

**MAHATMA GANDHI INSTITUTE OF TECHNOLOGY**  
**Training & Placement Cell**

09.12.2019

Note submitted to the Principal:

**Sub: Request to arrange for A-Block Auditorium, D - Block Labs – C&DS LAB, LP LAB (002), UML LAB(108), ITWS LAB(110),IS LAB(202),WT LAB(203), ADS/JAVA LAB(204) and MWD LAB(302) on 21-12-2019 - Reg.**

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**M/s. CGI Information Systems drive Online Exam** is scheduled on 21<sup>st</sup> December, 2019 (Saturday) from 09:15 AM onwards for 2020 passed out B.Tech (EEE,MECH,ECE, CSE & IT) students. In this connection, it is requested to arrange and permit to use A-Block Auditorium, D - Block Labs – C&DS LAB, LP LAB (002), UML LAB(108), ITWS LAB(110),IS LAB(202),WT LAB(203), ADS/JAVA LAB(204) and MWD LAB(302) with the following facilities:

1. LCD
2. PA System
3. Technical Assistance
4. Uninterrupted Power Supply
5. Maintenance Staff(1)

*(09-12-2019)*  
**K Vamshi Krishna Varma**

Training & Placement Officer

*[Signature]*  
**PRINCIPAL** *9/12/19*

List of Employees- System Engineer/Programmer/Computer Operator Designated:

1. Mr. P. B. Satya Dev - with information to configure systems as per the company requirements with the support of following technical staff and coordinate with TPC.
2. Ms. B. Naveena Devi, IT – (D-302)
3. Mr. L. Venkanna, CSE - (C&DS) *[Signature]*
4. Mr. C. Ramalinga Reddy, CSE - (D-202) *[Signature]*
5. Mr. I. Suresh, CSE - (D-108) *[Signature]*
6. Ms. K. Sujana, CSE-(D-203) *[Signature]*
7. Mr. A. Ravindranath, CSE-(D-002)
8. Ms. Ch. Sujatha Devi, IT-(D-204)
9. Ms. A. Amulya, CSE – (D-110) *[Signature]*

**NOTE:** Staff, who is unable to report, is informed to make alternative arrangements and inform the Training & Placement Officer.

To

**EEE, MECH, ECE, CSE & IT HoDs** – For information & - With a request to arrange and allocate Labs and staff as per the note raised.

Department	EEE	MECH	ECE	CSE	IT	PA System	Electrical	Maintenance
HOD	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
ATPO/FTPO								

*10 year*