



NOTIFICATION

No.MANUU/EB.I/F.110 /2013/757

18th November 2013

Sub: MANUU – Examination Branch - Rules and Regulation for Improvement Examination (Distance Mode Examination) – Notification – Reg.

Ref: Approval of the Vice Chancellor dated 18th November 2013.

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RULES AND REGULATION FOR IMPROVEMENT EXAMINATION (Distance Mode Examination)

Improvement Examination means 'Reappearance' in the Examination of the subjects which have been already passed, in order to increase the percentage or aggregate of marks for obtaining higher division.

A Student is allowed to re-appear for the improvement examination on the following conditions:

1. The Improvement Examination is offered only in theory papers. No improvement is permissible in Practical examination/Lab courses, Projects, Workshops and Assignments, viva voce etc.
2. A Student shall be allowed to appear for a maximum of four subjects in PG programmes and six subjects for UG Programmes.
3. The Student shall appear in the scheduled annual examination (distance mode). No separate special improvement examination shall be conducted.
4. The offer of Improvement Examination shall be open for only once in any given subject.
5. The Improvement Examination facility shall be open only during the length or duration of the programme and course. If the length of the programme has expired, then the student's application for Improvement Examination shall not be accepted. For example, if the total duration for completion of a PG programme is 4 years, then within this period a student can appear for Improvement Examination in the number of subjects as stipulated by the University.

مولا نا آزاد نیشنل اردو یونیورسٹی
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6. The better of the two marks obtained (that is, between marks obtained earlier, and marks obtained in the Improvement Examination) shall be considered for final awarding of marks in any given subject.
7. The Memorandum of Marks and PC shall clearly mention the subjects in which Improvement Examination has been taken and the marks obtained thus.
8. If the marks do not change in a given subject after Improvement Examination, then also the memorandum of marks and PC shall mention that the improvement examination has been taken.
9. The application for Improvement Examination shall be made within the stipulated last date announced for the University examination concerned. No special dates will be announced for Improvement Examination.
10. The application for Improvement Examination should be made in the form prescribed by the Examination Branch. The application in any other format or form shall be duly rejected and the fee will not be reimbursed.
11. The application form along with all necessary enclosures should be submitted at the Regional Centre/Sub Regional Centre concerned within the stipulated time.
12. The envelope carrying application form of the Improvement Examination must mention on the top of the envelope in Capital & Bold letters, 'APPLICATION FORM FOR IMPROVEMENT EXAMINATION'
13. The Fee for improvement examination for each UG subject is Rs. 500/-
14. The Fee for improvement examination for each PG subject is Rs. 750/-
15. The Fee should be paid through Demand Draft in favour of **Regional Centre MANUU** payable at city concerned. The students of Hyderabad Sub Regional Centre should submit the DD in favour of MANUU payable at Hyderabad.
16. The Fee once paid will not be reimbursed/refunded/returned, whether the candidate writes the examination or not.
17. If the application form for Improvement Examination is rejected because of the use of one chance to appear, or because of any short coming, the Fee shall not be reimbursed/refunded/returned.

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
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18. The fee paid for Improvement Examination shall not be readjusted to any other examination, or process or work or assignment which stipulates or requires fee to be paid.
19. The Examination Branch shall not be responsible if it receives the information about the application for Improvement Examination late, from the study centre/regional centre/sub regional centre, etc. Thus the student is required to be in constant touch with the respective centres to get apprised whether his/her application form has been processed or not.


Controller of Examinations

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APPLICATION FORM FOR IMPROVEMENT EXAMINATION IN ANNUAL EXAMINATIONS

Student's Name: _____

Father's Name: _____

Programme/Course: _____ Year(s): _____

Enrollment No.:

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Address for Communication: _____

_____ PIN _____

Mobile/Phone No.: _____ E-Mail ID: _____

Paper(s)/Subject(s) in which the Improvement is sought:

Sl. No.	Programme/Course & Year	Paper's /Subject's Title	Year of passing the Paper	Marks obtained in the previous Examination
1				
2				
3				
4				
5				
6				

(The Student is required necessarily to enclose photocopy of the memorandum of marks/grades of all the papers/subjects for which he/she is writing improvement examination)

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Fee details: (for each subject of UG programmes Rs. 500/-; and for PG programmes Rs. 750/-)

No. papers/subjects: _____ X Rs. 500/750= Total Amount: _____

Demand Draft No.: _____ Date: _____

Issuing Bank and Branch: _____

Details of the Study Centre/Examination Centre where the Student is desirous to appear in the improvement examination

Name of the Study Centre/ Examination Name: _____

City: _____

Code of the Study Centre/Examination Centre _____

Name of the Regional Centre/Sub Regional Centre: _____

UNDERTAKING

I hereby undertake that I shall abide by the rules & regulations prescribed by the University for improvement examination for higher division; and I hereby undertake also that if this application form carries any misinformation or does not carry the required enclosures, it can be rejected and the Fee that I paid can be confiscated.

Date: _____

Signature of the Candidate

Place: _____

Name:

Enclosures which are necessarily required to be submitted along with this form are:

1. Photocopy of the Memorandum of Marks (of all the years if the subjects in which the improvement examination is taken belong to more than one year in any programme of two or three years).
2. Photocopy of the Consolidated Memorandum of Marks and Provisional Certificate, if the examination is written after the completion of the course but within the duration/length prescribed for the programme.
3. Photocopy of the Identity Card
4. Requisite Fee through Demand Draft.