MINUTES

of the meeting held on 26.07.2019, at 10:00 AM in the Conference Room of the Administrative Block under the Chairmanship of the Pro Vice-Chancellor to discuss the matters relating to continuation/registration of students/issuance of Hall Tickets and Academic Calendar for the Session 2019-20:

Following were present:

1. Prof. M.H. Beg. Pro Vice-Chancellor (in the chair)
2. Mr. Abdul Hamid, IPS, Registrar
3. Prof. Shamsul Haque Siddiqui, Dean Students’ Welfare
4. Prof. S.M. Jawed Akhtar, Finance Officer
5. Prof. Afifullah Khan, Proctor
6. Prof. Qayyum Husain, Dean, Faculty of Life Sciences
7. Prof. Badrul Hasan Khan, Dean, Faculty of Engg. & Tech.
8. Prof. Zaheeruddin, Dean, Faculty of Law
9. Prof. Mohd. Shaker, Dean, Faculty of Science
10. Prof. Akbar Husain, Dean, Faculty of Social Sciences
11. Prof. Masud Anwar Alavi, Dean, Faculty of Arts
12. Prof. Valeed Ahmad Ansari, Dean, Faculty of Management Studies & Research
13. Prof. Mohammad Saleem, Dean, Faculty of Theology
14. Prof. S. Amjad Ali Rizvi, Secretary, University Games Committee
15. Prof. Siraj Ajmal, Co-ordinator, Cultural Education Centre
16. Prof. M Nasir Zameer Qureshi, Dean (Acting), Faculty of Commerce
17. Prof. Mohd. Saghir Khan, Representing Dean, Faculty of Agricultural Sciences
18. Prof. Ghulam Mursaleen, Representing Dean, Faculty of International Studies
19. Prof. Arshad Umar, Principal, University Polytechnic
20. Dr. Ajmal Kafeel, Representing Principal, Women’s Polytechnic
21. Mujib Ullah Zuberi, Controller of Examinations

At the outset, the Pro Vice-Chancellor welcomed the members at the start of the new academic session. He outlined the initiatives taken by the University in implementing the online registration process. He emphasized that this process should be carried out online and a proper monitoring of the attendance of the students with strict adherence to the Academic Calendar be ensured. Thereafter, the Controller of Examinations explained the various steps that are proposed to be taken in the continuation /registration process in the forthcoming Semester.
After detailed deliberations the following was agreed upon:

**Item-I: Academic Calendar**

1. The tentative Academic Calendar for the Session 2019-20 was finalized as given in Annexure-I.
2. The classes for already enrolled students for the Session 2019-20 will commence from July 31, 2019.
3. The classes of newly admitted students shall commence from August 09, 2019.

**Item-II: Registration of students for the Session 2019-20**

1. All eligible students, including Ph.D. scholars, who wish to continue their studies in the Odd Semester (2019-20) will have to complete the Registration for the Odd Semester by filling up the online Registration-cum-Examination Form and paying the University Fee as per the following schedule:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>DATE(S)</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>21 Aug 2019</td>
<td>Last date for Online Registration (without Late Fee)</td>
</tr>
<tr>
<td>2</td>
<td>28 Aug 2019</td>
<td>Last date for Online Registration (with Late Fee of Rs. 500/-)</td>
</tr>
<tr>
<td>3</td>
<td>28 Aug 2019</td>
<td>Last date for dropping courses from Registration /End of Registration</td>
</tr>
</tbody>
</table>

2. All students continuing their studies shall submit a print-out of their Form in the Office of the Dean / Principal / Coordinator / Director concerned by Aug 31, 2019.

3. All newly admitted students will have to fill the online Registration-cum-Examination Form between Aug 16-28, 2019. Such candidates will submit a print-out of their Form in the Office of the Dean / Principal / Coordinator / Director concerned by Aug 31, 2019 along with a copy of their Admit Card.

4. All ex-students who are not continuing their studies in the Odd Semester but wish to appear only in the End-Semester examination of backlog courses will also have to fill the online Registration-cum-Examination Form between Aug 16-28, 2019. Such candidates will submit a print-out of their Form in the Office of the Controller of Examinations by Aug 31, 2019 along with the Examination Fee of Rs. 200/-.

