



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

(A Central University established by an Act of Parliament)

Hyderabad, Telangana State, India

EFLU/COE/2018/

6 November 2018

NOTICE

As directed by the Vice Chancellor, all Programme Coordinators are requested to strictly follow the schedule and the rules mentioned below:

1	Last day of instruction	15 November 2018
2	Last date of marking attendance	15 November 2018
3	Last date of submission of attendance to the COE's office	19 November 2018
4	Last date of displaying the internal test grades on the notice boards	19 November 2018
5	Issuance of admit passes	20 and 22 November 2018
6	Conduct of the semester-end examinations	26 to 30 November 2018
7	Submission of award sheets	5 December 2018
8	Approval of results	18 December 2018
9	Declaration of I/III/V semester-end examination results (online)	21 December 2018
10	Last date for submission of applications for Supplementary/Grade improvement examinations	4 January 2019 (Off line)
11	Conduct of I/III/V semester Supplementary / Grade improvement examinations	14 – 22 January 2019
12	Declaration of results of Supplementary/Grade improvement examinations	25 January 2019

1. Minimum required attendance for a student to be eligible to write the semester-end examination is 75%.
2. Students who obtain an "F" grade in any course in the internal assessment are not eligible for semester-end examination for that course.
3. Only those students with valid and current admit passes will be permitted to take the semester-end examinations or submit assignments/projects given in lieu of exams. **Results of examinations/assignments/projects conducted outside the given schedule (26 to 30 November, 2018) will not be announced.**
4. Students will not be allowed in the examination hall after 10 minutes of the commencement of the examination.
5. Course instructors should invigilate the examinations of their courses. However, in the case of programmes where the exams of single instructor courses are held in multiple rooms, the Programme office/course instructor may request the services of research scholars, provided the instructor concerned is available at the venue from the start to the finish of the exam.
6. Course instructors/invigilators should ask students to sign in the attendance sheets on the day of semester-end examinations. Similarly, on the day they submit their final assignments/projects. These attendance sheets should be submitted in the office of the Controller of Examinations along with the award sheets.

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7. Students should bring the admit passes to the examination room. The invigilators must sign on the admit passes on the day of the examination without fail. The signed admit passes should be submitted to the COE's office, failing which results will be withheld.
8. All award sheets along with the answer scripts/assignments/term papers/projects, copies of question papers should be sent through the Dean of the School and the Head of the Department and it is the responsibility of the course instructor(s) to ensure that the award sheets are sent to the CoE's Office **on or before 5 December, 2018.**

Relevant Extract of the Model Ordinances as approved and circulated by the MHRD vide letter No.FNo.57-5/2011 (Desk V) dated 28/3/2012 is reproduced below for action to be taken, in case a student is found indulging in malpractice of any sort during the examination.

- a) *The course instructor/invigilator of the examination centre shall report to the Controller of Examinations without delay and on the day of the occurrence of each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.*
- b) *A candidate shall not be forced to give a statement accepting guilt, but the fact of his/her having refused to make a statement shall be recorded by the course instructor/invigilator on duty at the time of occurrence of the incident.*
- c) *A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on a separate answer-book. The answer-book in which the use of unfair means is suspected shall be seized by the course instructor/invigilator, who shall send both the answer-books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.*
- d) *All cases of use of unfair means shall be reported immediately to the Controller of Examinations by the course instructor/invigilator, examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examination as the case may be, with all the relevant material.*


Controller of Examinations I/c.

To

Programme Coordinators, HoDs, Academic Deans – with a request to send this document to the course instructors.

Copy to:

1. The Director, Shillong Campus
2. The Director, Lucknow Campus
3. The OSD (Academic)
4. The OSD (A&E)
5. The Dean, Foreign Students Office
6. Website Administrator – to place it on website