

29.09.2018

MCET/ COE OFFICE/ ODD SEM 18-19/ CIRCULAR/ 21

CIRCULAR

Sub: Retest for II and III year UG Programmes – reg.

Retest for theory courses of II and III year B.E/B.Tech students is scheduled from **04.10.2018 to 16.10.2018** (03.30 pm to 05.00 pm).

- Retest will be organized by the departments themselves.
- The Exam Cell coordinators (ECC) are requested to prepare the booklet requirement details (as per the format attached) and collect the books from CoE office.
- Attendance sheets (as per the format attached) and unused answer booklets has to be submitted to the CoE office on **25.10.2018**.
- Retest question papers should be approved by the OBE coordinator and soft copy of question papers will be send to CoE office through mail.
- Multiple copies of the question paper will be provided by the CoE office if necessary.
- During the conduction of retest, the programme coordinators are requested to monitor the students discipline and report to the HoD's.
- Last date for submission of question papers and retest registration details to CoE office is **03.10.2018**.

-Sd-

PRINCIPAL

To: All HoDs

Copy to: OBE Team, MCETedu Team

Copy submitted to: The Director (SA), The Secretary (for Kind information)