumulative Mark Statement (CMS) urgently for various reasons, the candidate should apply under "Tatkal Scheme" by sending a Demand Draft for Rs.1000/- in favour of "The Registrar, Alagappa University" payable at Karaikudi along with a request letter addressed to the Controller of Examinations. The certificate will be despatched immediately by speed post, subject to the condition that all the fees due to the University had been paid.</p>
Undelivered & Returned Certificates	<p>I am a student of Distance Education. How to get back my certificates that were undelivered / returned due to door lock or moved to other places?</p> <p>The student should submit a request letter to the Controller of Examination with the following; (i) Self-addressed A4 size envelope stamped Rs.40, (ii) Latest postal address, (iii) Photocopy of the Mark Statement already received from this office (if any), (iv) Photocopy of any one of the ID Card (ID card issued by DDE of Alagappa University / PAN Card / Driving License / Voter card / Aadhar Card).</p>
Address Change	<p>I am a student of Distance Education. Recently I have changed my residential address. I did not receive my certificate. How can I get my certificate?</p> <p>Normally, the certificate is sent to the student to the address mentioned while on admission to the Distance program. If the candidate has moved to new address, the candidate must inform the new address to the University by paying a fee of Rs.100. Then only, the certificate will be sent to the new address.</p>
Genuineness Certificate	<p>How to get Genuineness Certificate?</p> <p>Genuineness certificate is issued immediately on receipt of request letter. The letter should accompany (i) photocopy of Consolidated Mark Statement / Provisional Certificate / Degree / Diploma / certificate and (ii) Demand draft of Rs.500/- (for Government and Government Aided Institutions) or Rs.1000/- (for Non-Governmental organization and individuals) drawn in favour of "The Registrar, Alagappa University" payable at Karaikudi.</p>
On-line Genuineness Certificate	<p>I am a student / Alumni residing in far-off place from the University. What is the web link to get Genuineness / Verification Certificate by online?</p> <p>https://alagappauniversity.directverify.in/myeasydocs_new/student/student.aspx</p> <p>I am an employer / agency. What is the web link to obtain Genuineness / Verification of Certificate(s) provided by the employee / student?</p> <p>https://alagappauniversity.directverify.in/myeasydocs_directverify/directverify/dv_trn_verification.aspx</p>
Transcript	<p>How to get academic Transcripts?</p> <p>Transcripts will be issued immediately on receipt of request letter. The letter should accompany (i) Photocopy of Consolidated Mark Statement / Provisional Certificate / Degree / Diploma / certificate of candidate, and (ii) Demand draft (DD) for Rs.1000/- in favour of "The Registrar, Alagappa University" payable at Karaikudi. If the cover containing transcripts is to be sent by the University directly to the parties outside India, an additional fee of Rs.1000/- should be added in DD to meet out postal charges.</p>

<p>Certificate of last date of exam</p>	<p>Can I get a Certificate of last date of Examination? Yes. Candidate has to send Demand Draft for Rs.200/- in favour of "The Registrar, Alagappa University" payable at Karaikudi along with a covering letter addressed to The Controller of Examinations, Alagappa University, Karaikudi-630 003.</p>
<p>Distance Education Programs - approval</p>	<p>What is the status of approval of Distance Education programmes? Distance Education programs of the University are approved by the erstwhile Distance Education Council (DEC) and by the present Distance Education Bureau (DEB).</p> <ul style="list-style-type: none"> • Obtained Post facto Programme-wise Recognition from 1995-96 to 2007-08. • DEC had given Institutional Recognition from 2008-09 to 2009-10 to offer programmes, which are approved by its statutory bodies. • Obtained Programme-wise Recognition from 2010-11 to 2012-13. • UGC has accorded Continuation of Programme-wise Recognition from 2013-14 to 2014-15.

Last updated on 13.01.2017.

Dr. H. Gurumallesh Prabu
 Controller of Examinations i/c