



# RAYALASEEMA UNIVERSITY KURNOOL

Controller of Examinations

email:ruexams@gmail.com

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## INSTRUCTIONS TO THE OBSERVERS

1. Since the university has appointed you as an observer, you must take utmost care on behalf of the university to conduct the examination smoothly at the allotted centre.

2. Observer should be present at the examination centre at least half an hour before the scheduled time.

3. Observer should be present at the examinations centre at the time of opening the question paper

And to sign on the question paper cover stating with date and time on the question paper packet.

4. Verify that the college should not use College round seal or stamp except in the specified place in part-I. The stamp which you are using in part-I should not overlap with any other part( part-II or part-III) of the OMR booklet. It was observed that, some of the principals have affixed the stamp on left margin; even there is no option/ space for the same. All such types of stamping on the OMRs leads to the cancellation of the scripts and such student's results will be kept withheld from the declaration of the results. Hence, all the principals are strictly informed to alert their staff to use the principal stamp/any type of stamp in the specified area in part-I only that do not overlap with any other part-II/III.

5. If any unfair methods followed while opening the question papers, it will be viewed seriously and recommended to the higher authorities for suitable punishment subsequently their affiliation and examination centre will be stand cancelled forever. Simultaneously, the chief superintendent and the observer will be held responsible for that and they will be legally prosecuted for such unfair things.

6. As already informed that no student will be permitted without on-line generated hall tickets and proper ID card. If any student is permitted without on-line generated hall ticket / without

prior permission from the university, then the university will not process such student's results strictly and the corresponding chief superintendent will be held responsible.

7. All the observers are informed to thoroughly verify(with the help of invigilators) that the photo on the OMR and hall ticket and then only permit them to write the examinations. Without which no student is permitted to the examinations.

8. Conduct the examinations in the subjects as specified on the on-line hall ticket but not as per the letters submitted by the college's principals (for subject correction). Such types of answer booklets will not be considered during processing of results and such students results will be kept with held.

9. Do not permit the students after the scheduled time, instruct the students to report to the examinations at least half an hour before the commencement of the examination. Late comers will be summarily rejected. Similarly the student should be permitted to leave the examination hall in the last half an hour only.

10. Observers should be cautious that the Students/ Invigilators are not permitted to carry any type electronic gadgets (mobile phones, pagers, scientific calculator, ear phones etc..) into the examination hall. It is the responsibility of everyone to take utmost care to conduct the examinations smoothly.

11. After the completion of the examinations, the answer booklets should be packed in the presence of the observer and should sign on the sealed bundle. Then the sealed bundle should be handed over to the custodian centers soon after the completion of the examination on the day without fail. All such activities should takes place in the presence of the observer only.

Keeping all these points, all the principals/chief superintendents are requested to co-operate with the University for Smooth Conduction of examinations.



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