



IoE-Directorate  
प्रतिष्ठित संस्थान-निदेशालय  
University of Hyderabad  
हैदराबाद विश्वविद्यालय  
Gachibowli, Hyderabad – 500046  
गचीबोवली, हैदराबाद - ५०००४६



प्रतिष्ठित संस्थान  
INSTITUTION OF EMINENCE  
राष्ट्रीय अपेक्षाएँ, वैश्विक मानक  
National Needs, Global Standards

### NOTE

CE Approval dated: 22.10.2021  
VC Approval dated: 22.10.2021


Sub: Operational Mechanism for courses and programs sponsored by the IoE project

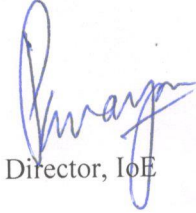
The process of inter-departmental coordination is extremely essential for the smooth and successful operation of the IoE courses and teaching programs. The procedure to achieve this is listed as follows:

- (a) All IoE courses submitted to the IoE Directorate require approval from the IoE Expert Committee (and all IoE programs require approval from the IoE Governing Board after the Expert Committee approval).
- (b) The course/program is then referred to the respective unit for Board of Studies, School Board and Academic Council (or VC, in his capacity as Chairman, Academic Council) approval.
- (c) After the above approvals (b) the IoE office then provides the Course/Program Number for the programs.
- (d) The IoE office creates the registration numbers for non-UoH students enrolled in the course/program and obtains the necessary approval from the CE office.
- (e) The IoE office segregates the enrolled student population into the following 4 groups:
  - I. UoH students opting for it as an Open Elective course
  - II. UoH students opting for it as an Extra course
  - III. Non-UoH Indian students
  - IV. Foreign Nationals

Remark: Foreign Nationals who are already UoH registered students will be a part of group e.I and NOT group e.IV

- (f) The IoE office sends 2 separate lists (group e.I & groups e.II to e.IV) to the CE office for approval.
- (g) The IoE Office enables the final result tabulation and sends the same 2 separate lists (group e.I & groups e.II to e.IV) to the CE office.
- (h) The students belonging to group e.I will obtain the IoE course grade in the final marksheet.
- (i) The CE office will sign and stamp the certificates of course completion for students enlisted in groups e.II to e.IV. The certificate of course completion will include the IoE logo on its first page side & full information about the course on its obverse (a template for the certificate will be developed by the IoE office in consultation with the CE).

  
Assistant Director, IoE

  
Director, IoE

Cc: All Heads and Deans of UoH