Prof. Mohd. Shahid
Controller of Examinations

File: MANUU/Exam/Circular/2018/   29th March 2018

CIRCULAR

Timelines for Update/Display of Attendance and Continuous Internal Evaluation – May 2018

I. Timelines for Attendance

S. No.	Task	Deadline
1	Submission of Final Attendance by All Faculty Members for all concerned courses/papers/practicals.	1st May 2018
2	Consideration and Recommendation of any exemption of attendance (**April only**) (as per Clause 2.15.2 of CBCS regulations) by HoD/Principal to Dean of the School Concerned	1st May 2018
3	Consideration and approval by Dean and sending the consolidated list of such case (Point 2) to CIT	1st May 2018
4	Update in IUMS by CIT of cases (Point 3) & complete display of attendance at student portal and HoDs.	2nd May 2018
5	Release of Hall Tickets/Admits cards to students via IUMS.	4th May 2018

Note:

1. **No Hall Ticket / Admit Card shall be issued if the student fails to secure minimum prescribed aggregate attendance.**
2. Students must take print out of the Hall Tickets/Admits without which there shall be no entry in exam hall.
3. Attendance is displayed at students' id / portal.

II. Timelines for Continuous Internal Evaluation (CIE)/Internal Assessment (CBCS/IUMS)

S. No.	Task	Deadline
1	All Tests and Assignment components to be completed by All Faculty Members for all concerned courses/papers/practicals.	25th April 2018
2	Moderation of Internal Assessment (without attendance marks weightage) by HoDs/Principals	20th to 30th April 2018
3	Uploading of the duly moderated marks by the faculty concerned	20th to 30th April 2018
4	Display of complete CIE/Internal Award Lists (**including attendance weightage**) via IUMS to students, faculty concerned and HoDs/Principals.	3rd May 2018

Note:

1. All continuous internal evaluation marks must be displayed before theory exams.
2. Display of Course /Paper wise CIE/Internal Assessment shall be possible only after complete updating of Marks by concerned faculty.
3. Students' passing in continuous internal evaluation of a course/paper shall only be allowed to appear the end semester exam of that course/paper.

NOTE: The URL/IUMS shall not be accessible after the due date.

III. Timelines for feeding of External Marks (CBCS/IUMS)

All **External Practical / Field Work / Viva /Project** etc., marks must be completed on prescribed dates, and HoDs to ensure that External Marks award must be fed in IUMS and original hardcopy duly signed by External Examiners and printout of IUMS submitted marks must be sent to Examination Branch on the same day of External Viva/Practical/Project.

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Gachibowli, Hyderabad – 500 032)

(Accredited "A" Grade by NAAC)

IV. **Timelines for Non CBCS Batches (MCA Sem VI/BTech Sem VI & VIII/ BA/BSc Sem VI/Poly Sem IV & VI)**

S. No.	Task	Deadline
1	Display of Consolidated Aggregate Attendance on Notice Board by concerned Dean/Head/Principal.	1st May 2018 (Copy to be sent to Exam Branch)
2	Consideration and finalization of any exemption of attendance as per Regulations by concerned Dean/HoD/Principal	1st May 2018 (Copy to be sent to Exam Branch)
3	Display of duly moderated Internal Assessment Marks by Dean/HoDs/Principals	3rd May 2018 (Copy to be sent to Exam Branch in prescribed excel sheet)
4	Issue of Hall Tickets/Admits cards by concerned office.	4th May 2018

Note:
1. Students must receive their Hall Tickets/Admits from concerned office without which there shall be no entry in exam hall.
2. No student securing less than 75% aggregate attendance shall be allowed in exams.

Controller of Examinations

To:
All the Heads of the Departments (for information to the all the Faculty)
All the Principals, CTEs / Polytechnics (for information to the all the Faculty)
All the I/c Satellite Campuses (for information to the all the Faculty)

Copy to:
All the Deans of Schools of Studies
O/o the VC/PVC/Registrar/ CIT (for website uploading)