



**OFFICE OF THE CONTROLLER OF EXAMINATIONS
KAKATIYA UNIVERSITY: WARANGAL (T.S.)**

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No.140/COEP/KU/2017

Date: 03-11-2017

To
All the Principals / Chief Superintendents,
SDLCE Examination Centres,
Kakatiya University, T.S.

Sub: Examination Branch – SDLCE, (UG I, II & III year and PG I & II year)
Examinations of SDLCE, KU – Guidelined and instructions for smooth
conduct of examinations – Reg.

Sir/Madam,

With reference to the subject cited above, your college has been allotted as examination centre to conduct the UG/PG examinations of SDLCE, Kakatiya University. Hence, you are instructed to adhere to the following instructions very scrupulously during conduct of examinations:

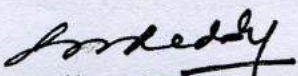
1. The examination old material like answer booklets, additional answer booklets, etc. of Kakatiya University possessed by your college is not valid for the present examinations. Hence, they must be returned immediately to the examination branch without fail.
2. The new answer booklets will be supplied by the Publication Cell & Stores, KU by noting the serial numbers. The answer booklets must be used in sequence of serial numbers in ascending order and must be recorded its account on every day during the examinations.
3. The answer booklets of absentees should be used for the nextday Examination.
4. No candidate should be allowed to appear the examination without Hall Ticket that is being issued by the examination branch of KU.
5. If any candidate is allowed for examination without Hall Ticket and whose Hall Ticket number is not included in D-Form supplied by the University, such answer booklets will not be considered for valuation. Moreover, the Chief Superintendent of the concerned examination centre will be held responsible.
6. If any missing numbers is noticed the concerned Chief Superident may contact immediately the Examination Branch for permission by providing proper evidence of the genuinity. If it is ignored a stringent action will be initiated on the Chief Superident.

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7. The used answer booklets must be dispatched on the examination day itself to the Examination Branch with proper protection to ensure the safety of the bundles through Postal / personal dispatch.
8. The account of question papers of each examination must be maintained time to time.
9. The Chief Superintendent/Principals must ensure that the question paper packets belonging to that particular subject, session and date should be opened before the conduct of examinations.
10. The Observers / Flying Squad will monitor the examination centres randomly and if the Question paper packets are found without seal or opened in advance prior to the conduct of examination stringent action in such case will be initiated against Chief Superintendent of the concerned examination centre.
11. After completion of the last examination of the current schedule, all the remaining unused answer booklets and question papers must be returned to the examination branch immediately without fail.
12. The unauthorised persons should not be present in the campus during the examination.
13. The staff on examination duty should give an undertaking/declaration that their spouse, children relatives and students are not appearing the examination in the same centre.
14. The candidates should not be allowed into the examination hall after half-an hour from the scheduled time and not to be allowed to leave the examination hall not earlier than half-an-hour.
15. If any malpractice, impersonation or any means against the rules is observed by the Flying squad / Observer, stringent action will be taken on the responsible persons.
16. Electronic gadgets, mobile phones, calculators and forbidden material is strictly prohibited and not to be allowed to the examination centres.

Thanking you,

Yours sincerely,


Controller of Examinations

- Copy to:
1. The Secretary to Vice-Chancellor, KU.
 2. The P.A. to Registrar, KU.
 3. The Director, S.D.L.C.E., KU.
 4. The Director, Publication Cell & Stores, KU.
 5. The Addl. Controller of Examinations (Confidential & SDLCE), KU.
 6. The Correspondents / Co-ordinators of the study centres of SDLCE, KU.