



SRI KRISHNADEVARAYA UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

Prof. Amarnath. R. Das
Director
9490188203

Prof. G. Venkat Naidu
Additional Director
949080113

CIRCULAR

14-10-2016

To,

All Coordinators, Principals of SKU- DDE Study Centers,

Greetings. As we are to conduct ^{1st & 2nd} year UG & PG Examinations in the month of ^{December} November 2016, we Wish to remind all of you to follow the examinations procedures carefully to avoid any confusion that may attract the media to trouble you. Follow the following rules meticulously:

1. Do not collect any Money from Students for conduct of examination in the name of **Maintenance fee**. Any complaint from any one would lead to black listing and cancellation of Examination Center.
2. Have an Observer from **Government** or **Aided** College approved by DDE. Send their names by Letter/ SMS for sending orders in their name.
3. Conduct examinations strictly according to the timings 2p.m.- 5 p.m.
4. Open question papers only 30 minutes before the exams in the presence of the observer. Get his/ her signature before opening of the QPs and the sealing of the bundles.
5. Do not allow any one unconnected to DDE inside the hall.
6. Verify Students' name and Hall tickets and enter in the Absentee Statement for each subject code.
7. Pack NR & OR Scripts ^{Separately} separately tying in a thread before packing.
8. Pack scripts Subject wise and not Room wise. It causes problems while coding.
9. Ensure that the candidates enter their HT Nos correctly on the Answer booklets along with subject code and date of examination.
10. All the Answer scripts should bear the Signature of the Invigilator and the Chief Superintendent.
11. Don't allow any malpractice. It is spoiling the Image of S. K. University as well as risking your own study Centre to get caught by the media. Conduct exams strictly as per rules because it is an University Examination and the Degree to be given is University Degree. Distance Education does not mean open copying.

12. Pack and seal every day's examination Papers and send it the next morning by Regd post. Bundles posted later than the next morning, will not be accepted by DDE. The bundle should compulsorily contain Paper code, Center Code and Date of Examination.
13. There will be Flying Squads and Surprise Squads to monitor the conduct of exams.
14. Appoint sufficient number of Invigilators to have effective monitoring.
15. Ensure that the candidate writes the examination meant for him not any exam. We receive two scripts for one Regd numbers such 2 numbers will be treated as Mal Practice Scripts and will be banned for 2 years from writing next exams.
16. Candidates should write the exams only in the Halls and not elsewhere. Any Center found to be doing would be cancelled as a Centre forthwith.
17. Some Centers are allowing Impersonations. If found this time will face serious consequences.
18. Any Blind or physically disabled person wants to write exams the center should obtain permission of the DDE with the name of the proposed Scribe well in advance. The scribe should be of lower qualification than that of the candidate.(B.A in case of PG Candidate, Inter in case of Degree candidate.)
19. In case of any doubt or problem feel free to contact Director or ADDI Director.
20. The examination should be conducted in the college which has entered with HOD with DDE.



PROF. G. VENKAT NAIDU
ADDITIONAL DIRECTOR



PROF. AMARNATH R. DAS
DIRECTOR



SRI KRISHNADEVARAYA UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

Prof. Amarnath. R. Das
Director

Prof. G. Venkata Naidu
Additional Director

28-10-2016

CIRCULAR

All the Study centers are hereby informed to follow the procedures with strict adherence:

1. The assignments sent by post from now onwards should be addressed and sent to **Assistant Registrar, Confidential Section, DDE, S. K. University, Ananthapuramu: 515 003.** This is being done to prevent them from being lost in the general Tapal received by the DDE. Instruct the students to stick to the time period for the submission of assignments.
2. The Practical Marks and Project marks of the UG & PG courses sent by the Study Centers should also be sent directly to, Assistant Registrar, **Confidential Section, DDE, S. K. University, Ananthapuramu: 515 003.** The marks should be sent both Online in the prescribed format and also hard copy duly signed by the Examiners and attested by the Principal of the respective College. Marks entered on ONLINE Copy alone will be taken into consideration. Both ONLINE entries and Hard Copies should tally. Any additions and corrections in the hard copy will not be accepted.
3. The Study Centers should maintain the practical marks obtained by the students year wise in a register. The Mark sheets used should be pasted after signatures are obtained from Examiners in registers and should be made available whenever needed.
4. There will be Inspections during Week end classes and Practical Examinations. It is compulsory to conduct PCP and Practical Training for Science Courses. Any Centre found to be violating these norms will be cancelled immediately.

This is for your information and Compliance


Prof. G. Venkata Naidu)
Addl. Director


(Prof. Amarnath. R. Das)
Director