

No. 889/ CBIT-AEC/ 2021

Dt. 18-05-2021

## C I R C U L A R

All the HoDs are hereby informed to ensure that Course End Surveys are completed before the last day of the instruction and Program Exit Surveys during the Class Test - II for the outgoing batch of BE/ BTech. Online Exit Survey Process details will be provided by Prof. M. Swamy Das, Joint Director Academics. Consolidated Exit Survey information is to be shared to Director-IQAC and Director-AEC & CoE.

All the HoDs are also informed to conduct Lab Sessions for 3-4 days and internal Lab Tests in the remaining 3-2 days as part of CIE, during the extended period of class work, i.e. from 24-05-2021 to 29-05-2021 for BE/ BTech IV and VI Semester Students. Theory classes, if required, may also be conducted in the last 2 days. HoDs are advised to prepare Schedules for the extended week and share a copy to Director-Academics and Director-AEC & CoE.

*G.P.S.J.*

PRINCIPAL

To:

All Heads of the Departments / Sections, for information and arrangement for circulation among all the concerned Staff under their control.

C.C. to:

All Directors, Joint Directors, CoE, Librarian, for information  
Notice Board