

# PROFORMA-4

## SRM VALLIAMMAI ENGINEERING COLLEGE

(An Autonomous Institution)

From

The Principal,

SRM Valliammai Engineering College

To

The Chief Superintendent,

XYZ COLLEGE OF ENGINEERING

Ref.No

Dated: 05/18/23

### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi **JOHN DOE** is hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during **MAY 2023**. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

The Hall Superintendents shall not absent themselves from attending the invigilation work without obtaining the written permission of the Chief Superintendent. In case Hall Superintendent is unable to accept the order, he/she has to find a substitute and the acceptance of the substitute to undertake the responsibility of Hall Superintendent shall be produced to the Chief Superintendent. Request for leave without making an alternative arrangement will not be entertained. Hall Superintendent will carry out the duties as per the instructions contained in the "Instructions Manual" for the conduct of Examinations issued by the above-mentioned college and other instructions issued by the COE from time to time.  
Particulars of invigilation work:

Days	Session
2023-05-26	FN

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Station: S.R.M Nagar

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Ref.No

Dated: 05/18/23

### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi ~~NATALIE SMITH~~ is hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during MAY 2023. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi **LUKE GARCIA** is hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during **MAY 2023**. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi **OWEN ANDERSON** is hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during **MAY 2023**. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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Dated: 05/18/23

### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi ~~DANIEL MOORE~~ is hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during MAY 2023. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi ~~SAMUEL JOHNSON~~ hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during MAY 2023. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi ~~ZOEY THOMPSON~~ hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during MAY 2023. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi ~~SAMANTHA THOMPSON~~ hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during MAY 2023. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi ~~PENELOPE BROWN~~ hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during MAY 2023. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi **JANE SMITH** hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during **MAY 2023**. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi ~~BRIAN JACKSON~~ hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during MAY 2023. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi **BENJAMIN JOHNSON** hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during **MAY 2023**. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi ~~ETHAN ANDERSON~~ hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during MAY 2023. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi ~~CHLOE THOMPSON~~ hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during MAY 2023. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi ~~ANDREW ANDERSON~~ hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during MAY 2023. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi **EMILY DAVIS** is hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during **MAY 2023**. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi **AVERY MOORE** is hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during **MAY 2023**. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi ~~SOPHIA MARTINEZ~~ hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during MAY 2023. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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### APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi **LIAM GARCIA** hereby appointed as Hall Superintendent for the End Semester Examinations scheduled during **MAY 2023**. The date and time of invigilation work is notified hereunder. He/ She is directed to report to the Chief Superintendent of the above said college at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

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