



# हैदराबाद विश्वविद्यालय || UNIVERSITY OF HYDERABAD

परीक्षा नियंत्रक का कार्यालय/Office of the Controller of Examinations

शैक्षणिक और परीक्षाएं/ Academic and Examinations

UH/DRAE/2017/

Date: 02-11-2017

## NOTE

### Sub: Clarifications regarding the Conduct of Foundation Courses Exams- Reg.

In view of the repeated queries been received in the office of the Controller of Examinations regarding the conduct of Foundation Course Examinations, the following may please be noted to maintain uniformity across the Schools/Depts/Centres.

**Submission of Attendance:** Record of the attendance may be maintained by the Dean/Heads of the Schools/Depts/Centres offering the foundation course. A copy of the same should be send to the respective Schools/Depts/Centres of the Students enrolled in the course, for ensuring minimum attendance requirement while forwarding the examination application form.

**Preparation and Submission of Question Papers:** All Faculty members conducting foundation courses have to submit the Question Papers of the same to the Dean/Head of their respective School /Dept/Centre/ as done in the case of other Core/Elective Papers.

**Time and Venue of the Exams:** The time and venue for the foundation courses exams is managed by Co-ordinator of central time table. Please consult with Prof. Arun Agarwal, Dean, SCIS for the same.

**Answer Booklets:** Answer booklets are issued to all Schools/Dept/Centres from the examination section on request,. The required number of answer books may be obtained from the respective School/Dept/Centre offices as done for the other end semester exams.

**Invigilation:** The Invigilation is to be done by the concerned faculty member as done for other end semester examinations.

**Submission of Grades:** Since students from various departments are enrolled in the course, the final grades scored by the students may please be sent to CE's office directly on or before the last date in the semester examination notification. The course codes should be same as the one circulated.

**Support for Visually Challenged Students:** Arrangement may please be made as done for visually challenged students in coordination with the ECDAP Cell as done during the Core/Elective examinations.

Deputy Registrar  
Academic & Exams

To,

All Faculty Members Coordinating Foundation Courses (Through Respective Deans/HoDs)

Copy to:

OSD to VC/PS to Pro VC  
All Deans of Schools/All Directors  
All Heads of Departments/Centres  
PS to Controller of Examinations  
Asst. Registrar (Exams)  
Systems Programmer, AAO