



(A University with potential for Excellence)

No. /UG/Supply /Exams/2017

Dt : 04-10-2017.

C I R C U L A R

All UG College Principals /Chief Superintendents are requested to note the following steps for the effective and smooth conduct of forthcoming Supplementary Exams -2017.

1. Packing of Answer Scripts to be made with faculty wise and subject wise along with Individual 'D' Forms and presentee statement.
2. If total number of Answer scripts not tallied with 'D' Form / presentee statement, the valuation should not took place.
3. It's mandatory to upload the strength particulars online everyday through college logins. (i.e, Present, Absent, Malpractice cases)
4. Answer script bundles should reach to the Examination Branch on the same day and same session of Examination.
5. The Chief Superintendents are requested to pack CDE scripts separately and take necessary steps to reach examination branch properly.
6. The Chief Superintendent and Observer must sign on 'D' form and answer scripts bundles.

Sd/-
Controller of Examinations