

## CIRCULAR

The following faculties have been assigned for the arrear students for academic year 2022-2023 for the respective category of subjects (All Semesters).

- |                         |                              |
|-------------------------|------------------------------|
| 1. AD :                 | Ar. Binny Johnson            |
| 2. MMBC:                | Ar. Shwetha Gupta            |
| 3. ToA, HoA & Graphics: | Ar. Vinutha B G              |
| 4. Structures:          | Er. Vidya Vijay              |
| 5. WD and ID:           | Ar. Shwetha Gupta            |
| 6. Thesis:              | Ar. Harish R.                |
| 7. Elective subjects:   | Respective Elective Teachers |
| 8. Internship           | Ar. Vijaya Kumari            |
| 9. M. Arch :            | Ar. Renjin Cherian           |

### Roles and Responsibilities of the above assigned faculties:

1. Internal Marks to be entered in the students list given by Examination section before exam and same should be updated in VTU website at the time of uploading marks.
2. Maintain the records of the IA marks and relevant documents.
3. The list of eligible and non-eligible students should be updated with the office before commencement of exam.
4. In case of any mistakes or missed entries faculties will be held responsible.

**Note:** 1. The allotted Faculty should come and collect list of arrears student from office.

2. Faculties have to extend their duties for two consecutive semester (one academic year) exams.

**DIRECTOR**  
**BMSSA**



**Copy to:**

1. EMS Coordinators (IA Marks), BMSSA
2. Dean Academics, BMSSA
3. All Proctors, BMSSA
4. Office Copy