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**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**  
Kukatpally, Hyderabad – 500 085,  
Andhra Pradesh (India)

**Dr. A. GOVARDHAN**

B.E (CSE), M.Tech.,Ph.D.

**Professor in CSE &  
DIRECTOR OF EVALUATION**

Lr.No.DE/JNTUH / B.Tech. Exams/ May-June 2013, Date: 26-03-2013.

To  
The Principals of  
JNTUH Constituent and Affiliated Colleges offering B.Tech. Courses

Sir,

Sub: JNTUH, Hyderabad - Examination Branch - B.Tech. Exams - May - June 2013 - Notification -  
Instructions to the Principals–Reg.

\* \* \* \* \*

The Principals of the constituent and affiliated Engineering Colleges are hereby informed that the University Examination Branch issues notification for the conduct of Ist year B.Tech. examinations (Regular and Suppl.) during May – June 2013

This notification is issued for the conduct of following examinations:-

1	I B.Tech. (R09) Regular
2	I B.Tech. (R07) Supplementary
3	I B.Tech. (R05) Supplementary

The Principals are requested to note the following instructions.

1. Every college has to make the consolidated fees (Exam. Registration fee + Condonation fee + Postal Logistic Service Charges) payment for all the above examinations in the form of a single RTGS / NEFT / GRPT Transfer to the Registrar's Bank Account No.62079988622 (State Bank of Hyderabad, JNTUH Campus Branch, IFSC/RTGS/GRPT Code: SBHY0021008). The Principals are informed to submit (if not uploaded so far) their College Code, Bank Account Number, Name of the Bank & Branch and RTGS / IFSC / GRPT code of the Bank Branch from which the College wish to make the payment.

3. As per G.O. Ms No. 86 cited you are requested to note the following:

The private unaided engineering including Pharmacy and Architecture colleges are permitted to collect.

- Rs. 2000/- as onetime payment per student at the time of admission towards admission/Registration/Recognition fees and out of the said amount of Rs.2000/-, an amount of Rs.500/- shall be remitted by the Institutions to the concerned University and the remaining amount of Rs.1,500/- shall be retained by the Institution.
- Rs 1,500/- per annum per student during the course towards the common services rendered by the university to all the colleges and such amount collected by the colleges shall be remitted to the concerned University.

***In view of the above, the colleges are required to remit an amount of Rs. 2000/- (Rs 500 towards Recognition fee + Rs 1500/- towards Common services rendered by the University) per candidate to the University. The amount has to be remitted at the time of Registrations for the End Examinations (Examinations to be conducted during May/June, 2013) along with Examination Registration amount.***

4. Different deadlines for schedule of events, booklet collection schedules and other details are mentioned here under.

Contd...2

**STUDENT REGISTRATIONS SCHEDULE**

<i>EVENT</i>	<i>Last date for students to register for both reg. &amp; suppl. (at respective colleges)</i>	<i>Verification &amp; Modification by System Admin (at respective colleges)</i>	<i>Date for Consolidated Fees Payment (Single TRANSFER For both Reg. &amp; suppl. Exams And Condonation fee)</i>
Exam Registration Without Late Fee	04-04-2013	06-04-2013	for First year → <b>27-04-13</b>
Exam Registration With Late Fee of Rs.100/-	08-04-2013	09-04-2013	
Exam Registration With Late Fee of Rs.1000/-	12-04-2013	15-04-2013	

