



Ref. No. SJCIT/COE/Exam/2024-25/03

Date: 23.01.2025

CIRCULAR

Sub: Submission of List of Shortage of Attendance for First Sem. 2024 - Reg.

The HODs & First year Coordinator are requested to submit the list of UG First Semester students having a shortage of attendance during the February 2025 examinations. A printout of the list should be taken and submitted to the office of the undersigned, forwarded through the Dean Academics and Principal as per the schedule given below.

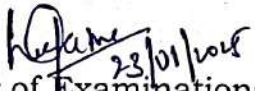
Schedule:

Semester and Program	Last day of reckoning attendance	Last Date of Submission
First Semester: B.E.	27.01.2025	30.01.2025

PLEASE NOTE:

The students should possess 85% of attendance considering class attendance.

However, there is a provision for condonation of attendance to the extent of 10% on the specific recommendations of the Principal as per regulations.


Controller of Examinations
SJC Institute of Technology
Chickballapur- 562 101


Principal
PRINCIPAL
SJC Institute of Technology
CHICKBALLAPUR-562101.

Copy to,

1. Dean Academics.
2. First year HODs & FYE Coordinator.
3. Exam Section.
4. Office copy.



Date: 23.01.2025

13.03.2025

CIRCULAR

As per the Academic Calender for 1st Semester M.Tech & MBA programme, the CIE-I is scheduled from ^{17th March 2025} 27th January 2025 to ^{22nd March} 1st February 2025. In this regard, Co-ordinators are requested to submit 2 set of Question Papers (in a sealed envelope) for each course to Controller of Examinations by 25th January 2025.

14th March

Submitted copies of Question Paper have to scrutinized and duly signed by the staff, Reviewer / BOE member and BOE Chairman and should be strictly as per the format.

Scheme of evaluation of the selected papers in hard copy has to be submitted to the COE Office, after the CIE.


22/01/2025
Controller of Examinations
SJC Institute of Technology
Chickballapur-562 101

Copy to:

- 1) Dean Academics,
- 2) Concerned HODs
- 3) Office Copy


Principal
PRINCIPAL
SJC Institute of Technology
CHICKBALLAPUR-562101.