



**UNIVERSITY OF CALICUT
EG-II**

No. 104553/EG-II-ASST-1/2017/PB

Calicut University.P.O

Dated: 15.12.2018

From

The Controller Of Examinations

To

The Principals of all Colleges/Training Colleges/UTECs/Arabic Colleges/CCSITs/CAS/HODs of University Departments/Co-ordinators of Centres - affiliated to the University of Calicut.

Sir,

Sub:- Conduct of University Examinations for the year 2019- reg:-

Ref:- Nil

I write to inform you that your College/Centre/Department will be a centre for the University Examinations to be held from January 2019 to December 2019. The Principals of Colleges/HODs of University Departments are usually appointed as Chief Superintendents for the conduct of University Examinations at the respective centres. I am therefore to request you to intimate your willingness to act as Chief Superintendent and also to furnish the details called for in the proforma enclosed.

Please forward your willingness so as to reach this office on or before 27.12.2018, without fail.

Enclosure :Proforma

Yours faithfully

Dr.Georgekutty V.V.
Controller Of Examinations

PROFORMA

1.	Name and address of the College/Centre /Departments with District Pin Code , Telephone Number and Email ID			
2.	Name of the Principal/Head of the College/Centre/Departments			
3.	Whether willing to act as Chief Superintendent			
4.	If not willing , name of the senior most member of the teaching staff to be appointed as Chief Superintendent (Designation, Department and Residence Telephone Number, Mobile number and Email ID)			
5.	Address to which communications are to be sent to the Chief Superintendent during vacation			
6.	Actual seating capacity of the College for conducting the examinations			
7.	Telephone No. with STD Code	Office	Resi.	Mobile No.
a.	Principal			
b.	Chief Superintendent			
8	Sl.No. Name of Teachers	Department		Experience

Place:

Date:

Signature of the Head of the Institution
with Office Seal