

**VASAVI COLLEGE OF ENGINEERING(AUTONOMOUS)
IBRAHIMBAGH:HYDERABAD- 500 031**

CIRCULAR

NO: VCE/AEB/Final.Attd.Sessional/2018/227

Date: 01-11-2018

**SCHEDULE OF DATES FOR FINALISATION OF ATTENDANCE AND SESSIONAL MARKS
FOR B.E 2/4(III Sem), 3/4(V Sem) & 4/4- I Semester courses (MAIN) AND
I SEMESTER (BRIDGE COURSE) FOR THE YEAR 2018-2019**

1	Last date of class work.	17-11-2018
2	Date of commencement of II Internals.	13-11-2018
3	Last date of II Internals.	17-11-2018
4	Last date for submission of any attendance for Co-curricular and extracurricular activities to respective HoDs.	by 11.00 am on 10-11-2018
5	Last date for the faculty to verify the students' attendance details in the final report kept at Department Office.	by 02.00 p.m on 19-11-2018
6	Attendance particulars to be displayed on department notice boards.	by 11.00 a.m on 20-11-2018
7	Last date for students to bring it to the notice to the respective HoD for discrepancies, if any	by 4.00 p.m on 20-11-2018
8	Final statement of attendance particulars as per permanent hall-ticket numbers along with approved medical leaves to be sent to the Admissions & Examinations Branch.	by 11.00 a.m on 22-11-2018
9	HoDs meeting schedule for ratifying the final attendance.	by 2.30 p.m on 24-11-2018
10	Notice to be issued by the Director for eligible students for payment of Rs.705/- cash for condonation of deficiency of attendance.	by 4.00 p.m on 24-11-2018
11	Last date for students to pay for condonation fee for deficiency of 10% attendance on medical grounds.	by 03.00 pm on 26-11-2018
12	Display of sessional marks on Department Notice Board	by 11.00 am on 26-11-2018
13	Last date for students to bring it to the notice to the respective HoD for discrepancies, if any	by 2.00 pm on 26-11-2018
14	Last date for submission of finalized sessional marks along with attendance to Admissions & Examinations Branch.	by 11.00 am on 27-11-2018
15	HoDs Meeting schedule for ratifying the consolidated sessional marks.	by 03.00 pm on 28-11-2018
16	Commencement of End Semester (Autonomous) theory exams.	03-12-2018

Note: 1. All the faculty members concerned with the above courses are to verify final attendance and submit sessional marks to their respective **Class Coordinators** **atleast one working day before** the dates prescribed for that purpose.

2. Faculty are informed to note that attendance & sessional marks once made final and NO changes will be accepted later. For this purpose, they are requested to display on the Notice Board on the dates prescribed, to enable the students to bring discrepancies, if any, for correction. Also, HoDs are requested to bring the above to the notice of all the students

Sd/-
PRINCIPAL

Copies to:

1. All HODs, CFO for necessary action.

2. All the Faculty concerned with 2/4(III Sem), 3/4(V Sem) & 4/4- I Semester (Main) course through their HoDs