



**SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES, CHITTOOR  
(AUTONOMOUS)**

Awarded 'A' Grade by Technical Education, Govt. of A.P, Approved by AICTE, New Delhi,  
Permanently Affiliated to JNTUA, Ananthapuramu. NBA Accredited for B.Tech - CSE, ECE & MECH Courses  
AP EAPCET CODE: SSCC & AP PG CET CODE: SSCC

ESTD: 1998

**EXAMINATION SECTION**

**INVIGILATION DUTY ALTERATION LETTER**

Date:

From,

To,

The Controller of Examinations  
SITAMS, Chittoor.

Sir,

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 altered my examination duties to the following faculty member during my absence.

**Exam Duty Altered to:**

S.No	Date	Session (FN/AN)	Name of the Alternate Faculty	Department	Designation	Cell No	Signature
1							
2							

**HOD Recommendations:**

S.No	Faculty available in the campus (Yes / No)	Mention the Reasons for alteration	HOD Recommendations with remarks
1			
2			

*Note:*

- 1. Maximum number of alterations are allowed only 2 sessions per semester upon recommendations of HOD only.*
- 2. In case of any emergency / unavoidable circumstances, the invigilator can request the altered faculty to submit the letter to the examination section.*

Yours Sincerely

**PRINCIPAL**