**SCHEDULE OF THE EVENTS**

<ul style="list-style-type: none"> <li>❖ Submission of Consolidated fees (Exam. Registration fee + Condonation fee + Postal Logistic Service charges) transfer receipt. The details are to be uploaded to registration server using the service <b>Add RTGS/IFSC Payment Info in Admin option</b> before visiting University.</li> <li>❖ Submission of year-wise detained lists and condonation lists.</li> <li>❖ Hard copy of proposed list of Observers (minimum of six members). Soft copy of the same observers list should be mailed to the ACE concerned before the time deadline specified by respective ACEs.</li> <li>❖ Submission of clearance certificate wherever necessary.</li> <li>❖ Collection of pre printed Answer booklets and practical OMR answer sheets as mentioned in the table below, by submitting the receipt obtained from the counter to the officer concerned.</li> </ul>	College wise schedule is given in the table below
<ul style="list-style-type: none"> <li>❖ Upload detained student H.T. Nos (Year-wise) with % of attendance to portal by the college for First year</li> </ul>	26-04-13 (05.00pm)
Intimation of discrepancies in the pre-printed answer booklets to Examination Branch in person only by college representative and to collect the correct answer booklets	for First year → <b>03-05-13</b>
Down loading (through examination, portal) and issue of hall-tickets	for First Year } → <b>15-05-13 (05.00pm)</b>

**ANSWER BOOKLIET COLLECTION SCHEDULE  
(for I year )**

SNO	DATE	COLLEGE CODES	Officer concerned for issue of stationery and allotment of observers
01	29-04-13	7, 8, 24, 25, 26, 27, 28, 32, 37, 60, 64, 65, 68, 84, 86, 87, 91, 92, 95, 1R, 2C, 2D, 2E, 5R, 5X, 6C, 6D, 6E, 6J, 6K, 6L, 6P, 6R, 6T, 6U, 6X, 6Y, 7A, 7G, AN, B7, B9, BD, BR, C2, C3, C4, C5, C6, C8, D9, E3, E6, EK, HD, J0, J1, J4, J9, K4, K7, K8, K9, L5, M6, N0, N6, N9, P8, PP, Q9, QD, QK, QP, QT, R0, R2, R4, R7, RC, RH, RJ, RT, S4, S5, TD, TF, TJ, TK, TM, TR, U3, U5, U8, UC, UD, UE, UK, UM, UN, UU, W0, W7, W9, X6, WH	ACE-2 (Dr.G.NARSIMHA)
02	30-04-13	14, 21, 29, 36, 40, 56, 57, 58, 59, 62, 63, 66, 79, 80, 82, 83, 89, 93, 94, 5A, 5C, 5G, 5J, 5Q, 5T, 5Y, 5Z, 6B, 6N, 6W, 7D, 7E, 7N, 7P, 7U, 7W, 8B, AU, B3, B4, B5, BH, C1, C7, D0, D1, D3, D7, DN, E0, E4, E5, E7, FG, G7, J3, J6, J7, K0, L0, M5, M8, N2, N5, QE, QG, QN, QU, RE, RF, RM, RN, RQ, RR, T0, T2, TA, TE, TH, TN, TT, TU, U2, U7, UA, UF, UG, UH, UQ, UT, UW, UX, UY, UZ, VA, VB, VC, X8, WJ, WK, WL	ACE-3 (Dr.MVVS Giridhar)
03	01-05-13	30, 31, 61, 67, 88, 1Q, 2A, 5D, 5E, 5F, 5U, 5W, 6A, 6F, 6G, 6H, 6M, 6Q, 6Z, 7B, 7C, 7F, 7Q, 7R, 7T, 7X, 7Y, 7Z, 8A, 8C, 8D, 8E, 8F, 8G, 8H, 8J, 8M, 8N, 8P, 8Q, 8R, 8T, 8U, 8W, 8X, 8Y, 8Z, 9A, 9B, 9C, 9D, 9E, 9F, 9G, 9J, 9K, 9L, 9M, 9P, 9R, 9T, 9U, 9W, 9X, 9Y, 9Z, A6, AG, AQ, B6, B8, BA, BE, BK, BT, C0, C9, D2, D4, D5, D6, D8, E1, E2, GE, GM, H1, H2, H3, H5, H6, H8, J2, J5, J8, JJ, K3, L7, M1, M2, M3, M4, M9, N1, N3, N4, N7, N8, P0, P6, P7, PQ, PR, PT, PU, Q6, Q8, QA, QC, QF, QH, QJ, QM, QQ, QR, R1, R3, R5, R9, RA, RD, RG, RK, RP, RU, S1, S3, T8, TC, TG, TP, TQ, U0, U1, U6, UJ, UP, UR, VD, VE, VF, VG, W1, W4, W8, X0, X3, X7	ACE-4 (Dr. D. Vasumathi)

