



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

(Established by JNTU Act No. 30 of 2008)

Kukatpally, Hyderabad – 500 085 Telangana (India)

Dr. V.Kamakshi Prasad

M.Tech., Ph.D.(IIT-M), FIE., MIEEE, MCSI, LMISTE

**Professor of Computer Science and Engineering &
DIRECTOR OF EVALUATION**

Date: 18.11.2017.

To
The Principals of B.Tech/B.Pharmacy
Affiliated colleges of JNTUH

Dear Sir,

Sub:- Instructions to the Principals/Chief Superintendents for B.Tech/B.Pharmacy
University Exams – Nov- 2017 - Reg.

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

1. Every day, please ensure that your college uploads the serial number of blank OMR sheets in the portal against the corresponding Hall ticket Number.
2. Please see that the year-wise, regulation-wise, subject-wise and branch-wise answer sheets are to be arranged and packed with **thick cloth** correctly.
3. Both Observer and Chief Superintendent should sign on the answer script bundles.
4. For all B.Tech answer booklet bundles the **COLOUR STICKERS SHOULD BE USED AS PER ACE WISE** and for B.Pharmacy use **WHITE** Stickers.
5. The Number of pages in each **ANSWER BOOKLET IS 32 ONLY**. Hence all the Principals are requested to make announcement in all Examination Halls and inform to all the students.
6. The Principals are requested to handover B.Tech/B.Pharmacy non confidential material (stationary, hall tickets etc) to the **HOST COLLEGE** in advance with due acknowledgement.
7. The remunerations amount will be sent to the Principal accounts of Host colleges directly from university.
8. All the Principals are requested to provide better ambience in the Examination Halls and also requested to make availability of drinking and medical first aid.

9. The Parent College Principals are requested to sign and distribute the hall tickets to their students in advance.
10. The Students registration details day wise and session wise can be downloaded by the Host college directly from examinations registrations login.
11. The Nominal Rolls are to be downloaded by the Host college for student verification during Examination from your respective JNTUH examinations registration portal and obtain the signature of the student
12. The D – form of the students writing in Host College has to be uploaded with Host college user ID and password and upload for a given subject. Parent College details should not be mentioned on D form.
13. The bundle count, bundle packing image and Blank booklet information has to be uploaded directly in Examinations registration Portal by the Host college user ID and Password.
14. 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 numbers of branches is advisable).
 - b) Each two seater 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 the seats of the students one from each group 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.
15. The parent college Principal shall see that, the students of the college maintain the decorum and decency at the Host College during examination.
 16. The question paper downloading should be done in presence of the Chief Superintendent and the University Observer.
 17. 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 shall track the time of downloading of the question paper from all the colleges.
 18. 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.

19. At 10:00 AM for morning examination and 2:00 PM for evening examination, the question papers will be deactivated from the portal.
20. 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 and get the signature of student on Nominal Rolls.
21. **Please check the absentee data carefully in the D-form and also count the presentee data as per the attendance and upload correctly.**
22. 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 anywhere on the bundles.
23. Please write detailed answer scripts counts, the details of the regulations (i.e. R16, R15,R13, R09, etc.) subject wise on the answer bundles.
24. 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 information.
25. The answer script bundles should be handed over to the **POSTAL PICK UP POINTS** on the same day as per the schedule and pick up point given by J N T U H with proper acknowledgement.
26. If the answer script packets are not as per the prescribed procedures or not as per the schedules or damaged, those answer script packets will be not accepted/valued and the concerned HOST COLLEGE will be held responsible for further consequences.
27. 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/-

DIRECTOR OF EVALUATION