Submitted to the Director. 04.05.18

Sub: Receiving question papers of the UG Examination-reg.

Ref: SH/ACA/COE(UG)/2018-19 dated 11.04.18

Respected Madam,

 With reference to the above, I have been receiving the question papers of the UG Examination, April-2018 on behalf of the Institute from the University officials. As per the schedule communicated to me, the last examination is on 7th May, 2018. However, I got your permission to attend the International Short term course on Open Source Software for Library Management at IIT, Kharagpur on 7-12 May, 2018 vide OM No.SH/E (1197)/2017-18 dated 28.03.18. Hence, this is to kindly request you to inform the Academic Section to make alternative arrangement to receive the question papers on 7th May,

 2018.

 Thanking you,

 Yours faithfully,

Dr.Shijith Kumar C

Library and Information Officer