



1A Vallabai Road, Chokkikulam, Madurai – 625 002. Tamilnadu, India

(Copy of)

Ref No 029/COE-01/RED/ Jan 11:

Date: 31.01.2011

From,

The Senior Deputy Controller of Examinations,
Asia e University,
1A Vallabhai Road,
Chokkikulam, Madurai-625 002.
Phone : 0452 – 4522974
Mobile: 94861 61967
Email: coe@aeuindia.com

To,

The Chief Superintendent / Learning Centre Coordinators

Sir / Madam,

Sub: February 2011 Examinations – Despatch of Examination Stationeries items – reg.

As you aware that the Asia e University examinations will commence from 24.02.2011 onwards. The following items are sent here with for conducting the above examination at your centre

1. Examination Time Table One Copy
2. Main Answer Books Nos
3. Addl. Answer Books Nos
4. Answer paper Covers Nos
5. Attendance /Absentees Proforma 1 no (required no of Xerox copies may be taken and used)
6. Instructions to Chief Superintendent.

The question papers, nominal roll and the hall tickets relating to the particular centre are being despatched subsequently.

On receipt of all items as above, please acknowledge to the under signed the receipt of materials after verification immediately. Shortage of any items may be communicated over phone with details for necessary action.

The chief superintendents / LC Coordinators are requested to conduct the examination strictly in accordance with the rules and to follow the instructions given herewith.

All examination materials including question papers shall be under the safe custody of the chief superintendent / LC Coordinators.

Everyday, after the examinations are over for each session all answer scripts shall be arranged course wise, subject wise and in chronological order and sent to the under signed.

Separate cover shall be used for each subject and Attendance /Absentees statement shall be enclosed inside the cover, duly filled and signed.

After all examinations are over in the centre, unused and balance main and Additional Answer books and answer paper cover shall **compulsorily returned with details to the under signed.**

Phone calls may be made to the above number during working hours (10am to 05.30 pm).

Kindly acknowledge receipt immediately.

Yours Faithfully,

(A.Chidambaram)
Sr.Dy. Controller of Examinations.

Copy to: LC Coordinators
Encl : As above.