

## Willing Letter to conduct CDE Examinations – JANUARY - 2026.

From  
The Principal,

Date:

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\_\_\_\_\_  
To  
The Co-ordinator (Exams),  
Centre for Distance Education,  
Acharya Nagarjuna University,  
Nagarjuna Nagar-522510,  
Email id: cdecoordinator.anu@gmail.com

Sir,

Sub:- Willingness to conduct the January, 2026 CDE Examinations- Reg.

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1. No. of students can be accommodated :
2. **Whether College has installed CC Cameras** : **(Yes/No)**  
If yes, how many rooms having CC Cameras :
3. Whether college has web link facility :
4. Name of the Chief Superintendent :  
(Principal shall act as Chief Superintendent)  
Landline/Mobile :  
E-mail-id :
5. Name of the Examination clerk :  
Landline/Mobile :
6. Police station under which the college is located :  
Address :  
Landline/Mobile :
7. Bank Account details :

Name of the College (Enclose a Photo of the building)	
Account No: <b>(Attach the Bank Pass Book first page compulsory)</b>	
Name of the Account holder on Bank Pass Book	
Type of Account (College account only)	
Name of the Bank	
Bank's Branch Name and IFSC Code:	

### 8. Undertaking:

We agree to conduct the examinations in a fair, transparent and systematic manner as per the Centre for Distance Education, Acharya Nagarjuna University rules and regulations. We are aware that university's discretion in allotting the examination centre or cancel the examination centre at any time without assigning any reason for which I will abide for it.

Yours sincerely,

**Signature of the Principal with office seal**

Office use only:

**LSC Code:**