



VISVESVARAYA TECHNOLOGICAL UNIVERSITY

REGIONAL OFFICE, MYSORE REGION
HANCHYA, SATHAGALLI LAYOUT (RING ROAD), MYSORE - 570 019

Dr. R. Suresh Ph.D
Special Officer

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Email: sovtumysore@yahoo.com

Ref. No. VTU/ROM/2016-17/

Date: 21-12-2016

Mr. Jayateertha Itagi
Asst. Professor, Dept of
Alva's IT

Sir/Madam,

Sub: Appointment of DCS (External) for conduct of DEC/JAN-2017 exams - reg.

By the directions of Registrar (Evaluation), you are appointed as Deputy Chief Superintendent (External) for the examination center PCET, for DEC/JAN-2017 examination from 29-12-2016 to Till the end of Exam. Kindly accept this appointment and send the acceptance to the Special Officer, VTU Regional office, Mysuru and also to the Chief Superintendent of the college to which you are appointed.

You are requested to report to the Chief Superintendent of the examination center of the college (Principal) one day before the commencement of examination.

You are also requested to be at the examination centre and not to leave the centre without prior permission from the Special Officer, VTU Regional Office, Mysuru.

Thanking you,

Regards

Special Officer

Copy to:

01. The Principal, Alva's IT - information with a request to consider his/her absence as special leave.
02. The Principal/Chief superintendent, PCET, - request to accept is/her duty as Deputy Chief Superintendent and report the same to the Special officer, VTU, Mysuru.

Note: Any correspondence in this regard should be made through the principal of your institution.

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