

Student Notice – Exam-Related Communication Procedure

Namah Shivaya,

All students are hereby informed that **any communication related to examinations must strictly follow the official channel of correspondence** as outlined below:

1. All exam-related emails or requests must first be submitted to your **respective Head of the Department (HoD)**.
2. The **HoD will review and approve** the communication.
3. Once approved, the HoD will **forward the email to the Deputy Controller of Examinations (DCOE)**, with a **CC to exams@am.amrita.edu**.

Students are advised to **adhere to this procedure without fail** to ensure timely and proper handling of exam-related matters.

By Order
Office of the Deputy Controller of Examinations
Amrita Vishwa Vidyapeetham
Amritapuri Campus