

No. 101 ANU / CDE/ Exams/ Fixation of Centres /Dec -2017

Dt: 20-10-2017

To  
The Principal,

Sir,

Sub:-ANU, CDE - Year-End Examinations scheduled from 05-12-2017 request for submission of willing letter to conduct the examinations at your college - Reg.

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I bring to your kind notice that the annual examinations for UG/PG/Professional/Diploma Courses offered by Centre for Distance Education, Acharya Nagarjuna University are scheduled to be conducted from 5<sup>th</sup> December, 2017 and will be completed by around 26<sup>th</sup> December, 2017 for majority of the courses.

In this connection, I am by direction to request you to send consent letter along with infrastructure facilities for the conduct of examinations available at your college, for allocation of students to conduct our CDE Exams.

The University will pay Rs.20/- (Rupees Twenty only) per candidate per examination allotted to the college. Even if the number of students for any session (either Morning or Evening) is less than 20, the University has fixed the minimum strength of students per session as 20 students and the minimum amount payable to your college per session accordingly will be Rs.400/- (20 x 20 = 400).

I, therefore, request you to kindly extend your valuable co-operation by conveying your acceptance in the perform enclosed herewith.

Thanking you

  
**COORDINATOR**  
**CO-ORDINATOR (EXAMS)**  
**CENTRE FOR DISTANCE EDUCATION**  
**ACHARYA NAGARJUNA UNIVERSITY**

From  
The Principal,

Date:

To  
The Co-ordinator(Exams),  
Centre for Distance Education, (coordinator exams.anucde@gmail.com)  
Acharya Nagarjuna University,  
Nagarjuna Nagar-522510.

Sir,

Sub: ANU, CDE – Willingness to conduct the Dec, 2017 CDE examinations – Reg.  
Ref: Your letter No. 101- ANU/CDE/Exams/Fixation of centers/Dec, 2017, Dt: 20-10-2017.

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With reference to your letter cited above, our college is willing to be examination centre and will follow conduct the CDE examinations from 5<sup>th</sup> Dec, 2017 onwards.

1. Our College can accommodate: \_\_\_\_\_ students spread over \_\_\_\_\_ halls.

2. Name of the Chief Superintendent \_\_\_\_\_ :

Landline Number and Mobile Numbers:

College e-mail Id:

3. Police station Under which the college is located Address & Mobile no:

4. Please provide the bank account details as provided in the table below:

Name of the College	
Account No:	
Name of the Account/Principal	
Type of Account (College account only)	
Bank Name	
Bank's Branch Name and IFS Code:	

(The Principal will act as Chief Superintendent for the conduct of examinations).

We agree to conduct the examinations in a fair, transparent and systematic manner as per the rules and regulation governing the conduct of examination given by the University.

Thank you,

**PRINCIPAL**