



ANNA UNIVERSITY :: CHENNAI - 600 025
OFFICE OF THE CONTROLLER OF EXAMINATIONS
Chief Superintendent - Appointment Order

23 August 2023

From

Dr. P.Sakthivel
Controller of Examinations,
Anna University
Chennai – 600 025.

To

Dr. ARUMUGA BABU M (Faculty Code:7144034)
CHRIST THE KING ENGINEERING COLLEGE (7104)

Sir,

Sub: Office of the Controller of Examinations – Anna University, Chennai - 25
Appointment of Chief Superintendent for the April / May Examination,2023 - University
Theory Examinations - Communicated – Regarding.

It is informed that you have been appointed as Chief Superintendent for the conduct of Anna University, Chennai Examinations to be held during **April / May Examination,2023** at **7104 - CHRIST THE KING ENGINEERING COLLEGE** from **21-08-2023** to **07-09-2023**. Instructions given in the booklet and other instructions issued from the University from time to time shall be followed. You are also authorized to receive the question papers, nominal roll, foil sheets, advance amount etc. from the University and to have correspondence with / contact the Controller of Examinations directly over Phone (Office: 22301632, 22357244) or the respective Zonal Co-ordinator / Officer regarding the conduct of examinations.

Further you are requested to address the Principals of nearby colleges to send a panel of teachers who are willing to work as External Hall Superintendents (Invigilators). After its receipt, necessary appointment orders may be issued to them. 50% of the total Hall Superintendents are to be appointed from neighboring colleges (External Hall Superintendents). The rest may be appointed from your college (Internal Hall Superintendents).

One Anna University Representative will be appointed to each college as an observer of the University. If necessary, University may appoint more than one Anna University Representative to a particular college. Zonal Co-ordinators are authorized to appoint Anna University Representative and members of Vigilance Squad and you are requested to give full co-operation to them. Remuneration, T.A & D.A., etc., relating to University Representative and Squad Members will be settled by the respective Zonal Co-ordinators. Remuneration, T.A. & D.A., in respect of all other staff engaged for the conduct of Practical and Theory Examinations will be settled by the Principal/ Chief Superintendent as per the rate approved by the University. You are requested to verify and arrange to settle the claim accordingly and countersign all claim bills and submit the accounts to the University in one bunch within 10 days from the last date of examinations. Please note that any unauthorized expenditure will be summarily rejected and disallowed.

Further you are requested not to permit any candidate who is not eligible as per the norms of Anna University Chennai to appear for the examinations and without issue of Hall Ticket from the office of the Controller of Examinations.

Your co-operation is earnestly solicited.

Yours Faithfully,

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CONTROLLER OF EXAMINATIONS

Copy to :

1. The Zonal Co-ordinator / Officer concerned.
2. The Principal.



Zone Zode/Name: 99/COE OFFICE
Phone No.: 22301632, 22357244
Email ID: coeannauniv@gmail.com

(Signature)
Dr.M.JEYAKUNLAR, M.E.,P.H.D.
PRINCIPAL
CHRIST THE KING ENGINEERING COLLEGE,
Chirrarannapalayam Village,
Karamadai, Mettupalayam Taluk,
Coimbatore - 641 104.