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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: 05-12-2017

To
The Principals of constituent and Affiliated Engineering/ Pharmacy Colleges

Sir/Madam,

Sub: Few additional measures during examinations-Reg.

All the principals are requested to inform the invigilators to follow the below mentioned additional measures during the conduct of University Examinations:

1. No invigilator should go to wash room during the last half an hour of the examination.
2. All the student answer booklets must be collected by the invigilators or the students should handover the answer booklets to invigilators personally.

No student should be instructed / allowed to keep his/her answer booklet on the invigilator table and leave the examination hall.

3. After every half an hour the invigilators should count the answer booklets received and number of students still writing the exam and tally with the number of students present in that hall.
4. After completion of examination and before leaving the hall, the invigilators should tally the number of answer booklets collected and the number of students present in his/her exam hall.
5. One special invigilator should be sent to all exam halls ten minutes after commencement of the examination to collect all the booklets of students who are absent for that examination. All these booklets should be counted and packed well before the collection of answer booklets of the present students.
6. All the absentee booklets, blank booklets and booklets of other days should be completely separated from the present session booklets while counting and packing.

7. Answer booklet missing or submission of one or more answer booklets on the following days will be treated as an offence. In all such cases, heavy penalties shall be levied and it may lead to cancellation of University affiliation to the institution.

8. Surveillance cameras are to be increased and put at all critical places.

Your cooperation is highly solicited for smooth conduct of University Examinations.

Yours Sincerely,

Sd/-

Director of Evaluation