



Maharaja Education Trust (R), Mysuru

MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE, MANDYA

An Autonomous Institute, affiliated Visvesvaraya Technological University, Belagavi

Approved by AICTE, New Delhi | Recognized by Govt. of Karnataka



Ref: MITM/Principal/CoE/2024/079

Date: 20/8/2024

Staff Circular

Paper seeing is scheduled for the Student of B.E Second semester 2023-24

It is inform that, Paper seeing is Scheduled for the Student of B.E Second semester 2023-24. The Autonomous ODD Semester Examination is conducted during July-August 2024. Hereby, Request concern Head of the Department to Facility the Task.

1. The said activity shall be scheduled from **22.08.2024**.
2. During the Activity, it is Compulsory that concern HOD must present and facilitate the Task.
3. Staff that has handled subjects in the second semester shall report to the office of the CoE, 20 min before the scheduled time, collect their respective bundle of valued answer scripts along with Grievance Evaluation forms and sign on the Register acknowledging the same.
4. Staff shall report to the allotted rooms, showcase the scripts and get the signatures of students in "Paper Seeing Acknowledgement Form" and distribute Grievance Evaluation Forms as requested by students, collect the scripts and Grievance Evaluation Forms.
5. Resubmit all the documents to the office of the CoE within 15 minutes from the above said activity.
6. CoE will submit the documents to the Chairman of Department Grievance Redressal Committee.

CONTROLLER OF EXAMINATIONS
 Maharaja Institute of Technology Mysore
 Belawadi, Naguvanahalli Post
 S R Patna Taluk, Mandya - 571477

[Signature]
 Principal
 Maharaja Institute of Technology Mysore
 Belawadi, Naguvanahalli Post
 Maths S R Patna Taluk
 Mandya - 571477

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Signature												
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