



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

HYDERABAD - 500 007

EFLU/COE/2017/

2 November 2017

NOTICE

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

1	Last day of teaching	15 November 2017
2	Attendance to be marked till	15 November 2017
3	Printouts of attendance marked to be submitted to the CoE's Office	16 November 2017
4	Grades for the Internals to be displayed on Notice Boards by	16 November 2017
5	Admit Passes will be issued on	21 & 22 November 2017
6	Examinations are scheduled from	23 to 30 November 2017
7	Handover of award sheet to CoE's Office by	5 December 2017
8	Approval of Results by COE & OSD (A&E)	18 December 2017
9	Declaration of I/III/V Semester-end Examination Results (online)	22 December 2017
10	Last date for submission of applications for Supplementary/Grade Improvement examinations	4 January 2018
11	I/III/V Supplementary / Grade Improvement Examinations	8 – 9 January 2018

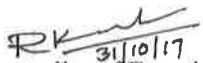
1. Minimum required attendance for a student to be eligible to write the semester-end examination is **75%**.
2. Students who obtain "F" grade in any subject in the internal assessment are not eligible for semester-end examination for that subject.
3. Only those students with valid and current admit passes will be permitted to take the semester-end examinations/submit assignments/projects given in lieu of exams. **Results of examinations/assignments conducted outside the given schedule (23 to 30 November, 2017) 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 own 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 take signatures of the students on the attendance sheet on the day of semester-end-examinations. Similarly, they should take the students signatures on the day they submit their final assignments/projects. These attendance sheets should be submitted along with the award sheets.

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7. The Invigilators must sign on the admit passes on the day of the examination. Students shall bring the admit passes to the examination room. The signed admit passes need to be submitted to the COE's office, failing which results will be withheld.
8. All award sheets along with the answer scripts/assignments/copies of question papers etc. 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 have been sent to the CoE's Office **on or before 5 December, 2017.**

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.*


31/10/17
Controller of Examinations I/c.
Controller of Examinations
English and Foreign Languages Dept
Hyderabad-505 005

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, 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 place it on website



ENGLISH AND FOREIGN LANGUAGES UNIVERSITY HYDERABAD - 500 007

EFLU/COE/2017/

2nd November, 2017

Attention: All the Students of Regular Programmes
(can be downloaded from the university website)


1	Last day of teaching	15 November 2017
2	Attendance to be marked till	15 November 2017
3	Admit Passes will be issued on	21 - 22 November 2017
4	Examinations scheduled from	23 to 30 November 2017

1. Minimum required attendance 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 exam application form** and **Semester-end No Dues Certificate** form from the respective Programme offices on or before **10 November, 2017 and submit immediately** to the respective Programme officers. Admit Passes will be issued, subject to fulfillment of attendance conditions, overall internal grades, no dues, and other conditions, on **21 & 22 November 2017** from the respective programme offices.
4. Students will be permitted to appear for the semester-end-examinations only with a valid admit pass.
5. 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.
6. Assignments/Projects administered in lieu of written and/or viva voce semester-end-exam have to be submitted between **23 and 30 November 2017** with valid admit pass.
7. Students should sign in the attendance sheet for submission of final assignments/project also (available with the Invigilator/Course Instructor/School Secretary).
8. Any student found indulging in malpractice of any sort during the exam 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. Students **will not be allowed** in the examination hall beyond 10 minutes after the commencement of the examination.

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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 **22 December 2017**.

Scholarship will not be paid to students who fail in any course.


Controller of Examinations I/c.
Controller of Examinations
English and Foreign Languages University
Hyderabad-500 605

To
All Notice Boards

Copy to :

1. PS to the Vice Chancellor
2. The Director, Shillong Campus
3. The Director, 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

(can be downloaded from the university website)

Semester : Aug–Nov 20...../Jan-Apr 20.....)

School of.....

Department of.....

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

Course Title

Date of Exam(Time)Mode of Exam

Exam held in Room No.

Name of the Teacher.....Mobile No.....

Student Attendance from (August to 15 November 2017)

Sl. No.	Roll No. (in full)	Name of the Student	Total Classes	No. of classes attended	Percentage	Internal Grade	Eligible/ Not Eligible

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

Course Instructor

Programme Coordinator

**Dean of the School/
Head of the Department**

Note: This document duly signed by all should be submitted in **the CoE's Office on 16 November 2017 by 5.00 pm.**