

**SRI VENKATESWARA UNIVERSITY : : TIRUPATI**  
**DIRECTORATE OF DISTANCE EDUCATION**  
**INSTRUCTIONS TO THE CHIEF-SUPERINTENDENT OF THE DDE EXAMINATIONS JULY, 2021**

- The confidential material received by you should be kept in almirah under lock and key and the keys should be handed over to the Observer deputed to your centre.
- The observer should reach the Examination centre at least half an hour before the commencement of the examination on the day of examination.
- The question paper leaves should be distributed to all the rooms before 5 minutes of the commencement of the examination in a cover under the supervision of the Observer, and see that the question papers are distributed among the candidates sharply by the time of commencement of Examination.
- No candidate shall be permitted to enter the examination hall after half an hour of the commencement of the examinations and nobody should be allowed to leave the examination hall before half of time of the scheduled examination.
- After completion of the examinations, the answer scripts to be packed in THREE different bundles i.e.. (1) one for M.A., M.Com., M.Sc., and PG Diploma Courses, (2) Other for M.B.A. and (3) other for B.A., B.Com., B.Com. (Computer Applications) and B.Sc., Courses.
- The bundles should be despatched to **THE DIRECTOR, DIRECTORATE OF DISTANCE EDUCATION, S.V. UNIVERSITY, TIRUPATI – 517 502** on the same day of completion of the examination, super scribing on the bundle as given in the **Annexure – A (a separate form was enclosed)**. **Otherwise, the bundles will not be considered for valuation.**
- You have to enclose the Signature statement and Present / Absent statement in the prescribed proforma as given in the **Annexure-B (Forms 1 & 2)** duly countersigned by the Observer and the same has to be sent along with the respective answer scripts bundles.
- You are not permitted to issue any provisional permission to the candidates for writing the examinations without taking prior permission from the authorities of the Directorate of Distance Education.
- You are requested to hand over the Xerox copy of the Student Signature statements with photo (Day-wise, Question Paper Code-wise and Study Centre wise) at the end of every day of the Examination to the Coordinator concerned for their future reference and record.
- If any enrolled candidate of the study centre seeks provisional permission to write the examination, have to take prior permission from the Director, D.D.E., S.V.U., Tirupati by paying an amount of **Rs.2,000/-** (Rupees Two thousand only) per candidate by way of D.D.E. online 'D' challan in addition to the prescribed examination fees. The examination applications of such candidates have to reach this office before the last day of the concerned examinations.

*Sd/- Prof. S.V. SUBBA REDDY*  
**DIRECTOR**  
**Directorate of Distance Education**



**SRI VENKATESWARA UNIVERSITY : : TIRUPATI**  
**DIRECTORATE OF DISTANCE EDUCATION**

**ANNEXURE - A**

**Through Regd. – Post.**

**Name of the Examination Centre** :  
**Date of Examination** :  
**Time of Examination** :  
**Subjects** :  
**Q.P. Code Nos.** :

**To**  
**THE DIRECTOR**  
**DIRECTORATE OF DISTANCE EDUCATION**  
**S.V. UNIVERSITY**  
**TIRUPATI – 517 502**  
**Cell : 9000399959**

**From**  
**The Chief-Superintendent**

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**Signature of the Chief-Superintendent**

**Signature of the Observer**



<b>Date of Dispatch</b> :
<b>Time of Dispatch</b> :

**SRI VENKATESWARA UNIVERSITY : : TIRUPATI**

**DIRECTORATE OF DISTANCE EDUCATION**

**ANNEXURE- B(1)**

**M.A. / M.Com./M.Sc./M.B.A./Ex. M.B.A. (Previous & Final)**

**I, II and III B.A. / B.Com. / B.Com. (Computer Applications) B.Sc. and P.G. Diploma  
Courses**

**EXAMINATIONS OF JULY, 2021**

**SIGNATURE STATEMENT**

**Name of the Examination Centre :**

**Subject :**

**Date of Exam:**

**Paper :**

**Time of Exam: 09.00 AM to 12.00 noon**

**Q.P. code No. :**

<b>S.No.</b>	<b>Registered Number</b>	<b>Name of the Candidate</b>	<b>Answer Booklet Number</b>	<b>Signature of the Candidate</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

**Total No. of candidates :**

**Present :**

**Absent :**

**Signature of the Invigilator**

**Signature of the Chief-Superintendent**

**Signature of the Observer**



**SRI VENKATESWARA UNIVERSITY :: TIRUPATI**  
**DIRECTORATE OF DISTANCE EDUCATION**

**ANNEXURE- B(2)**

**M.A. / M.Com./M.Sc./M.B.A./Ex. M.B.A. (Previous & Final)**  
**I, II and III B.A. / B.Com. / B.Com. (Computer Applications) B.Sc. and P.G. Diploma**  
**Courses**

**EXAMINATIONS OF JULY, 2021**

**PRESENT / ABSENT STATEMENT**

Name of the Examination Centre :

Subject :

Date of Exam :

Paper :

**Time of Exam: 09.00 AM to 12.00 noon**

Q.P. code No:

Room No. :

Total No. of candidates :

No. of candidates Present :

No. of candidates Absent :

**Signature of the Invigilator**

**Signature of the Chief-Superintendent**

**Signature of the Observer**