



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

(A Central University established by an Act of Parliament)

Hyderabad, Telangana State, India

EFLU/COE/2019/

29 October 2019

NOTICE

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

1	Last date of submission of examinations time-table to the COE's office	8 November 2019, Friday
2	Last day of instruction	15 November 2019, Friday
3	Last date of marking attendance	15 November 2019, Friday
4	Last date of submission of attendance to the COE's office	18 November 2019, Monday
5	Last date of displaying the internal test grades on the notice boards	8 November 2019, Friday
6	Issuance of admit passes	21 and 22 November 2019, Thursday and Friday
7	Conduct of the semester-end examinations	25 to 30 November 2019, Monday to Saturday
8	Submission of award sheets	4 December 2019, Wednesday
9	Approval of results	18 December 2019, Monday
10	Declaration of I/III/V semester-end examination results (online)	20 December 2019, Friday
11	Last date for submission of applications for Supplementary/Grade improvement examinations	6 January 2020 (Off line), Monday
12	Conduct of I/III/V semester Supplementary / Grade improvement examinations	9 – 13 January 2020, Thursday to Monday
13	Declaration of results of Supplementary/Grade improvement examinations	17 January 2020, Friday

1. The minimum attendance required for a student to be eligible to write the semester-end examination is **75%**.
2. Students who obtain "F" grade in any subject in the internal assessment are not eligible to appear in the semester-end examination of that subject.
3. Only those students with valid 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 (25 to 30 November 2019) will not be announced.**

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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 the attendance sheets on the day of semester-end examinations, their final assignments/projects and should submit them in the office of the Controller of Examinations along with the award sheets. The invigilators must sign 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.**
7. All award sheets (**should be submitted course-wise and semester-wise separately**) along with the answer scripts/assignments/term papers/projects, copies of question papers should be sent through the Dean of the School/the Head of the Department/Programme Coordinator 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 4 December 2019.**

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.*

Sd/-

Controller of Examinations I/c.



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Attention: All the Students of Regular Programmes

1	Last date for submission of No Dues Certificate	15 November 2019, Friday
2	Last day of instruction	15 November 2019, Friday
3	Last day of marking attendance	15 November 2019, Friday
4	Issuance of admit passes	21 and 22 November 2019, Thursday and Friday
5	Semester-end examinations	25 to 30 November 2019, Monday to Saturday

1. The minimum attendance required for a student to be eligible to write the semester-end examination is **75%**.
2. Students who obtain “F” grade in any subject in the internal assessment are not eligible to appear in the semester-end-examination of that subject.
3. All the students should collect the **Semester-end examination application form** and **No Dues Certificate form** from the respective Programme offices on or before **13 November 2019** and **submit immediately** in the office of the Controller of Examinations. Admit Passes will be issued, subject to fulfillment of attendance conditions, internal grades, no dues, and other conditions, on **21 and 22 November 2019**.
4. Students will be permitted to appear for the semester-end-examinations only with a valid admit pass.
5. Students should sign the attendance sheet on the day of each examination and obtain the signature of the teacher concerned on the admit pass.
6. Assignments/Projects administered in lieu of written and/or viva voce semester-end-examinations have to be submitted between **25 and 30 November 2019** with the admit pass duly signed by the course instructor.
7. Students should sign the attendance sheet (available with the invigilator/course instructor/school secretary) when they submit the final assignments/projects.
8. Any student found indulging in malpractice of any sort during the examination will be dealt with as per the rules of the University.
9. Cell phones or any other electronic devices will not be allowed in the examination hall.
10. After 10 minutes of the commencement of the examination, students will not be allowed in the examination hall.
11. Results of students writing semester-end examinations without a valid admit pass will not be announced.
12. Results will be uploaded on the University website on **20 December 2019**.
13. Scholarship will not be paid to students who fail in any course.

Sd/-
Controller of Examinations I/c.

