

ANDHRA UNIVERSITY

Visakhapatnam-530003, Andhra Pradesh, INDIA
NAAC - Accredited "A++" Grade with a CGPA of 3.74 out of Four Point Scale
"ISO 9001:2015 Certified"

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All Officials letters, Packages etc.,
Should be addressed The Registrar by
Designation and not by name

No. COE /2025

Dt. 21-04-2025

Visakhapatnam

From
T.CHITTI BABU,
Joint Registrar &
Controller of Examination

CIRCULAR

I am hereby directed to inform all Chief Superintendents / Principals of UG Examinations to follow instructions scrupulously as listed below without any deviations, for the smooth conduct of examinations.

1. Day-wise attendance is mandatory to upload in web portal provided by the University for all Examination centres and download the statement, signed by the chief superintendent and same should be submitted to spot centre along with the OMR answer booklet bundles.
2. To prevent impersonation, photo in Hall - Ticket must be verify by the invigilator.
3. OMR answer booklet and question paper must be issued as per the candidate's Hall - Ticket.
4. Students are allowed to write exam on the OMR booklets allotted to him/her only, but not on buffer or absent booklets. If this is violated, such booklets will not be evaluated. Buffer booklet is allowed only when the OMR booklet is not provided by the University due to late registration and the student must fill all the details on first page of the buffer sheet in the presence of the invigilator.
5. After completion of the examination, answer booklet bundles must reach either to the university spot valuation centre or to the deposit centres allotted to them on the same day without fail.

Copies to:
The Dean (U.G), Examinations, C.A.O, A.U
The Secretary to the Vice - Chancellor, C.A.O, A.U.
The P.A to the Register, C.A.O, A.U.
All Officers C.A.O, A.U, (UG & PG).


(T.CHITTI BABU)
JOINT REGISTRAR &
CONTROLLER OF EXAMINATIONS
Controller of Examinations
Andhra University
Visakhapatnam