



CENTRAL UNIVERSITY OF ANDHRA PRADESH

JNTU Incubation Center, JNTU Road, Chinmaya Nagar

ANANTHAPURAMU - 515002

Semester-end (Regular) Examinations – January 2022

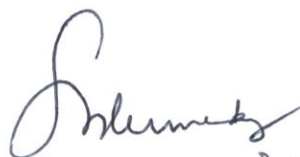
III Semester UG Programmes

Date: 30 Dec 2021

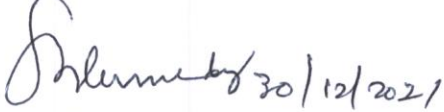
Guidelines to faculty on invigilation duties

Semester-end Examinations for III Semester UG programmes are scheduled to commence from 10-01-2022 (Monday). All the faculties are requested to follow the guidelines given below for smooth conduct of examinations.

1. All the internal faculty doing invigilation work shall compulsorily monitor the entire period of the exam time and log in from the University computers or laptops only.
2. In case any invited faculty has taught the students, the concerned programme coordinators shall send the question papers to the students.
3. Google meet link shall be generated by respective faculty or programme coordinator (depending on who taught the course) and shall be shared with the students 15 minutes before the start time. The same link should also be shared with the PA to Hon'ble VC, Dean-in-charge, Programme Coordinators and Coordinator of Examinations.
4. All internal faculties shall send the question papers to the student groups through both by WhatsApp and by e-mail.


30/12/2021

5. Question papers are to be shared with the students 5 minutes before the start time in PDF format only. It needs to be ensured that question papers should be sent only to the registered mobile numbers or mail Ids of the students.
6. Ensure that students shall remain online for the entire duration of the exam period **compulsorily** keeping the video on facing the camera. No student shall be allowed to exit from the link.
7. Internal faculties and the programme coordinators should do the invigilation duty by staying online and keeping video on compulsorily and proctor the students all through the duration of examination.
8. No student shall be allowed to write the examination if he/she joins the link after 30 minutes from the start time.
9. Invigilating faculties/ programme coordinators are advised to be vigilant and take screen shots of the class group every half an hour and submit invigilator's report in the prescribed format along with the attendance sheet to the Coordinator of Examinations after the exam is over.
10. Invigilators are advised to stay online till the end of the examination and log out of the class group only after ensuring every student has sent their answer booklets to their mail ids with a copy marked to Coordinator Semester examinations (**examcontroller@cuap.edu.in**).
11. All invigilators are advised to download attendance sheet & video recording and keep them in safe custody for future references.


Coordinator of Examinations

Copy to:

1. Dean in Charge, CUAP
2. Assistant Registrar, CUAP
3. All Programme Coordinators and Faculties, CUAP
4. PA to Hon'ble Vice Chancellor, CUAP