

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

19.10.2019

Note submitted to the Principal:

Sub: Request to arrange for A-Block Auditorium, D-Block Labs UML Lab(D-108), ITWS Lab(D-110), IS Lab(D-202), WT Lab(D-203), ADS/JAVA Lab(D-204) and MWD Lab(D-302) and C-Block Labs M.Tech Lab(C-101) and E-CAD Lab(C-201) on 23-10-2019 and 24-10-2019 - Reg.

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M/s. Mindtree online exam is scheduled on 23<sup>rd</sup> and 24<sup>th</sup> October, 2019 (Wednesday & Thursday) from 9 AM onwards for 2019 & 2020 passed out B.Tech students. In this connection, it is requested to arrange and permit to use A-Block Auditorium and above sited labs with the following facilities:

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

*K Vamshi Krishna Varma*  
**K Vamshi Krishna Varma**

Training & Placement Officer

*b*  
 19/10/19  
**PRINCIPAL**

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) *Naveena*
3. Mr. C. Ramalinga Reddy, CSE - (D-202)
4. Mr. I. Suresh, CSE - (D-108) *Suresh*
5. Ms. K. Sujana, CSE-(D-203) *Sujana*
6. Mr. K. V. Mahesh Kumar, ECE(C-201) *Mahesh*
7. Ms. Ch. Sujatha Devi, IT-(D-204) *Sujatha*
8. Mr. A. J. Sunil Kumar, CSE(C-101) *Sunil*
9. Ms. A. Amulya, CSE – (D-110) *Amulya*

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

To

**ECE, CSE & IT HoDs** – For information and with a request to arrange and allocate CBSH as per the note raised.

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