



Bapatla Engineering College :: Bapatla

Estd.1981 (Autonomous)

Ref.: - BEC/E/3/2023-24/ 49

Date: 24-01-2024.

STAFF CIRCULAR

(Distribution of V & VII Semester End Examination Answer Scripts)

The HODs are requested to make necessary arrangements to send the present Third and Final year students to the Examination Halls for distribution of their V & VII semester SEE scripts as per the following schedule.

Venue: Examination Halls

DATE & DAY	DETAILS OF SCRIPTS	BRANCHES / SUBJECTS	TIME
30-01-2024 TUESDAY	Open Elective Subjects	Group - 1	12 Noon to 12.30 PM
		Group - 2	12.30 PM to 1.00 PM
	V & VII SEMESTER REGULAR SCRIPTS	CB, DS, CSE	1.30 PM to 3.00 PM
		IT, ME	3.10 PM to 4.30 PM
31-01-2024 WEDNESDAY	V & VII SEMESTER REGULAR SCRIPTS	ECE, EIE	1.30 PM to 3.00 PM
		CE, EEE	3.10 PM to 4.30 PM

Group - 1: Automobile Engg.; Renewable Energy Sources; DBMS; Cyber Security; Web Technologies; Professional Communication; NCC.

Group - 2: Air Pollution Control; Remote Sensing & GIS; Elec. Energy Conservation & Auditing; Non-Conventional Energy Sources; Fibre Optic Comm.; Nano Materials; Sensors & Signal Conditioning.

Note: The faculty handling the open elective subjects has to bring the concerned students list to take attendance.

The HODs are requested to ensure the presence of all teachers for showing the respective subjects and teachers for taking attendance and monitoring the students. For taking attendance, the student list in the order of the Regd. No's is to be arranged by the department. They are further requested to report with their teams to the office of COE 15 minutes before the scheduled time.

All the HODs are requested to announce and inform the students to go through the detailed schemes. They are further requested to take precautions for the smooth conduct of the distribution of the scripts.

Further HODs are requested to send the concerned faculty and supporting staff to decode the answer scripts on 27-01-2024.

On verification of scripts by students, if any claims are raised by the students, faculty members are requested to note down the claims, resolve it on the same day and submit the revised award sheet to COE.

 24/1/24

CONTROLLER OF EXAMINATIONS

 24/1/24
PRINCIPAL

To
All HODs.
All HODs for faculty circulation.