

VELAMMAL ENGINEERING COLLEGE

(An Autonomous Institution, Affiliated to Anna University – Chennai) Velammal Newgen Park Ambattur - Redhills Road ,Chennai -600 066.

EXAM DUTY ALTERATION FORMAT

(Applicable for both Semester End Theory & Semester End Practical Examinations)

Name of the examination	SEE – Nov./Dec; SEE – April / May (Pl. strike out whichever is not applicable)										
Date of Examination / Date of invigilation duty	D	D M	M	YY	Sessi	Session F.N. / A Bot			N. /		
Name of the lab (in case of practical)											
Name of the faculty & Signature					gn:	De	ept.				
Mobile No.											
Reason for alteration											
Name & Sign of the faculty altered with					gn:	: Dept.					
Mobile No.											

Note: Alteration of duty will be accepted only if the format is submitted BEFORE TWO DAYS from the date of duty.

\$\text{SS}HOD} of the faculty making the alteration.}

Dept. Coordinator

HOD^{\$\$}

Chief Superintendent

Date of submission to C.S.: DD-MM_YYYY



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