



ACHARYA NAGARJUNA UNIVERSITY

(NAAC 'A', 36Years of Excellence)
Nagarjuna Nagar, Guntur- 522510
Andhra Pradesh, India.



Prof. Sandhya Cole

M.Sc., M.Phil., Ph.D.

Phone: 0863-2346783,781 (off)

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Co-ordinator , UG Examinations

No.ANU/UG II Sem & IV Sem.(Regular & Supply) Exams April, 2024/Squads & Observers, V.C.
orders dated: 07-04-2024.

Date: 07-04-2024

To

CH.HARI BABU,LECT. IN HINDI,Ph:9440142171
SGK GOVT. DEGREE COLLEGE, VINUKONDA

I am by direction to inform you that, you are appointed as **UNIVERSITY OBSERVER** for **UG IV Semester (Regular & Supply) Examinations, April, 2024 from 08-04-2024 to 30-04-2024** at **VIJAYATEJA DEGREE COLLEGE, ADDANKI (161)** You are requested to report to the Chief Superintendent/Principal of the examination centre on **08-04-2024 at 8.00 AM** and satisfy yourself regarding the arrangements for the smooth conduct of the examinations and the seating arrangements in accordance with instructions sent to the Chief Superintendent from the University.

The duties and responsibilities of the observer are attached to the mail. I request you to visit the college for every session of the examinations and prepare day-wise report and submit the same within 3 days after the completion of examinations. You are further requested to be present at the time of opening of question paper packets and bundling of answer scripts.

The TA & DA and remuneration will be paid as per the University rules. The Bills made for claim of TA & DA or Conveyance allowance and remuneration must be duly certified by the Chief Superintendent along with attendance certificate. Consolidated report of the Observer and Certificate from the Principal of the College, where you are working showing your designation and scale of pay must be send to the undersigned for onward transmission to the Finance Officer, soon after completion of examinations.

I am by the direction of the Vice-Chancellor, request you personally take all care in order to behold the dignity of the University by your excellent task as an observer (in other words as University's Ambassador) to maintain the value systems during examinations. You've to send the Geo pic whenever the Coordinator calls you. Install the GPS Map Camera App in your mobile. This Instruction is already given in the Principal's meet held at the University on 06-02-2023.

Principal's have to relieve the Observer's as this is an Examination duty.

In case of any assistance or help you require, please do not hesitate to contact me in confidence either in personally or through phone.

Thanking You,

Yours truly,


(SANDHYA COLE)

Copy to

The Principal with a request to relieve **CH.HARI BABU** to attend the duties of Observer.

The Principal/Chief Superintendent, **SGK GOVT. DEGREE COLLEGE, VINUKONDA**, with a request to extend your co-operation to the observer in the execution of his/her duties.