



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
ANANTAPUR-515002.AP (INDIA)
EXAMINATION BRANCH

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Professor of Chemistry
DIRECTOR OF EVALUATION i/c

DATE: 15.11.2010

Circular

Sub: JNTUA - Anantapur - Examination Branch - BTech/BPharm - Reg & Supple November December 2010 Examinations - Important instructions - Reg.

The Principals are requested to ensure that

1. The names in the internal marks sheets are strictly as per SSC only.
2. The answer scripts are sent to Dr E.Keshava Reddy, the Controller of Examinations on the same day without fail.
3. The answer scripts pertaining to the regular & supplementary examinations of the same question paper code are packed in a single packet.
4. There should be a single D form for the regular & supplementary examination of the same regulation with same question paper code.
5. Seating plan for supplementary candidates: For regular & supplementary examinations, the supplementary students (of same regulation) taking the same question paper (with same question paper code) as the regular students should be accommodated along with the regular students and not separately.
6. Absentee hall ticket numbers should be clearly rounded off in red ink in the D form.
7. Malpractice (MP) cases should be clearly indicated in the D forms.
8. Scripts of MP cases along with the recommendations of the college committee should be sent to Mr. M.Kalyan Kumar, the Additional Controller of Examinations, Examination Branch in a separate cover neatly super scribed as MP case. The date of exam along with course, year & semester is to be mentioned at the top left corner of the cover.
9. A copy of the D form is to be pasted on the cover/packet containing the answer scripts. One copy is to be placed inside the cover at the top.
10. The original D form along with the day wise statement is to be sent in a separate cover neatly super scribed as D form indicating the date of exam, course, branch, year & semester on the cover by speed post to Mr. A.Suresh Babu the Additional Controller of Examinations, Examination branch on the same day.

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11. **Send the scanned image of the D form to the examination branch by FTP on the same day without fail.**
12. **Send the softcopy of the internal marks (excel sheet) in the prescribed format using the subject codes as given in the registration form by FTP. The order of the subjects should be as that given in the registration forms/Syllabus book. The names of the students should be strictly as per SSC only.**
13. **The answer scripts pertaining to the substitute subjects for the readmitted candidates are to be packed in a separate cover neatly super scribed as "Substitute Subject for RA students" with date of examination, course, year and semester written on the top left corner, are to be sent to the Controller of Examinations by speed post/registered post on the same day without fail.**
14. **The answer scripts pertaining to court cases (if any) are to be packed separately neatly superscribed as "Court Case" with hall ticket number, date of examination, course, year and semester written on the top left corner, are to be sent to Dr.P.R.Bhanumathy, Officer on Special Duty (Examinations) by speed post/registered post on the same day without fail.**

Complete cooperation of all the Principals is solicited for the smooth conduct of examinations.

Sd.

Director of Evaluation i/c

Copy to
The Controller of Examinations.
The Additional Controllers of Examinations
Superintendent (Examinations)