NOTICE
(can be downloaded from the university website)

The authorities directed the undersigned that all the Programme Coordinators are requested to follow strictly the schedule and the rules mentioned below.

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Date/Time</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Last day of teaching</td>
<td>16 November 2015</td>
</tr>
<tr>
<td>2</td>
<td>Attendance to be marked till</td>
<td>16 November 2015</td>
</tr>
<tr>
<td>3</td>
<td>Attendance and Internal grades to be submitted to the CoE’s Office</td>
<td>17 November 2015 by 5.00 pm</td>
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<tr>
<td>4</td>
<td>No dues certificates to be submitted to the CoE’s office</td>
<td>12 November 2015</td>
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<tr>
<td>5</td>
<td>Admit Passes will be issued on</td>
<td>19 November 2015</td>
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<td>6</td>
<td>Examinations scheduled from</td>
<td>20 – 30 November 2015</td>
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<tr>
<td>7</td>
<td>Handover of award sheet to CoE’s Office</td>
<td>4 December 2015</td>
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<tr>
<td>8</td>
<td>Examination Committee meeting</td>
<td>17 December 2015</td>
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<tr>
<td>9</td>
<td>Declaration of I/III/V Semester-end Examination Results (online)</td>
<td>21 December 2015</td>
</tr>
<tr>
<td>10</td>
<td>Last date for submission of applications for supplementary examinations</td>
<td>31 December 2015</td>
</tr>
<tr>
<td>11</td>
<td>I/III/V Supplementary/Grade improvement examinations</td>
<td>5-7 January 2016</td>
</tr>
</tbody>
</table>

1. Only those students with valid and current admit passes will be permitted to take/write the semester-end examinations/submit assignments, projects given in lieu of exams. **Results of examinations/assignments conducted outside the given schedule (20 - 30 November 2015) will not be announced.**

2. Students will not be allowed in the examination hall after 10 minutes of the commencement of the examination.

3. Course Instructors should invigilate the examinations of their own courses. However, in the case of programmes where the exams of single instructor course is 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.

4. Course Instructors/Invigilators should take signatures of the students on an Attendance Sheet on each of the day of Semester-end Examinations and also for the submission of final assignments. These attendance sheets should be submitted along with the award sheets. The Invigilators must sign on the admit passes on the day of the examination. Students may be advised to retain the admit passes.

5. All award sheets along with the answer scripts/assignments/copies of question papers etc. should be sent through the Dean/Head of the School/Department and it is the responsibility of the course instructor(s) to ensure that the award sheets have been sent to the CoE’s Office on or before 4 December 2015.
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. If any student is found indulging in malpractice of any sort during the exam,

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 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 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.

(Dr. M. Hariprasad)
Controller of Examinations i/c

To
All Deans, Programme Coordinators, HoDs – with a request to send it to course instructors.

Copy to:
1. The Vice Chancellor
2. The Director, Shillong Campus
3. The Director I/c, Lucknow campus
4. The Dean, Research
5. The OSD (Academic)
6. The OSD (A&E)
7. The Dean, Foreign Students Office
8. CoE’s Office
9. Website Administrator – to upload
Semester: Aug–Nov 20……/Jan-Apr 20……

School of: .................................................................................................................................

Department of: ............................................................................................................................

Course No: .................................................................Credits: ...................................................

Course Name: ...............................................................................................................................

Date of Exam: ........................................(Time: .................) Mode of Exam: ..................

Exam held in: Room No: ................................................................................................................

Name of the Teacher: ...................................................................................................................

Mobile No: ..............................................................

Student Attendance from (Aug to Nov 20……) / (Jan to Apr 20……)

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Roll No.</th>
<th>Name of the Student</th>
<th>Total Classes</th>
<th>No. of classes attended</th>
<th>Percentage</th>
<th>Eligible/Not Eligible</th>
</tr>
</thead>
</table>

Certified that the above attendance is as per the records available in the Office.

Signature of the Course Instructor

Signature of the Dean /Head/Programme Coordinator

Note: This document duly signed by all concerned should be handed in to the CoE’s Office by afternoon of 17 November 2015 by 5.00 pm.
Attention: All the Students of Regular Programmes

1. The last date of teaching this semester is 16 November 2015.
2. Final examinations are scheduled from 20-30 November 2015.
3. Minimum required attendance to be eligible to write the Semester-end Exam is 75%.
4. All the students should collect the Semester-end Exam application forms and Semester-end No Dues Certificate form from the respective programme offices on or before 12 November 2015 and submit immediately to the respective programme offices. Admit Passes will be issued, subject to fulfillment of attendance conditions and other no dues conditions, on 19.11.2015 from the respective programme offices.
5. Students will be permitted to appear for the semester-end exams/submission of final assignments/projects only with a valid admit pass.
6. Students should sign in the attendance sheet on the day of each examination and obtain the signature of the teacher concerned on the admit pass.
7. Assignments/Projects administered in lieu of written and/or viva voce semester-end exam have to be submitted between 20-30 November 2015 with valid Admit Pass.
8. Students should sign in the attendance sheet for submission of final assignments/project also (available with the Invigilator/ Course Instructor/ School Secretary).
9. Any student found indulging in malpractice of any sort during the exam will be dealt with as per the rules of the University.
10. Cell phones or any other electronic devices will not be allowed in the Examination Hall.
11. Students will not be allowed in the examination hall beyond 10 minutes after the commencement of the examination.
12. Results of students writing semester-end examinations without a valid admit pass will not be announced.
13. Results will be uploaded on the University website.

(Dr. M. Hariprasad)
Controller of Examinations i/c

To
All Notice Boards

Copy to:
1. The Vice Chancellor
2. The Director, Shillong Campus
3. The Director i/c, Lucknow Campus
4. The Dean, Research
5. The OSD (Academic)
6. The OSD (A&E)
7. The Dean, Foreign Students Office
8. All Deans, Programme Coordinators, HoDs
9. Website Administrator – to place it on website
Attention: All the Students of Regular Programmes

In continuation of the Notice No.EFLU/CoE/2015 dated 5/3/2015 the last date for submitting semester-end examination form for obtaining Admit Pass. was 10.4.2015

The last date for submission of semester-end examination form is extended till today i.e. 16.4.2015. The forms will not be accepted after 6.00 pm of 16.4.2015.

(Dr. M. Hariprasad)
Controller of Examinations i/c

To
All Notice Boards

Copy to:
1. The Vice Chancellor
2. The Registrar
3. OSD (Academic)
4. Coordinator, BA English Programme
5. Coordinator, BEd. / MEd Programmes
6. Coordinator, MA English Programme
7. Coordinator, MA JMC Programme
8. Coordinator, MCL Programme
9. Coordinator, PGDTE Programme
10. Coordinator, Foreign Languages and Hindi Programme
11. Dean, School of LS / ELE / LIT/ LCS/ M&C/IDS
12. Dean, Student Welfare