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No. E.II(7)/EXAM RESULTS/2026 Date: 09.11.2026

CIRCULAR

Sub: S.V. University – Examinations – Timely completion of valuation work and discharge of examination-related duties by teaching faculty – Instructions – Issued.

Ref:- 1. Letter dated 22.10.2026 of the Controller of Examinations.
2. Vice-Chancellor's orders dated 09.11.2026.

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The timely completion of all examination-related activities is essential to ensure the declaration of results within the prescribed schedule, maintain the academic calendar and avoid any delay in students pursuing their subsequent academic activities.

In this context, it is proposed to prescribe specific timelines henceforth for valuation, verification of marks and submission of award lists. Accordingly, all teaching faculty members shall treat the examination duties assigned to them as priority official responsibilities and ensure their completion with due diligence and without any delay or negligence.

All teaching faculty members are, therefore, hereby directed to strictly adhere to the following instructions while discharging their examination-related duties:

1. **Valuation of Answer Booklets:** Every faculty member appointed as an examiner shall personally evaluate the answer booklets assigned to them and complete the valuation within the prescribed time.

2. **Checking of Totals and Submission of Marks:** The checking of totals, verification of marks and submission of award lists shall be completed within a maximum period of ten (10) days from the date of receipt of the answer booklets, or within the shorter period prescribed by the University, wherever applicable.

3. **Attendance at Examination Duties:** Faculty members assigned duties as observers, invigilators, members of the High-Power Committee or any other examination-related responsibilities shall attend the respective notified examination centres on the specified dates and times and discharge the duties entrusted to them without fail.

4. **Prior Permission for Absence:** No faculty member shall remain absent from any examination-related duty assigned to them without obtaining prior written permission from the competent authority.

5. **Discharge of Other Duties:** Every faculty member shall abide by and discharge all other academic, administrative and examination-related duties assigned by the competent University authorities from time to time.

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6. Accountability for Non-compliance: Any failure to complete valuation within the prescribed time, delay in checking totals or submission of marks, or unauthorised absence from assigned duties shall be viewed seriously.

All teaching faculty members shall strictly comply with the instructions contained in this Circular and discharge the examination-related duties assigned to them as mandatory official responsibilities, with due diligence and within the prescribed timelines. Such compliance is an integral part of their official duties and professional responsibilities, in terms of Point 4.4 of the Code of Professional Ethics prescribed under G.O.Ms.No.14, Higher Education (UE) Department, dated 13.02.2019, which requires teachers to abide by the rules of the University and cooperate in the conduct of examinations, including supervision, invigilation and evaluation.

Further, Rule 3(1) of the Andhra Pradesh Civil Services (Conduct) Rules, 1964, mandates every Government employee to maintain devotion to duty. Accordingly, no faculty member shall decline, evade or neglect any examination-related duty assigned to them or leave such duty unattended, without the prior approval of the competent authority.

Any failure, wilful disobedience, negligence or dereliction in the discharge of such duties shall be viewed seriously and shall render the faculty member and other concerned personnel liable for appropriate disciplinary action under the applicable provisions of the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 and the relevant University rules.

The above instructions shall be scrupulously followed by all concerned. The Principals, Deans, Chairpersons of Boards of Studies and Heads of Departments shall bring this Circular to the notice of all teaching faculty members under their respective control and ensure strict compliance.

REGISTRAR

Copy to the Principals of all Colleges and Head of the Institutions in S.V.U., Tirupati
Copy to the Joint Registrar, S.V. University, Tirupati.
Copy to the Controller of Examinations, S.V.U., Tirupati.
Copy to the Dean (Examinations), S.V.U., Tirupati.
Copy to all the Deputy Registrars, Assst. Registrars and AAOs, S.V. U.,Tirupati.
Copy to all the Heads of Departments of S.V. University Colleges, Tirupati
Copy to all Officers/Officials of S.V. University, Tirupati.
Copy to the In-Charge Director, S.V.U. Computer Centre, Tirupati with a request to upload the proceedings in the University website.
Copy to PS to the Vice Chancellor/ Registrar, S.V. University, Tirupati
Copy to PA to the Rector, S.V. University, Tirupati
Copy to PA to the Dean, CDC, S.V. University, Tirupati
Copy to all the Superintendents in SVU Office, Tirupati.

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