



RAYALASEEMA UNIVERSITY

(A State University established by Government of A.P)

KURNOOL

CONTROLLER OF EXAMINATIONS

Date: 03-10-2023

PACKING INSTRUCTIONS

1. Henceforth the degree answer booklets should be packed only after tearing off of the PART-I on the OMR answer sheet booklets(Consists of students details like name, hall ticket number, college name etc.,) at the examination centre itself and the PART- II and PART-III should be intact with the answer booklet only.
2. The answer sheets should be bundled with rubber band for every set of 25 subject wise (Ex: If the answer sheets in a subject are 130 then they should be bundled in the denominations of $5 \times 25 = 125$ and $1 \times 5 = 5$). After bundling of all subjects in the above denominations they should be packed in a cloth cover and should be handed over at the collection centre day wise/session wise.
3. The teared off PART- I shall be packed at the examination centre in one separate cover and submit at the collection centre along with answer sheet bundle. This bundle should be super scribed with the particulars same as on the answer sheets bundle.
4. While packing the answer booklets and the teared off PART-I both should be counted and tallied with the D-form.
5. **Buffer answer booklets PART-I should not be teared off** but should be packed by placing on the top of the same subject bundle. Online entry of the buffer answer booklet particulars is mandatory
6. Also mention the number of buffers used in the bundle on the bottom of the D-form.
7. A copy of the student signature list must be added along with D-form.

All the chief superintendents of the examination centers are requested to follow the above instructions and co-operate with the university.

Controller of Examinations