

OFFICE OF ASSOCIATE DIRECTOR (ACADEMICS)
CIRCULAR

3227/AD(A)/C/ 18 /2025

09 September 2025

**SESSIONAL -I EXAMINATION : ODD SEM 2025 (BOTH FIRST YEAR
AND HIGHER SEMESTER)**

1. Sessional -I examination for both First Year (Section A-D and E-H) and Higher semester students of all courses are scheduled from 15 Sep -22 Sep 2025. All concerned faculty members are requested to conduct offline Sessional examination within the mentioned duration:

| Sessional I | Duration |
|---|---------------------|
| (Both 1 st Year & Higher semester) | 15 Sep -22 Sep 2025 |

2. Total marks allotted to be 50 Marks, and the time duration should be 90 minutes.
3. A timetable (Both for Regular & Rejoin students) for sessional-I is attached herewith.
4. Seating plan for regular and rejoined students will be sent (e-copy only) to the Class Teacher's/DTTO's email id.
5. Invigilation duty list will be sent (e-copy only) to the DTTOs' email id.
6. There should be proper balance of questions with various Bloom Taxonomy Levels.
7. It is suggested to keep higher BL level 2, level 3 and 4, application and analysis-based questions.
8. The office copy of the question paper to include BL/CO/PO and PSO.
9. All Theory and lab classes are suspended during the Sessional-I Examination.

Note : There will be no examinations scheduled on 17 September 2025 due to the Founder's Day celebration. All nominated students from various departments, Student Council members, and all Class Representatives of all sections including B.Tech 1st Year (Sections A to H) are mandatorily required to attend the event.

Encls : As stated above.

To,

1. All HODs

2. Class Teacher B.Tech 1st
Yr

3. CTTO

4. Head SMIT IT



(Prof (Dr.) Sangeeta Jha)
Associate Director (A)

- With a request to disseminate the same to all faculty members and students of your respective department.
- With a request to disseminate the same to students of your respective sections.
- With a request to inform all DTTOs about the room numbers
- With a request to upload the same in the institute e-notice board.

Copy to:

1. Director
2. Notice Board

- for information please.