

CIRCULAR

NO: VCE/AEB/Final.Attd.Sessional/2019/079

Date: 06-05-2019

**SCHEDULE OF DATES FOR FINALISATION OF ATTENDANCE AND SESSIONAL MARKS
FOR II SEMESTER BE COURSE FOR THE YEAR 2018-2019**

1	Last date of class work	15-05-2019
2	Date of commencement of II Internals	10-05-2019
3	Last date of II Internals	15-05-2019
4	Last date for submission of any attendance for Co-curricular and extra curricular activities to respective HoDs	by 11.00 am on 08-05-2019
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 16-05-2019
6	Attendance particulars to be displayed on department notice boards.	by 11.00 am on 17-05-2019
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 17-05-2019
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 18-05-2019
9	Academic Committee Meeting schedule for ratifying the final attendance.	by 11.30 a.m on 20-05-2019
10	Notice to be issued by the Director, AEB for eligible students for payment of Rs.705/- cash for condonation of deficiency of attendance.	by 4.00 p.m on 20-05-2019
11	Last date for students to pay for condonation fee for deficiency of 10% attendance on medical grounds.	by 03.00 pm on 21-05-2019
12	Last date for faculty to enter the details of sessional marks for theory & lab courses as well as marks secured in assignments and quizzes. After wards the provision for data entry by faculty will be closed.	by 04.30 pm on 21-05-2019
13	Display of sessional marks on Department Notice Board	by 11.00 am on 22-05-2019
14	Last date for students to bring it to the notice to the respective HoD for discrepancies, if any	by 2.00 pm on 22-05-2019
15	Last date for submission of finalized sessional marks along with attendance registers in which final marks are entered to Admissions & Examinations Branch.	by 11.00 am on 24-05-2019
16	Academic Committee Meeting schedule for ratifying the consolidated sessional marks.	by 03.30 pm on 24-05-2019
17	Commencement of End Semester theory exams.	27-05-2019

- 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** **at least 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 II- SEMESTER BE (MAIN) course through their HoDs