File: MANUU/Exam/Circular/2019/ 4108

3rd December 2019

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.*

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSIT
(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 13.12.2019. 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