

مولانا آزاد نیشنل اردو یونیورسٹی

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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)



April
3rd May 2019

File: MANUU/Exam/Circular/2019/

CIRCULAR

Timelines for Update/Display of Attendance and Continuous Internal Evaluation - May 2019

I. TIMELINES FOR ATTENDANCE

S N	Task	Timeline
1	Last date for submission of Final Attendance by All Faculty Members for all concerned courses/papers/practicals.	1.5.2019
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	1.5.2019
3	Consideration and approval by Dean and sending the consolidated list of such case (Point 2) to CIT	2.5.2019
4	Update in IUMS by CIT of cases (Point 3) & complete display of attendance at student portal and HoDs.	3.5.2019
5	Release of Hall Tickets/Admits cards to students via IUMS.	6.5.2019

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 N	Task	Timeline
1	All Tests and Assignment components to be completed by all Faculty Members for all concerned courses/papers/ practicals.	22.4.2019
2	Moderation of Internal Assessment (without attendance marks weightage) by HoDs/Principals	23-24 April 2019
3	Last date for Uploading of the duly moderated marks by the faculty concerned	26.4.2019
4	Display of complete CIE/Internal Award Lists (including attendance weightage) via IUMS to students, faculty concerned and HoDs/ Principals.	3.5.2019

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 & moderation 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 dates.

Attendance weightage shall be calculated for attendance submitted by 1.5.2019.

Attendance weightage shall NOT be calculated after 1.5.2019.



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

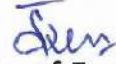
All External Practical / Field Work / Viva /Project etc., marks must be completed **01.05.2019**, and HoDs to ensure that External Marks award must be fed in IUMS by **1.5.2019** and original hardcopy duly signed by External Examiners and printout of IUMS submitted marks must be sent to Examination Branch on the same day of External Viva/Practical/Project.

Non CGPA CREDITS: Non CGPA credits of **NSS / NCC / Sports / Urdu Culture / MOOCS** should also be entered in IUMS by **26 April 2019** and a copy of the same should be forwarded to the concerned Departments and a consolidated signed Award List should be forwarded to Examination Branch.

IV. Timelines for Non CBCS Batches (BTech VIII Sem / Poly VI Sem):

S. No.	Task	Deadline
1	Display of Consolidated Aggregate Attendance on Notice Board by concerned Dean/Head/Principal.	1.5.2019 (5pm) (Copy to be sent to Exam Branch)
2	Consideration and finalization of any exemption of attendance as per Regulations by concerned Dean/HoD/Principal	2.5.2019 (Copy to be sent to Exam Branch)
3	Display of duly moderated Internal Assessment Marks by Dean/HoDs/Principals	1.5.2019 (Softcopy to be sent to Exam Branch in prescribed excel sheet)
4	Issue of Hall Tickets/Admits cards by concerned office.	6.5.2019
<p>Note:</p> <ol style="list-style-type: none"> 1. Students must receive their Hall Tickets/Admit Cards 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. 		

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 for further necessary action.


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 /Office of the VC/PVC/Registrar/ CIT (for website uploading)