5. A Student who does not complete the Registration process within time as outlined above will ordinarily not be allowed to sit in the End-Semester Examination and will also have to vacate the seat in his/her Hall of residence (if allotted). However, such a student may appeal to the Vice-Chancellor stating the reasons for not being able to complete the Registration process within time and the Vice-Chancellor, if satisfied with the reasons, may allow the Registration of the student with a late fee of Rs. 1000/-

6. The Dean/Principal/Coordinator/Director concerned shall notify the above dates in their respective Faculty/College/Polytechnic/Centre/Unit.

7. The Controller’s Office shall notify the detailed procedure for online registration of the students.
Computation of Attendance:

1. Attendance of all the students continuing their studies will be computed from the date of commencement of classes, even if they register late.

2. The Dean / Principal / Coordinator/Director concerned shall permit all eligible students to provisionally attend classes, pending registration, with the clear stipulation that in case they do not complete their registration process within the stipulated time or are found ineligible, their names shall be removed and they will not be allowed to attend classes.

3. Attendance of all newly admitted students will be computed from the date of their admission.

4. The Office of the Controller of Examinations shall provide a copy of the Roll List of all students registered in each paper to the concerned department for display of attendance and display of Sessional marks.

5. The departments shall ensure that no names are added at their end to the list of registered students in each paper as provided by the Office of the Controller of Examinations. In case of any discrepancy, the concerned student may be advised to contact the Controller’s Office.

6. The Office of the Dean/Principal / Coordinator/Director shall ensure that the attendance of each paper is uploaded on the website on monthly basis as provided in the Academic Calendar.

7. If a student participates in a local / out-station event relating to sports, games, tour, camp, social, cultural, literary or academic event with the prior permission of the Vice-Chancellor and submits a proof of participation in the aforesaid event within two weeks of close of the event to the Dean of the Faculty concerned, such a student shall be deemed to have been present for the duration for which the permission was granted.

Explanation:

- A student will be awarded all attendance by the Dean’s Office for the classes held during the period of participation.
- No attendance will be awarded for participation on Sundays / Holidays or the days in which classes were not held.
- No attendance will be awarded if the proof of participation is submitted after two weeks of the close of the event.

To work out the modalities for award of attendance for participation in the events, a committee of the following was constituted:

1. Secretary, University Games Committee
2. Coordinator, Cultural Education Centre
3. T.P.O. (General)
4. Controller of Examinations – Convener

The above committee will submit its report to the Vice-Chancellor.

Item- III: Issuance of Hall Tickets to students for appearing at the End-Semester Examinations of the University from the Session 2019-20

The problems being faced in the issuance of hall tickets to students for appearing at the End-Semester Examinations of the University were discussed and it was
unanimously resolved that the following procedure be adapted from the Session 2019-20:

1. The office of the Controller of Examinations shall provide downloadable hall tickets to the students as per the registration done by them in the particular semester/year/Prof.

2. A student shall be eligible to appear at the End-semester/annual/Prof examination of a registered paper only after fulfilling the attendance requirements of the paper concerned.

3. If a student who has not fulfilled the attendance requirement in a paper appears at the end-semester/annual/Prof examination of that paper, then the student will be appearing at the examination in such a paper at her/his own risk and cost and:
   - Her/his examination answer book of concerned paper will not be evaluated and, if evaluated inadvertently, her/his result in the concerned paper will not be declared.
   - All marks obtained by the student in any component of the course evaluation of that paper will stand cancelled.
   - The student will be marked as detained on account of shortage of attendance.

4. The office of the Dean/Principal/Chairman shall notify the list of detainees in each paper on the Notice Board/Website of the concerned Faculty/College/Polytechnic/Department before the commencement of examinations. The paper-wise list of detainees shall also be sent to the Controller’s Office and concerned Examination Superintendent.

