 **MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE::MADANAPALLE**

**(UGC-AUTONOMOUS)**

**EXAMINATION SECTION**

**End Semester Examinations - Invigilation Duty Substitution Letter**

Date:

From:

To

**The Controller of Examinations**

MITS, MPL

Sir/Madam,

I hereby bring to your kind notice that I am unable to attend the Invigilation duty assigned to me due to the reasons mentioned below. I have assigned my duties to the following faculty to be done during my absence.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Date** | **FN/AN** | **Duty Assigned to** | | | | | |
| **Name of the Faculty member** | **Dept.** | **Designation** | **Phone Number** | **Signature** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |

**Reasons for Substitution *(Note: Maximum number of substitutions allowed are 2 sessions upon recommendations of HOD only.)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Date** | **FN/AN** | **Faculty availability in the campus (*Write***  ***YES –if available,***  ***NO – if not available*)** | **Mention the Reasons for substitution** | **HOD Recommendations with remarks** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |

Controller of Examinations: **Approved / Not Approved** Yours Sincerely

PRINCIPAL