



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

(Established by Andhra Pradesh Act No. 30 of 2008)

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

Dr. K.ESHWARA PRASAD
B.Tech.,M.Tech.,Ph.D.,MISTE,EIF,C.Eng.
Professor of Mechanical Engg.
DIRECTOR OF EVALUATION

To
The Principals of all the affiliated colleges
JNT University Hyderabad

Dt: 05 - 07 - 2013

Sir,

Sub:- Instructions to the Principals/Chief Superintendents B.Tech/B.Pharmacy II Sem-July2013 – Req- Reg.

All the Principals/Chief Superintendents are hereby requested to note the following points while conducting the B.Tech/B.Pharmacy II Sem Advanced Supplementary 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 **PARENT COLLEGE** Principals are requested to distribute the Hall Tickets after verification and signed by the Chief Superintendent of parent college.
3. Since the number of registrations are less, It has been decided to conduct the examinations in few centers. Hence it is requested that the parent colleges should depute one faculty member to the Examinations centre for smooth conduct of Examinations.
4. The Nominal Rolls are kept in the Examination portal along with the photo identity. Hence it is requested to verify the student details along with photo identity.
5. 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.
6. The parent college Principal shall see that, the students of the college maintain the decorum and decency at the Host college during examination.
 7. The question paper downloading should be done in presence of the Chief Superintendent and the University Observer.
 8. The question papers are to be downloaded through VPN software with college code as back ground water mark. The J N T U H Examination Branch is tracking the time of downloading of the question paper from all the colleges.
 9. If any of the college is unable to download the question paper by 9:30 AM please contact the Controller of Examination for the possible solution.
 10. At 10:00 AM for the question papers will be removed from the portal.
 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 Nominal Rolls.
 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. 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.
19. Since there are only few centers, there is **No Postal van service**. Hence It is requested to hand over the bundles directly to JNTU Hyderabad.
20. IV B.Tech II Sem answer sheets and IV B.Pharmacy II Sem answer sheets should be packed separately and hand over them **Directly** at JNTUH, Kukatpally. B.Tech Answer sheet bundles should be handed over to ACE (4) and B.Pharmacy answer sheet bundles to ACE(1)
21. 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