Contd...2

*Amount to be retained by colleges*

<i>YEAR &amp; SEMESTER</i>	<i>Regular (Rs.)</i>	<i>Supplementary (Irrespective of No. of subjects) (Rs.)</i>
I Year	$250 - 28^* = 222 + 5^{**} = 227$	$125 - 14^* = 111 + 5^{**} = 116$

\* Logistic postal sevice, \*\* Hall Ticket charges \*\*\*Remuneration for change of center should be calculated as per Lr. DE/JNTUH/EB/Remuneration/Change of center/2012 dt.:26-06-12

*Condonation fee to be collected*

I Year Condonation Fee (for each student)	Rs. 300/-
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5. Finalize the attendance of students, by giving presumptive attendance for the last week of class work and upload the *lists of Detained Students* (due to shortage of attendance) through Exam Portal on or before 26<sup>th</sup> April 2013 in respect of I year semester students.

6. The Principals are requested to verify the eligibility of the candidates for registrations for examinations in respect of whether the candidate has undergone regular study of previous years / semesters and obtained required number of credits for promotion as per existing academic regulations. Any deviation will be viewed seriously.

7. In case of regular students attending class-work, the students have to pay the examination fee for regular exams of I year, only when the attendance requirement is satisfied by considering presumptive attendance for one week. However, the examination registrations should be completed as per time schedule mentioned in this notification. If any student is detained due to shortage of attendance, but paid the examination fee, arrange to refund the regular examination fee before transfer of *Consolidated fees* to University. In the case of Physically Handicapped students (deaf, dumb, hearing impaired, orthopedically handicapped and visually handicapped) as per University letter No. JNTUH/EB/Concessions to Handicapped students / 2010(1), dt.26-04-2010, the Principals are requested to allow for exemption of the examination fee for such students The relevant documental evidence and the list of those students is to be submitted at the counter in the Examination Branch on the day of stationary collection.

8. Upload Faculty details for each of the registered subject of the regular series using the appropriate menu service, for the purpose of appointing them as Examiners / Resource persons for various confidential works, is mandatory. If the faculty member is already registered as a valuer, the valuer ID must also be entered.

9. If any Principal requests for change of photograph of any student after the issue of PC and if the photograph on final semester hall ticket and the photo on PC are matching, a penalty of Rs.10,000/- shall be collected from the Principal of the college.

10. The clusters for drafting external examiners for practical examinations will be kept in portal shortly. All the Principals are requested to identify the external examiners from the same cluster for conducting practical examinations.

11. All the Principals are requested to take proper care in uploading and sending the hard copy of Internal Marks for all regular students, who are promoted in that year or semester irrespective of their registration / non-registration for University examinations. If a candidate is promoted to next semester/year but not registered for University exams., the Hall-Ticket Nos. of such students should be uploaded to registration portal using the menu service **promoted but not registered**. The last date for Uploading Internals & external lab marks"18-05-2013 for I year B.Tech.

12. The Lab external marks have to be uploaded in each lab examination of the respective registration portals. After the successful upload and freeze, the examiners and the Principal have to put their signature on the print out of the system generated PDF report. These reports are to be sent on the first day of University exams along with the consolidated internal marks hard copy reports to Dr. M. Chandra Mohan, Addl. Controller of Examinations (Online), Examination branch, JNTUH, Hyderabad- 500085 on or before 18-05-2013 by 7.00P.M. in case of I year.

13. The Principals are hereby informed, by direction, if award lists of the Lab Examinations and hard copy of consolidated internal marks are not received by the University examination branch on or before the scheduled date, absent will be shown in result and no correction will be entertained later.

14. Do not carryout any correction in the subjects registered after the registration deadline. Even for the candidates who pass in RC/RV, deletion should not be done. All such cases will attract the late fee which is prevailing on that date of correction. The registrations of such student who passed in RC / RV will be cleared by the exam branch before making the payment for University examinations registrations. All the requests for other types of corrections are to be made separately by the Principals on their letter heads to ACE (online).

15. If any student applied for RC/RV and if the results are not declared by the time of start of registrations for exams., the candidates are advised to register as per the time schedule given in the notification even for the subjects in which they have failed and waiting for RC/RV results. However, if the candidate passes the examination in RC/RV results, the Principals are requested to take necessary steps to refund examination fee paid by the students for the subjects in which he/she passed and transfer the consolidated fees excluding the above amount.

16. If any correction is received after the closure of the registrations, all such corrections will attract a penalty of Rs.100/- per subject, per student now onwards. Hence the Principals are requested to thoroughly verify before carrying out the registrations.

17. Upload of information about the usage of blank booklets is mandatory. Other-wise it may lead to non-declaration of result. The Part-1 cut-slips of such used blank answer booklets (generally such cut-slips in any college shall be a single digit number) are to be sent in a separate envelope along with the exam material on the last exam day. On top of the cover, it should be clearly mentioned as **“CollegeCode - Part-1 cutlips of used answer booklets”**. Please note that this is in addition to the Present practice of uploading the blank booklet details to the registration server, on the day of the Exam, along with the D-Forms.

18. D-Form for each session should be uploaded within one hour after completion of examination duly incorporating malpractice / court cases. If any college fails to upload the D-Forms, the EDEP question papers of the following day shall not be kept in their respective Principal accounts. Principals are requested to take necessary care during upload of D-form. Any failure in upload due to technical problems must be brought to the notice of ACE(online) immediately (Mobile Nos. : 08008103820, 09347733340).

19. Whenever a pre-printed Answer Book is found stitched with multiple OMRs, , such Answer Book should not be distributed to the students. In such cases, Blank Answer Books should be distributed to the concerned students. For such cases the blank booklets issued along with Pre-Printed booklets only should be used. Blank booklets of previous exams should not be used under any circumstances. The Answer Books with multiple OMRs should be returned in a separate sealed cover along with the part – I cut slips of only blank answer booklets along with the answer booklets on the day of the last exam in the current series.

20. Answer scripts of the Malpractice cases are to be kept in a separate sealed cover and sent to ACE (*Academic & Legal*), Examination Branch, JNTUH, Kukatpally, Hyderabad-500085 and such cases are to be reported as Malpractice Cases in D-form. The exam answer scripts of the students which belong to ‘Court case’ category are to be included in the answer booklets bundles of other students of same section and addressed to the concerned ACEs. However the exam booklets of ‘malpractice cases’ are to be separately packed and to be send to ACE (*Academic & Legal*).

21. Residual exam material is to be separated into the following parts and each part has to be separately packed. Part-I: Unused blank booklets, Part-II: Answer booklets of the students who are absent and Part-III: Part-I cut-slips of pre-printed answer booklets of the students who are present for the Univ. exams (Please note that Part-I cut-slips of used blank answer booklets should be submitted in a separate envelope along with the exam material of the last exam, through logistic post van). If volume of any part is large and cannot be bundled as a single packet, such parts may be divided into several packets, in which case it should be mentioned as 1/n, 2/n.., if there are n packets. **This material is to be submitted on the date scheduled for the collection of the exam stationary. If any college has not followed the above said packing procedure, such material will be rejected and the exam stationery will not be issued.**

22. The parent colleges have to hand-over their blank booklets also to the Host College and get back all un-used answer booklets after the last exam The parent colleges are request to collect the present & absent statements along with D-forms.

23. The blank answer booklets should not be exchanged among the colleges. The Univ. exam branch maintains the record of range of answer booklets given to each college, if exchange happens anywhere, it will be treated as malpractice and serious action will be taken on both the issued college and used college.

24. Notifications for the above examinations are enclosed along with this letter. The Principals are requested to display the same in the student notice board.

25. The Cooperation of the Principals is highly solicited for smooth processing and early declaration of examination results.

Yours sincerely,

Sd/-xxxxx

DIRECTOR OF EVALUATION

DATE: 26-03-2013

Copy to:

CE, All ACEs, All B.Tech. Affiliated Colleges(through portal),  
AR (EXAMS), SDC Section, Concerned Seat Clerk



**EXAMINATION BRANCH**  
**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**  
KUKATPALLY – HYDERABAD – 500 085

NOTIFICATION FOR B.TECH. EXAMINATIONS, MAY /JUNE - 2013

**FOR**

B.TECH – FIRST YEAR REGULAR (R09 REGULATIONS)  
*[For 2009, 2010, 2011, 2012 ADMITTED BATCHES AND STUDENTS READMITTED INTO R09 REGULATIONS ]*

B.TECH – FIRST YEAR SUPPL. (R07 REGULATIONS)  
*[For 2007 & 2008 ADMITTED BATCHES AND STUDENTS READMITTED INTO R07 REGULATIONS ]*

B.TECH – FIRST YEAR SUPPL. EXAMS (R05 REGULATIONS)  
*[For 2005 & 2006 ADMITTED BATCHES AND STUDENTS READMITTED INTO R05 REGULATIONS ]*

The students appearing for the above examinations commencing from **22-05-2013** are informed to note time schedule given below.

EXAM REGISTRATION	LAST DATE
Without Late Fee	04-04-2013
With Late Fee of Rs.100/-	08-04-2013
With Late Fee of Rs.1000/-	12-04-2013

**EXAMINATION FEE**

1. FOR WHOLE EXAMINATION (ALL SUBJECTS)	Rs.805/-
2. FOR ONE SUBJECT (THEORY/PRACTICAL)	Rs.205/-
3. FOR TWO SUBJECTS (THEORY/PRACTICAL/BOTH)	Rs.305/-
4. FOR THREE SUBJECTS (THEORY/PRACTICAL/BOTH)	Rs.405/-
5. FOR FOUR SUBJECTS (THEORY/PRACTICAL/BOTH)	Rs.505/-
6. FOR FIVE SUBJECTS & ABOVE (THEORY/PRACTICAL/BOTH)	Rs.805/-

**Note:-**

- (i) The students have to contact their concerned Principals for online registration of Examinations (both Regular and Suppl.). For the forthcoming University Exams, the exam registrations have to be directly carried out by logging in to University registrations server from the respective colleges.
- (ii) Principals are requested to verify the eligibility of the candidates for registration for examination in respect of malpractice/court cases/credits/attendance.
- (iii) In case of Physical Handicapped students (deaf, dumb, hearing impaired, orthopedically handicapped and visually handicapped) as per University letter No. JNTUH/EB/Concessions to Handicapped students / 2010(1), dt.26-04-2010, with relevant documental evidence are eligible for exemption of examination fee payment.
- (iv) For the students applied for RC/RV, if the results are not declared by the time of start of registrations for exams., the students are advised to register as per the time schedule given in this notification even for the subjects in which they have failed and waiting for RC/RV results. However, if the student passes the examination in RC/RV results, the examination fee paid for passed subjects will be refunded by the concerned Principals and the registrations of that student in that subject will be automatically deleted.
- (v) Hall tickets are to be issued by the Principal only to the eligible candidates who fulfill the academic requirements of the University. The Principals are requested to inform the students that mere payment of examination fee does not guarantee eligibility for appearing for examination.

Sd/-xxxxx

**DIRECTOR OF EVALUATION**

DATE: 26-03-2013

Copy to:

CE, All ACEs, All B.Tech. Affiliated Colleges(through portal),  
AR (EXAMS), SDC Section, Concerned Seat Clerk