

**VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS), HYDERABAD-31.**

**CIRCULAR**

No:VCE/AEB/Instructions to BE-I Semester Students /2021/026

Date:10/02/2021

All HoDs are requested to note that the soft copies of student passport size photo and Intermediate marks memo/12<sup>th</sup> Class marks memo of the BE I Semester students are required to upload the same into the college database so as to enable them to register for submission of examination form for BE I Semester regular subjects through online EAF (Examination Application form) as well as payment of examination fee.

Hence all the HoDs are requested to inform BE I Semester admitted students admitted in the year 2020-2021 to follow the below given guidelines to upload their passport size photo and Intermediate marks memo/12<sup>th</sup> Class marks memo in the college database **on or before 20/02/2021**, failing which the such of the students will not be able to register for Semester End Examinations which will be held in April, 2021 and Hall tickets will not be issued.

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**Instructions to the candidates for upload passport size photo and Intermediate marks memo/12<sup>th</sup> Class marks memo certificate Process:**

1. Click the following Hyper Link [https://sis.vce.ac.in/upload\\_photo/login.aspx](https://sis.vce.ac.in/upload_photo/login.aspx) which is available at <https://vce.ac.in>. It will redirect to the login page.
2. Candidate should fill his/her Login details like Login ID (Hall ticket No.), Date of Birth, Password and then click the **"SIGN IN"** button.
3. After successfully Login with portal, Candidate will be redirected to an "Upload Photo and Certificate" Process Page.
4. Before upload the passport size photo read the guidelines for capturing photograph.
5. Upload the passport size photo and diploma provisional certificate in .jpg format below 500 kb in size.
6. Then click the "Upload Documents" button.
7. Then verify your uploaded certificate and photo. Once uploaded it cannot be modified.
8. Then "Sign Out" the form.
9. If any technical problem faced, contact Mr. P. Srinivasa Rao or Mr. R. Krishnam Raju computer centre with landline **No.040-23146098/ 23146089 only during 10.15 am to 4.15 pm on any working day.**

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**PRINCIPAL**

To  
All HoDs for necessary action.  
BE- I Semester- Overall Coordinators,  
P.A. to Principal  
File.