

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)

Prof. Mohd. Shahid
Controller of Examinations

File: MANUU/Exam/Circular/2017/3083

14th November 2017

CIRCULAR

Timelines for Update/Display of Attendance and Continuous Internal Evaluation

I. Timelines for Attendance

S. No.	Task	Deadline
1	Submission of Final Attendance by All Faculty Members for all concerned courses/papers.	30 th November 2017
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	30 th November 2017
3	Consideration and approval by Dean and sending the consolidated list of such case (Point 2) to CIT	1 st December 2017
4	Update in IUMS by CIT of cases (Point 3)	4 th December 2017
5	Release of Hall Tickets/Admits cards to students via IUMS.	5 th December 2017
Note: 1. Students must take print out of the Hall Tickets/Admits without which there shall be no entry in exam hall. 2. Attendance is displayed at students' id. 3. In case wherein theory classes are ending early, the attendance must be submitted accordingly.		

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	25 th November 2017
2	Moderation of Internal Assessment (without attendance marks weightage) by HoDs/Principals	20 th to 30 th November 2017
3	Uploading of the duly moderated marks by the faculty concerned	20 th to 30 th November 2017
4	Display of CIE/Internal Award Lists via IUMS to students, faculty concerned and HoDs/Principals.	30 th November 2017






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:

- i. The URL/IUMS shall not be accessible after the due date.
- ii. The External Marks of Practical/Viva Voce etc., should be sent to Exam Branch in Sealed Cover by 4-12-2016.

III. Timelines for Non CBCS Batches (MCA Sem V/BTech Sem V & VII/ BA/BSc Sem V/Poly Sem III & V)

S. No.	Task	Deadline
1	Display of Consolidated Aggregate Attendance on Notice Board by concerned Dean/Head/Principal. In case wherein theory classes are ending early, the attendance must be calculated and displayed accordingly.	30 th November 2017 (Copy to be sent to Exam Branch)
2	Consideration and finalization any exemption of attendance as per Circular dated 14 th November 2017 by concerned Dean/HoD/Principal	30 th November 2017 (Copy to be sent to Exam Branch)
3	Display of duly moderated Internal Assessment Marks by Dean/HoDs/Principals	30 th November 2017 (Copy to be sent to Exam Branch in prescribed excel sheet)
5	Issue of Hall Tickets/Admits cards by concerned office.	5 th December 2017

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.

[Handwritten Signature]
15/11/2017
Controller of Examinations

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