



**CIRCULAR**

**SUB: TIMELINES TO UPDATE/DISPLAY OF ATTENDANCE, CIE & SEE – DECEMBER 2019**

**I. TIMELINES FOR ATTENDANCE:**

S. No.	Task	Timeline
1	Last date for submission of Final Attendance (upto 05.12.2019) by All Faculty Members for all concerned courses/papers/practicals.	05.12.2019
2	Consideration and Recommendation of any exemption of attendance (as per Clause 2.15.2 of CBCS regulations) by HoD/Principal to Dean of the School Concerned	06.12.2019
3	Consideration and approval by Dean and sending the consolidated list of such case (Point 2) to CIT	07.12.2019
4	Update in IUMS by CIT of cases (Point 3) & complete display of attendance by HoDs.	07.12.2019
5	Release of Hall Tickets/Admits cards to students via IUMS.	12.12.2019
6	Display of list of Detainees	12.12.2019

Note:

1. No Hall Ticket / Admit Card shall be issued if the student fails to secure minimum prescribed aggregate attendance.
2. Students can take print out of the Hall Tickets/Admits cards 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)(CBCS/IUMS)**

S. No.	Task	Timeline
1	All Tests and Assignment components including Non CGPA to be completed by All Faculty Members for all concerned courses/ papers/ practicals.	05.12.2019*
2	Moderation of Internal Assessment (without attendance marks weightage) by HoDs/Principals	05.12.2019*
3	Last date for Uploading of the duly moderated marks by the faculty concerned	05.12.2019*
4	Display of complete CIE marks/ Internal Award Lists (including attendance weightage) via IUMS to students, by faculty concerned and HoDs/ Principals.	09.12.2019*

Note:

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

**NOTE:** 1. The URL/IUMS shall not be accessible after the due dates.

2. The Attendance weightage shall be calculated for attendance submitted by 05.12.2019

3. The Attendance weightage shall NOT be calculated if submitted after 05.12.2019

4. \* Except for Department of Management.

*(Handwritten signature)*

مولانا آزاد نیشنل اردو یونیورسٹی  
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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)



**III. TIMELINES FOR FEEDING OF EXTERNAL MARKS (CBCS/IUMS)**

All Theory/ External Practical / Field Work / Viva / Project etc., must be completed by 31.12.2019. HoDs are requested to ensure that External Marks awarded must be fed in IUMS by 13.12.2019 and original hardcopy duly signed by External Examiner/s and printouts of IUMS submitted marks must be sent to Examination Branch on the same day of External Viva/Practical/Project held.

**NOTE:** In case of BEd & MSW attendance for the Teaching Practice / field work shall be assessed at the Department /CTE level. List of all such students who are likely to be detained due to shortage of attendance in Teaching Practice / Field Work should be communicated to the CIT & Exam Branch by 12.12.2019 for further necessary action.

Controller of Examinations

To:

All the Heads of the Departments (for information to all the Faculty)

All the Principals of CTEs / Polytechnics (for information to all the Faculty)

All the Satellite Campuses (for information to all the Faculty)

Copy to:

All the Deans of Schools of Studies

O/o the VC/PVC/Registrar