**MAHARAJAH’S COLLEGE OF PHARMACY**

**PHOOL BAUGH - VIZIANAGARAM**

**CONDUCTING OF END THEORY EXAMINATION**

 **Received Question Papers from Andhra University**

**Receive Notification from Andhra University**

 **Inform about Examination Notification to the PRINCIPAL**

 **Arrangement of Answer Booklets**

 **According to the Room Plane**

 **Received Answer Booklets from**

 **Outsourcing Agency**

 **Seating Arrangement**

**According to Room Plane**

 **Preparation of Register Number Labels**

 **Receiving of Answer Booklets & SEF – 7 form from the Invigilators**

 **Preparation of Room Planes**

**Examination Instructions**

**To the Invigilators**

 **Handover the Answer Booklet Bundle**

 **To the Binding Center**

 **Sealing of Answer Booklets at the end**

**of Examination Every Day**

**Handover the Answer Booklets and Question Papers to the Invigilator**