



# **T. SUBBARAMI REDDY & T. BALARAMA KRISHNA DEGREE COLLEGE**

(Affiliated to Andhra University : Accredited by NAAC : Approved by UGC)

Mango Grove, Srinagar, Gajuwaka, Visakhapatnam – 530 026 (A.P)

Web site: [www.tsrtbkcollege.com](http://www.tsrtbkcollege.com) e-mail: [principal.tsrtbk@gmail.com](mailto:principal.tsrtbk@gmail.com)

Phone No: (0891) 2515657, 2744497, 2759920, 9346434347, 9985302755, 9440631628

Ref:

Date:

Date: 02/07/2025

## **Undertaking**

### **Implementation of Examination Reforms**

It is hereby declared that the Teacher Examination Reforms Policy is implemented in the Institute. APSCHE typically follows a semester system where in an academic year is divided into two terms. The final assessment is on basis of internal assessment conducted through two mid examinations, and University Semester End Examination typically conducted by the Andhra University.

**S. Vishnuvardhana Rao**

**Principal**

Principal  
TSR & TBK Degree College  
Mangogrove, Srinagar  
Gajuwaka, Visakhapatnam-26



**Sabbineni**

**Vishnu**

**Vardhana Rao**

Digitally signed by  
Sabbineni Vishnu  
Vardhana Rao

Date: 2025.12.26  
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# ANDHRA UNIVERSITY

Visakhapatnam-530003, Andhra Pradesh, INDIA

NAAC - Accredited "A++" Grade with a CGPA of 3.71 out of Four Point Scale  
"ISO 9001:2015 Certified"

Telegrams: UNIVERSITY  
Telephone: 08912844177  
Fax: 08912844077



All Official letters, Envelopes etc.,  
Should be addressed: The Registrar by  
Designation and not by name.

No. CE ROOM/2025,  
From:  
T.Chitti Babu,  
Joint Registrar &  
Controller of Examinations

Visakhapatnam  
Dt. 12.11.2025

## CIRCULAR

### Guidelines for the Conduct of Examinations - 2025

#### 1. Pre-Examination Requirements

- Principals to instruct all students to create their ABC ID, complete enrolment and registration for examinations, and ensure entry in the Gnaana Bhoomi portal within two months of admission.
- The Chief Superintendent and Principal to convene a pre-examination meeting with invigilators and non-teaching staff at least two days prior to the commencement of examinations to brief them on all operational protocols.

#### 2. Handling of Question Papers and Answer Booklets

- Question Paper (Q.P.) bundles to be opened only in the presence of the Chief Superintendent and the Observer at the scheduled commencement time.
- After each examination, answer booklet bundles to be packed and sealed in the presence of both officials, duly signed and stamped by them.
- A short video recording showing both the opening of Q.P. bundles and the sealing of answer booklet bundles (clearly capturing the Chief Superintendent and Observer) to be taken and emailed to the Controller of Examinations (CEO) without fail.

#### 3. Conduct inside Examination Halls

- Invigilators to verify the photograph on the Hall Ticket to prevent impersonation.
- Cell phones and electronic gadgets are strictly prohibited inside examination halls.
- OMR answer booklets and question papers to be issued strictly as per the candidate's Hall Ticket.
- Students to write the examination only on the OMR booklet allotted to them; any booklet other than the allotted one will not be considered for evaluation.
- Buffer booklets may be used only when OMR booklets are not supplied by the University, and all details shall be filled on the first page of the OMR Booklet in the presence of the invigilator.
- At the conclusion of the examination, all unused pages shall be cancelled by the student and verified by the invigilator.



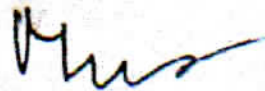
#### 4. Attendance and Record Submission

- Every student is instructed to sign the SEF-7 form in the designated space.
- Day-wise attendance to be uploaded on the University web portal by the examination centre. The attendance statement, duly signed by the Chief Superintendent, to be submitted to the Spot Valuation Centre along with the OMR answer booklet bundles.
- All answer booklet bundles to be dispatched to the University Spot Valuation Centre or the designated Deposit Centre on the same day of the examination without fail.

#### 5. Infrastructure and Surveillance

- All colleges to ensure proper maintenance of washrooms, drinking water facilities, electrical connections, and furniture for the convenience of candidates and staff.
- Each examination centre to install CCTV cameras at the entrance, all classrooms, and the Principal's room, and the live feed shall be monitored continuously by the Principal during the examination period.

All the above instructions are to be implemented scrupulously without any deviation. Any lapse or non-compliance will be viewed seriously by the University.



