GMR Institute of Technology An Autonomous Institute Affiliated to JNTUK. Kakinada



NOTICE

B.Tech 5th Semester Students (2018 Admitted Batch)

Date: 16-02-2021

All the B.Tech 5th semester students (2018 Admitted) who could not clear **Audit Course** in the first **two** attempts and wish to exercise the option of change of Audit course may apply to their respective HoDs on or before 22nd February, 2021.

PROCEDURE FOR THE CHANGE OF AUDIT COURSES

All the **B.Tech Students** who could not clear Audit courses in the first two attempts and wish to exercise the option of change of audit course may apply to their respective HoDs and following is the procedure to be adopted:

- The student shall submit a letter of requisition asking for the change of audit course to their respective HoDs on or before 22nd February, 2021.
- 2. HoDs shall send a consolidated statement of their respective students requesting for the change in the audit course to exam section on or before 23rd February 2021.
- 3. The exam section shall ensure that the course wise list after modifications is prepared and shall forward to the respective departments.
- 4. Based on the modified course-wise list of the students, departments shall change the student database in their audit course exam servers.

gk 17/02/21 ACE 17/02/21 Controller of Examination