

Subject: ANUR- UG EXAMS - Appointment Order of Observer Duty

From: nannaya university <anurugexams@gmail.com> on Thu, 13 Apr 2023 10:31:01

To: B V Raju College <bvrcollege@rediffmail.com>

1 attachment(s) - Exams-_Observers-Guidelines__1_.pdf (96.06KB)

To

The Principal,

Sir/Madam,

I am by direction, to inform you that Sri J Ramesh, Lecturer in Life Science, B.V.Raju College, Bhimavaram deputed as CSN Degree College, Bhimavaram during the period of 17.04.2023 to 28.04.2023. - UG - CBCS I Semester (Regular & Backlog) Examinations April, 2023. You are further requested to relieve him/her accordingly and please direct him/her to attend at the premises one hour before commencement of examinations, and the question papers must be opened in the presence of the Observer & Chief Superintendent without fail. Also direct him to report daily regarding the updated status pertaining to the commencement of Examinations to the Asst. Controller of Examinations - Phone No.7093008484. A copy of this mail is issued to the observer and treated as an appointment order which is to be submitted to the Chief Superintendent in the allotted center.

By the direction of the Hon'ble Vice-Chancellor, the observer is hereby directed to be careful, vigilant, with utmost integrity in discharging his duties.

with regards

Asst. Controller of Examinations

AKNU,RJY



PRINCIPAL
B.V. RAJU COLLEGE
Vishnupur, BHIMAVARAM-534 202



ADIKAVI NANNAYA UNIVERSITY

DUTIES AND RESPONSIBILITIES OF OBSERVER:

- 1) The Observer shall report to the Chief Superintendent of Examination Center, at least Half an Hour before Commencement of examination.
- 2) **Soon after reporting for duty, Observer should deposit Mobile Phone in the Chief Superintendent's office. Using mobile phones during examination is strictly prohibited. Deviation if any, will be viewed seriously.**
- 3) He/She shall check the seating arrangements in the various Exam halls. If not convinced or satisfied in respect to the spacing, shall bring it to the notice of the Chief Superintendent and see that proper arrangements are made before the start of Examinations
- 4) **The observer shall ascertain the intactness of Question paper packet and shall sign on the Question paper opening certificate recording the time and date of the Question paper packet as per the University time table. He shall check the contents and if any discrepancy is there, immediately bring it to the notice of the Controller of Examinations**
- 5) He/She shall at frequent intervals of time make inspection rounds of all the Examination units/halls and shall see that no student indulges in any type of Malpractice, including exchange of answer books, transfer of articles or talking to one another.
- 6) The Observer shall verify the Hall tickets, verify the authenticity of the candidate's Identity writing the examination. In case of any impersonation, shall bring it to the notice of Chief-Superintendent for further needful action
- 7) In the event of Malpractice the observer shall ask the concerned invigilator to record the Malpractice case in the answer book. The observer shall also make a detailed report of the case and sign in the answer book; such answer book shall be handed over to the Chief superintendent to be dispatched to the Controller of Examinations, separately.
- 8) He/She shall assist the Chief superintendent in the scrutiny of answer books at the closure
- 9) He/She shall ensure that in his presence, the answer books are placed inside the packets, packets are sealed with cellophane tape after signature of Chief, packets placed inside cloth bag, stitched and sealed with sealing wax using metal seal bearing the facsimile of the Chief Superintendent.
- 10) **He/She shall sign on the sealed cloth bag along the stitched joints on the sticker along with the Chief superintendent.**
- 11) In case of any serious lapses: the observer shall at once bring the matter to the notice of the Controller of Examinations.
- 12) **He shall see that covid guidelines supplied to the colleges are strictly implemented.**
- 13) Students should report to the examination hall in time. **No student should be allowed late without proper valid reason.**

Sd/-
CONTROLLER OF EXAMINATION

RELIEVING ORDER

Mr. J.Ramesh, Lecturer in Biochemistry is relieved from his duties in the evening of 15.04.2023, who is appointed as Observer to conduct AKNU UG-CBCS - I Semester (Regular & Backlog) End Examinations April 2023 at Dr.C.S.N. Degree & PG College, Bhimavaram from 17.04.2023 to 28.04.2023.



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