

ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to VTU, Belgaum and Approved by A.I.C.T.E., New Delhi

(A Unit of Alva's Education Foundation (R))

Shobhavana Campus, Mijar, Moodbidri - 574 225, Mangalore, D.K.

SCL / OOD

Name: Sayeeesh

Designation: Asst. Professor

Department: CSE

No. of days: 15 Dates from / On 27-1-2020 To 10-2-2020

Purpose: External DCS duty at MITE, Moodbidri

Place: Mijar

Date: 20/1/2020

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Signature

Remarks of the H.O.D.

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[Signature] 20/1/2020
Signature

OFFICE USE:

SCL/OOD to be sanctioned days

Signature

Remarks of the Principal:

SANCTIONED / NOT SANCTIONED

[Signature]
Signature

PRINCIPAL

Alva's Institute of Engg. & Technology,
Mijar, MOODBIDRI - 574 225, D.K



VISVESVARAYA TECHNOLOGICAL UNIVERSITY

EXTENSION CENTRE, MANGALURU
A J INSTITUTE OF ENGINEERING & TECHNOLOGY CAMPUS
NH-66, KOTTARA CHOWKI, MANGALURU - 575006

Dr. H R Shivakumar, Ph.D

Special Officer

Mobile No : 94833-63287, 94485-49678

Email: sovtumangaluru@gmail.com

Ref: No. VTU/EC/MLR/2019-20/485(19)

Date: 17.01.2020

To,
Prof. Sayeesh (9449982988)
Dept. of CSE,
AIET, Mangaluru

Sub-Appointment of Deputy Chief Superintendent (External) for conduct of
Dec-19/Jan-20 VTU examinations.

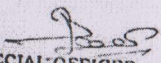
By the direction of the Registrar (Evaluation), you are appointed as Deputy Chief Superintendent (External) for the examination centre MITE, Moodabidri for Dec-19/Jan-20 examinations from 27.01.2020 to 10.02.2020 / Until completion of the exams. Kindly accept this appointment and the acceptance letter may be send immediately to undersign through Email.

You are requested to report to the Chief Superintendent/Principal of the examination centre of the college one day before the commencement of examinations and also follow the Duties and Responsibilities of DCS as mentioned in the enclosure.

Bills to be submitted to the undersign along with original attendance. Photocopy of Order, Pan Card and Bank details.

Thanking you,

Yours sincerely,


SPECIAL OFFICER

Special Officer
VTU Extension Centre
A.J.I.E.T Campus, Kottara Chowki
Mangaluru - 575006

1. The Principal, AIET, Mangaluru for information with a request to consider his/her absence as special leave.
2. The Principal / Chief Superintendent MITE, Moodabidri with a request to accept his/her duty as Deputy Chief Superintendent and report the same to the Special Officer, Mangaluru Region.

Note: Any correspondence in this regard should be made through the Principal of your Institution.


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