



శ్రీ కృష్ణదేవరాయ విశ్వవిద్యాలయం :: ఆనంతపురం
SRI KRISHNADEVARAYA UNIVERSITY
ANANTAPUR – 515 055, A.P. India
DIRECTORATE OF EXAMINATIONS

No.SKU/DOE/ 2016

Dated: 03-01-2017.

From

To

The Director
Director of Evaluation.

The Principal/Correspondent
All Colleges/Examination Centres

Sir,

Sub: S.K. University – Distance Education - Guidelines for conduct of II, III year UG and PG Examinations – Reg.

Ref: Meeting held on 15-12-2016.

In accordance with the decisions taken in the earlier meeting for conduct of examinations, I reiterate the following guidelines for smooth conduct of the examinations:

1. All question papers will be uploaded by the Directorate of Examinations and the examination centres will download the question papers by means of the encrypted password 30 minutes before the commencement of the examination. If the number of candidates appearing for any examination is more than 500, the question paper shall be downloaded by the centres 60 minutes before commencement of the examination.
2. The examination centres shall keep 2 or more photocopiers ready and make the required number of photocopies of the question papers after downloading of the question papers.
3. An amount of Rs. 8/- per UG candidate and Rs.10/- per PG candidate shall be paid to the examination centre for meeting all the expenditure pertaining to the conduct of examinations.
4. Immediately after the examination, the bundles of the answer scripts shall be sealed in the presence of the observer and dispatched by Registered post on the same day. In case of examinations held in the afternoon session, the bundles of answer scripts shall be sealed in the presence of the observer and dispatched by Registered post on the next day by 10 a.m.
5. The sealing of all answer script bundles shall be photographed and mailed to the Director, Directorate of Examinations, S.K. University.

Yours sincerely,

Director of Evaluation