**CONTROLLER OF EXAMINATIONS  
ANDHRA UNIVERSITY**

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ANDHRA UNIVERSITY  
VISAKHAPATNAM**

*Atchannaidu*  
*Unshu*  
Principal  
TSR & TBK Degree College  
Mangogrove, Srinagar  
Gajuwaka, Visakhapatnam 20



## Guidelines for Invigilators – AU Theory Examinations – Nov -2025

All invigilators are requested to follow the below instructions carefully to ensure the smooth and fair conduct of the University Examinations.

### 1. Reporting and Attendance

Invigilators must report to the college by 8:30 AM and remain available till 5:00 PM on examination days.

. \*Collect examination materials (question papers, answer booklets, attendance sheets, etc.) from the Office 15 minutes before the commencement of the exam.

### 2. Distribution of Materials

Verify the Hall Ticket and photo identity of each student before issuing the question paper.

Distribute Questions papers as per the paper question code printed on OMR answer booklets.

Distribute OMR answer booklets and question papers strictly according to the student seating arrangement.

### 3. Conduct Inside the Examination Hall

Maintain strict silence and discipline inside the hall.

Cell phones, smart watches, and electronic gadgets are strictly prohibited for both students and invigilators.

Do not allow students to borrow stationery or communicate with each other.

Clearly announce the start and end times of the examination.

No student shall be allowed to enter the hall after 30 minutes from the start of examinations.

And take the signatures of students on attendance sheets and for absentees marked as ABSENT in attendance sheets with red ink pen. Submit the same after 30 minutes of the commencement of the examinations.



#### 4. During the Examination

Invigilators must walk around frequently to monitor students' activities.

Report any malpractice or suspicious behavior immediately to the Chief Superintendent.

Do not engage in personal conversation in exam hall and corridors or use mobile phones during duty hours.

#### 5. Collection and Submission

Ensure that all answer booklets are collected and arranged in proper order (according to the Room plan).

Verify that the number of answer scripts matches the attendance before submission.

Hand over all unused OMR answer booklets and unused question papers, after 30 minutes of the exam commencement.

Do not allow students to leave the examination hall before one and of an hour.

#### 6. General Instructions

Invigilators should not leave the hall unattended at any time.

Maintain fairness, punctuality, and confidentiality throughout the examination process.

Cooperate with University flying and sitting squads during inspections.

*Chishu*  
12.11.2025  
Chief Superintendent

Chief Superintendent  
A.U. Examinations  
ISR & TBK Degree College  
Srinagar, Gajuwaka  
Visakhapatnam-530026.

Print on letter head (seal sign)

Invoice

Invoice No-	584			
PO No:-	Xpert/BCI/724			
Date :-	18/12/2024			
Term (Days)	45			
<b>Invoice to:-</b> Xpert Safety Solutions Private Limited Address:-2 <sup>nd</sup> Floor Mittal Bhawan 10 Station Road Hussainganj Lucknow -Uttar Pradesh India-226001 GST No:-09AAACX1021B222 E-Mail-Finance@xpert-safety.in		<b>From-</b> TSR & TBK Degree College Mango Grove, Srinagar, Gajuwaka 530026		
S.No.	Description	Cost Per Candidate	Quantity	Amount (Rs.)
1.	<b>Project Details :</b> Project Name: Project MM Exam Date :22 December-2024 Exam Time : 10:00 AM to 01:00 PM Number fo Shift: Single Shift (with One Day Mock) Invigilator Ratio: 12:1 Seating Matrix (Multiple of 24) : 6X4,4X6 Center Superintendent : 1 Per Center Deputy Center Superintendent: 1 per Center Support Staff :1 per 120 Candidates Class IV employee :2 Per Center	35	456	15960
	<b>Total Amount</b>	35	456	15960
	SGST@9% CGST@9% IGST@18% Round Off			
	<b>Grand Total</b>		15960	
Bank Name	Axis Bank	<b>Advance</b>	7980	
Bank Holder Name	Principal and Correspondent TSR &	<b>Rest Amount</b>	7980	
Account No (Including Zero)	62077154122			
IFSC Code	SBIN0020631			
Pan Number				
<b>Terms and Conditions</b> 1.PAN Copy of Account Holder 2.Signed Copy of Work Order (Print Mail) 3.Cancelled Cheque with account details including Account Holder Name if Cancelled Cheque is not available first page of Passbook Containing all the Details should be Provided 4.Tds and Gst Applicable in final payment				

*Attested*  
*Lishu*

Principal  
TSR & TBK Degree College  
Mangogrove, Srinagar  
Gajuwaka, Visakhapatnam 530026

