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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**

Letter No. EB/322/2019, Date: 09-04-2019

To

The Principal,

The Constituent and affiliated Colleges offering B.Tech./B.Pharmacy /MBA/MCA courses,
JNTUH

Dear Sir/Madam,

**Sub: Exam Branch-JNTUH-Uploading of details of Faculty member- Spot evaluation
of University Exams - Reg.**

Ref: Note orders of Hon'ble Vice-Chancellor, dated 07-03-2019.

Vide ref. cited above, from May, 2019 series examinations onwards, the faculty members shall be invited from the office of the Director of Evaluation, for carrying out the spot valuation work of University semester-end examination papers. The faculty members shall be invited from each college in the specified proportion.

The spot valuation work of the University examination is an integral part of the duties of every faculty member. It is mandatory for all the Principals of the Colleges to depute the faculty members of their respective colleges for the spot valuation work on the specified dates.

The faculty members of the colleges shall receive the invitation letters, typically a week before the commencement of their spot valuation slot. The Principals are informed to relieve the faculty members who receive the invitation letters from the University Examination branch, for the spot valuation work. The Heads of the Department are to be advised to extend the necessary cooperation to these faculty members to adjust their classwork / other duties with the other faculty members in the Departments.

The Principals of the Constituent and affiliated colleges offering **B..Tech. / B.Pharmacy / MBA / MCA** courses are requested to upload details of their faculty members in two phases. In the first phase, upload the subject teachers who have been teaching the subjects in the current semester. In the second phase, upload the other subjects of interest of each faculty for spot valuation work. The first phase uploading service will be available from 10-04-2019 to 15-04-2019 and the second phase uploading service will be available from 16-04-2019 to 22-04-2019.

Hence the Principals are requested to upload the details of faculty members of their college as per the above mentioned deadlines by using the URL of University examination registration portal by selecting "Upload Faculty Details" menu option. It is mandatory to upload all these details before the generation of the DD report for examination fee payment.

Your cooperation is highly solicited for smooth conduct of examinations.

Thanking you,

Yours Sincerely,
Sd/-XXX

Director of Evaluation