

MANUU/Exams.I/F.5/2018/

12<sup>th</sup> August 2018

## C I R C U L A R

### TIMELINES FOR GIVING OPTION FOR COURSE/SUBJECT/PAPER

All the students under Choice Based Credit System (CBCS) are supposed to give their option for the Course/Subject/Paper to be studied in each Semester. The Timeline for giving the options for the current Odd Semester shall be as follows:

PARTICULARS	SCHEDULE
Last date for the <b>Students</b> to file options/ select course/papers/ subject on IUMS for Odd Semester of 2018-19.	20-8-2018
Last date for the <b>Academic Coordinators</b> to Approve the course/ papers/ subjects selected by the students for Odd Semester of 2018-19.	23.8.2018
Freezing of the options by Examination Branch	24-8-2018

All the Heads of the Departments are requested to ensure that the Academic Coordinators shall approve the courses/papers opted by the students on the IUMS latest as per the schedule. **IUMS portal shall not be accessible after the last dates scheduled.**

As soon as the approval is done, the Academic Coordinators may visit Exam Branch along with printed & duly signed hard copy to freeze the courses/papers. No change thereafter shall be allowed.

**The monthly Attendance sheets and Semester Memos/Transcripts shall be generated based on the options given by the students.**

  
Controller of Examinations

**To: All the Heads of the Departments / Principals / All the Academic Coordinators**  
**CC: The Joint Director, CIT (with a request to upload on website)**

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