

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

I SEMESTER
ME/M.TECH
PROGRAM

CIRCULAR

NO: VCE/AEB/Final.Attd.Sessional/2019/282

Date: 21-12-2019

**SCHEDULE OF DATES FOR FINALISATION OF ATTENDANCE AND SESSIONAL MARKS
FOR I SEMESTER ME/M.TECH PROGRAM FOR THE YEAR 2019-2020**

1	Last date of class work	04-01-2020
2	Date of commencement of II Internals	31-12-2019
3	Last date of II Internals	04-01-2020
4	Last date for submission of any attendance for Co-curricular and extra curricular activities to respective HoDs	by 11.00 am on 28-12-2019
5	Last date for the faculty to verify the students' attendance details in the final report kept at Department Office.	by 11.00 a.m on 07-01-2020
6	Attendance particulars to be displayed on department notice boards.	by 10.00 am on 09-01-2020
7	Last date for students to bring it to the notice to the respective HoD for discrepancies, if any	by 1.00 p.m on 09-01-2020
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 10-01-2020
9	Academic Committee Meeting schedule for ratifying the final attendance.	by 02.30 p.m on 11-01-2020
10	Notice to be issued by the Director, AEB for eligible students for payment of condonation fee for deficiency of attendance.	by 4.00 p.m on 11-01-2020
11	Last date for students to pay for condonation fee for deficiency of 10% attendance on medical grounds.	by 03.00 pm on 13-01-2020
12	Last date for faculty to enter the details of sessional marks for Theory, Lab & Project Seminar courses as well as marks secured in assignments and quizzes. After wards the provision for data entry by faculty will be closed.	by 05.00 pm on 08-01-2020
13	Display of sessional marks on Department Notice Board	by 11.00 am on 09-01-2020
14	Last date for students to bring it to the notice to the respective HoD for discrepancies, if any	by 2.00 pm on 09-01-2020
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 10-01-2020
16	Academic Committee Meeting schedule for ratifying the consolidated sessional marks.	by 02.30 pm on 11-01-2020
17	Commencement of End Semester theory exams.	17-01-2020

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

Copies to:

1. All HODs, CFO for necessary action.

2. All the Faculty concerned with I SEMESTER ME/M.TECH Program through their HoDs


PRINCIPAL
