



# Modern Education Society's College of Engineering, Pune.

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Affiliated to SPPU, Approved by AICTE, Accredited by NAAC with 'A++' Grade, Accredited by NBA

Form No. 2

## Examination Duty Exchange Form

To,

Date: / /

The Principal / CEO,

M.E.S. College of Engineering, Pune-01.

Subject: Request for exchange of Examination Duty

Respected Sir/Madam,

I .....(Name) ..... have been working in.....(department)..... as a  
..... (designation) ..... (Employee ID). I want to  
exchange my examination duties because of.....(Reason).....

### Particulars of Duty exchange

Sr. No.	Type of duty Allotted (SS / ASS / IS / JS / other)	Date of Exam Duty Allotted as per duty chart	Slot (M/A/E)	Name of staff adjusting duty	Sign of staff	Date of Exam Duty exchanged with slot (If Any)

Yours Sincerely,

(Signature with date)

Remarks of College Exam Officer: Approved / Not Approved

Signature:

Remarks of Principal / Registrar: Approved / Not Approved

Signature: