



Grams: TECHNOLOGY”  
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JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD  
(Established by Andhra Pradesh Act No. 30 of 2008)

Kukatpally, Hyderabad – 500 085, Andhra Pradesh (India)

**Dr. A. GOVARDHAN**

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

Professor in CSE &

DIRECTOR OF EVALUATION

Dt: 29 – 04 – 2013

To

The Principals of all the affiliated colleges  
JNT University Hyderabad

Sir,

Sub:- Instructions to the Principals/Chief Superintendents while conducting University Exams –  
May/June 2013 - Reg.

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All the Principals/Chief Superintendents are hereby requested to note the following points while conducting the University Examinations.

1. The Principals are requested to handover the non confidential material (stationary, hall tickets etc) along with retained remuneration amount to the **HOST COLLEGE** in advance with due acknowledgement.
2. The Host College Principals are requested to distribute the hall tickets to the students in advance.
3. Please follow the seating plan with jumbling so that same branch student should not be seated in all sides (front, back, left side and right side).

Guide lines for the seating arrangement are given below.

- a) Three or more number of different branches of students are to be accommodated in each room. (More than three number of branches is advisable).
- b) Each bench/desk should be accommodated with only one student.
- c) The branches may be grouped in to three categories i.e. GROUP – I (CSE, IT and other computer related branches), GROUP – II (ECE, EEE and other electronics related branches)

and GROUP – III (ME,AE,CE and other remaining branches) and arrange them group wise students alternatively.

- d) Ensure that there should not be same branch student in all sides (i.e. in front, back side and both left and right sides). It means diagonally may be acceptable.
4. The parent college Principal shall see that, the students of the college maintain the decorum and decency at the Host college during examination.
5. The question paper downloading should be done in presence of the Chief Superintendent and the University Observer.
6. The question papers are to be downloaded through VPN software with college code as background watermark. The J N T U H Examination Branch is tracking the time of downloading of the question paper from all the colleges.
7. If any of the college is unable to download the question paper by 9:30 AM for morning examination and 1:30 PM for evening examination, please contact the Controller of Examination for the possible solution.
8. At 10:00 AM for morning examination and 2:00 PM for evening examination, the question papers will be removed from the portal.
9. For new colleges, it is requested to come to the Controller of Examinations office on 01/05/2013 at 11:00 AM to learn the downloading procedures of the question paper through VPN. However, it is known already, they need not come.
10. The VPN trial run for downloading the question papers for all B.Tech/B.Pharmacy will be conducted on 03/05/2013 and 04/05.2013 at 11:00 AM. All the colleges are requested to conduct the trial run on those two days.
11. It is requested to inform the invigilators to verify all the details including photograph of the candidates in the hall tickets of the students thoroughly in each session of examination. Further ensure that students have brought their original hall tickets and invigilators have to cross check them with duplicate hall tickets which are there at Principal's/Chief Superintendent's offices.
12. It is mandatory that all colleges must upload the attendance to SDC and the PDF print out of the D form should be kept in the answer script bundles.

13. Take the photo snaps as proof while sealing the bundles in front of Principal/Chief superintendent & Observer, and upload them by using the service “DForm/Upload packing images” in the registrations portal.
14. It is requested to upload the number of bundles prepared in each session of exam by using the service “D Form/Fill daily bundles/Packets information” in the registrations portal.
15. Write the host college name and host college code only on the answer script bundles and should **NOT** write parent college code and parent college name on the bundles.
16. Please write detailed answer scripts counts, the details of the regulations (i.e. R09, R07, R05, RR etc.) subject wise on the answer bundles.
17. Both Observer and Chief Superintendent should sign on the answer script bundles.
18. Strictly follow the COLOUR STICKERS as per the ACE wise and paste on the answer scripts bundles.
19. The detailed schedule of the Postal pick up van along with the routes and pickup points along with timings will be kept in the portal for your kind perusal.
20. The answer script bundles should be handed over to the **POSTAL PICK UP VAN** on the same day as per the schedule and pick up point given by J N T U H with proper acknowledgement.
21. If the answer script packets are not as per procedures and not as per the schedules, those scripts will be not valued and the concerned HOST COLLEGE will be held responsible for further consequences.
22. All the Chief Superintendents are informed to strictly follow all the procedures during the conduct of Examinations. Any deviation will be viewed seriously by the University and an action will be taken.

Thanking You,

Yours Sincerely,

Sd/-XXXXXX

**DIRECTOR OF EVALUATION**