Distribution:

1. All Deans of Faculties
2. Dean, Students’ Welfare
3. All Chairmen, Department of Studies
4. Proctor
5. All Provosts, Halls of Residence/NRSC
6. Director, DOSE
7. OSD to Controller of Examinations
8. Secretary, Univ. Games Committee
9. Coordinator, Centre of Professional Courses
11. Assistant Controller-Examination/R.P. Unit/Conf. Unit
12. D.F.O (Student Section)
13. In-charge Computer Cell
14. PS/SPA to Registrar /Controller of Examinations/Finance Officer
15. AR Vice-Chancellor’s Secretariat/A.R. Pro Vice-Chancellor’s Secretariat

Mujib Ullah Zuberi
Controller of Examinations
# TENTATIVE ACADEMIC CALENDAR

**Session: 2019-20**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>DATE (S)</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01 Aug 2019</td>
<td>Commencement of Classes of Odd Semester</td>
</tr>
<tr>
<td>2</td>
<td>21 Aug 2019</td>
<td>Last date for Online Registration for Odd Semester (without Late Fee)</td>
</tr>
<tr>
<td>3</td>
<td>28 Aug 2019</td>
<td>Last date for dropping courses from Registration / End of Registration</td>
</tr>
<tr>
<td>4</td>
<td>01-05 Sep, 2019</td>
<td>Uploading / Display of Attendance by the respective Departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(for classes up to 31 Aug 2019)</td>
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<tr>
<td>5</td>
<td>01-05 Oct, 2019</td>
<td>Uploading / Display of Attendance by the respective Departments</td>
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<tr>
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<td>(for classes up to 30 Sep 2019)</td>
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<td>6</td>
<td>01-05 Nov, 2019</td>
<td>Uploading / Display of Attendance by the respective Departments</td>
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<td>(for classes up to 31 Oct 2019)</td>
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<tr>
<td>7</td>
<td>11 Nov, 2019</td>
<td>Declaration of End-Semester Examination Scheme (Odd Semester)</td>
</tr>
<tr>
<td>8</td>
<td>15 Nov 2019</td>
<td>Start of Online Course Registration for Even Semester (Session 2019-20)</td>
</tr>
<tr>
<td>9</td>
<td>20 Nov 2019</td>
<td>End of Teaching of Odd Semester</td>
</tr>
<tr>
<td>10</td>
<td>23 Nov 2019</td>
<td>Uploading / Display of Final Attendance by the respective Departments</td>
</tr>
<tr>
<td>11</td>
<td>25 Nov 2019</td>
<td>Uploading / Display of Sessional Marks by the respective Departments</td>
</tr>
<tr>
<td>12</td>
<td>28 Nov- 21 Dec 2019</td>
<td>End Semester Examinations of Odd Semester</td>
</tr>
<tr>
<td>13</td>
<td>06 Jan 2020</td>
<td>Commencement of Classes of Even Semester</td>
</tr>
<tr>
<td>14</td>
<td>21 Jan 2020</td>
<td>Last date for Online Registration for Even Semester (without Late Fee)</td>
</tr>
<tr>
<td>15</td>
<td>28 Jan 2020</td>
<td>Last date for dropping courses from Registration / End of Registration</td>
</tr>
<tr>
<td>16</td>
<td>01-05 Feb, 2020</td>
<td>Display of Attendance by the respective Departments</td>
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<td>(for classes up to 31 Jan 2020)</td>
</tr>
<tr>
<td>17</td>
<td>01-05 Mar, 2020</td>
<td>Uploading / Display of Attendance by the respective Departments</td>
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<tr>
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<td></td>
<td>(for classes up to 28 Feb 2020)</td>
</tr>
<tr>
<td>18</td>
<td>01-05 Apr, 2020</td>
<td>Uploading / Display of Attendance by the respective Departments</td>
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<tr>
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<td>(for classes up to 31 Mar 2020)</td>
</tr>
<tr>
<td>19</td>
<td>11 Apr 2020</td>
<td>Declaration of End-Semester Examination Scheme (Even Semester)</td>
</tr>
<tr>
<td>20</td>
<td>11 Apr, 2020</td>
<td>Start of Course Registration for Odd Semester (Session 2020-21)</td>
</tr>
<tr>
<td>21</td>
<td>18 Apr 2020</td>
<td>End of Teaching of Even Semester</td>
</tr>
<tr>
<td>22</td>
<td>20 Apr 2020</td>
<td>Uploading / Display of Final Attendance by the respective Departments</td>
</tr>
<tr>
<td>23</td>
<td>21 Apr 2020</td>
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</tr>
<tr>
<td>24</td>
<td>25 Apr- 15 May 2020</td>
<td>End Semester Examinations of Even Semester</td>
</tr>
</tbody>
</table>