21st November 2020

CIRCULAR

Sub: **Revised Timelines for Course/Paper Registration, Update/Display of Attendance and Continuous Internal Evaluation (CIE) / Internal Assessment - December 2020 for All Odd Semester Students (3rd, 5th and 7th) for all Programs under Regular Mode (Except students of CTE Srinagar and ASC Badgam)**

A Time Line for Course Registration (III/V/VII Semester)

S.No	Task	Schedule Date(s)
1	Registration of Courses/Papers for Examination by All Students into iUMS by log into the Student Portal. In case already registered and wish to change papers, please contact to your respective Academic Coordinators. https://manuucoe.in/ums/student/login	18th November to 7th December 2020
2	Approval of Courses/ Papers by All Academic Coordinators for all concerned Courses /Papers/ Practical.	09th – 10th December 2020
3	Freezing of Course / Papers selection for all programs by Examination Branch for final End-Semester Examinations – Jan 2021	12th – 15th December 2020
4	Display of complete Roll Lists (Including Registered Courses / Papers) via IUMS to students, faculty concerned and HoDs/Principals.	16th December 2020

Note:
1. Students must take print out / download of Courses/ Papers registered for Semester End Exam.
2. Student should register the papers for examination for which they are attending the classes.
3. Ensure that the attendance in all papers is available to you on iUMS portal.

I. Timelines for Attendance (III/V/VII Semester)

S.No	Task	Schedule Date(s)
1	Submission of Final Attendance by All Faculty Members for all concerned Courses/ Papers/ Practicals for the classes held in any mode online/offline.	19th December 2020
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	On or before 20th December 2020
3	Consideration and approval by Dean and sending the consolidated list of such case (Point 2) to CIT	21st December 2020
4	Update in IUMS by CIT of cases (Point 3) & complete display of attendance at student portal concerned faculty.	22nd December 2020
5	Release of Hall Tickets/Admits cards to students via IUMS Portal **subject to (1) payment of Semester Fee, (2) obtaining minimum consolidated attendance as per CBCS norm.**	23rd December 2020

Note:
1. Students without valid Hall Tickets will not be permitted to appear in the examinations.
2. Attendance is displayed at Students Portal.

II. Timelines for Continuous Internal Evaluation (CIE)/internal Assessment (III/V/VII Semester)

S.No	Task	Deadline
1	All Tests and Assignment components to be completed by All Faculty Members for all concerned courses/ papers/ practicals.	15th December 2020
2	Moderation of Internal Assessment (without attendance marks weightage) by HoDs/ Principals	16th to 17th December 2020
3	Uploading of the duly moderated marks by the faculty concerned. A final signed award list of CIE should be sent to COE and HoD.	On or before 22nd December 2020
4	Display of complete CIE/Internal Award Lists (Including attendance weightage) via IUMS to students, faculty concerned and HoDs/Principals.	26th December 2020

Note:
1. All Continuous internal evaluation marks must be displayed before theory exams.
2. 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 for updates after the due date as above.

Additional Controller of Exams

To:
All the Head of Departments,
All the Principals CTEs/Polytechnics,
All the I/c Satellite Campuses
        (for information to the faculty members)

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