



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

HYDERABAD - 500 007

EFLU/COE/2018/

22 March 2018

NOTICE

As per the Academic Calendar, all Programme Coordinators are requested to strictly follow the schedule and the rules mentioned below:

1	Last day of teaching	13 April 2018
2	Attendance to be marked till	13 April 2018
3	Examination Timetables of all programmes to be submitted to the office of the COE	13 April 2018
4	Printouts of attendance marked to be submitted to the office of the CoE	16 April 2018
5	Grades for the Internals to be displayed on the notice board by	17 April 2018
6	Admit Passes to be issued on	19 & 20 April 2018
7	Examinations are scheduled from	23 April to 1 May 2018
8	Award sheets to be submitted to the office of the CoE by	7 May 2018
9	Approval of results by COE & OSD (A&E)	21 May 2018
10	Declaration of II/IV/VI semester-end examination results (online)	25 May 2018
11	Last date for submission of applications for Supplementary/Grade Improvement Examinations	1 June 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 April to 1 May, 2018) will not be announced.**

Contd.....page 2.

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.
7. The Invigilators must sign 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 7 May, 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, 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 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.*

Contd.....page 3.

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

Copy to:

1. PS to the Vice Chancellor
2. PS to the Pro-Vice Chancellor
3. PA to the Registrar
4. The Director, Shillong Campus
5. The Director, Lucknow campus
6. The Dean, Research
7. The OSD (Academic)
8. The OSD (A&E)
9. The Dean, Foreign Students Office
10. CoE's Office
11. Website Administrator – to place it on website