



# 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

Date: 24.12.2019

Ref. No. VTU/EC/MLR/2019-20/ 437

To,  
Prof. Deepak Raj (9591302315)  
Dept. of ECE,  
AIET, Moodabidri

**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 **SSE, Mukka** for **Dec-19/Jan-20** examinations from **30.12.2019 to 10.01.2020**. 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**

**PRINCIPAL**

VTU Extension Centre

Kottara Chowki

Mangaluru - 575006

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1. The Principal, **AIET, Moodabidri** for information with a request to consider his/her absence as special leave.
2. The Principal / Chief Superintendent **SSE, Mukka** 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.**