



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

Prof. K.B.Chandrasekhar
Professor of Chemistry
DIRECTOR OF EVALUATION i/c

DATE: 29.03.2011

Circular

Sub: JNTUA - Anantapur - Examination Branch - B.Tech/B.Pharm Reg & Supple April to June 2011 Examinations - Important Instructions - Reg.

The Principals are requested to note the following points.

1. The name 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 shall 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, college code on the cover by speed post to **Smt. S.Vasundra**, the Additional Controller of Examinations, Examination branch on the same day.
11. Send the scanned image of the "D form" to the examination branch by FTP on the same day without fail.
12. Transfer the softcopy of the internal marks (excel sheet) in the prescribed format using the subject codes as given in the registration form by FTP to the examination server. 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.

Continued in Page 2

- 13 Send the hard copy of the "Internal Marks" statements along with the CD containing the softcopy, to Smt. S.Vasundra, the Additional Controller of Examination by Registered/speed post so as to reach her before mentioned due dates without failure.
- 14 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.
- 15 The answer scripts pertaining to court cases (if any) are to be packed separately neatly super scribed 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 Smt. S.Vasundra, the Additional Controller of Examinations by speed post/registered post on the same day without fail.
- 16 The Principal is the Chief Superintendant and all papers pertaining to the examinations should be signed by the Chief Superintendant only. In the absence of Principal the in-charge Principal shall act as Chief Superintendant, with prior information to the Director of Evaluation without failure.
- 17 Any information/clarification regarding "Observers" please contact Mr. A.P.Siva Kumar, the Additional Controller of Examinations Mobile no: 9000551724.
- 18 The Principal has to ensure that the examinations start at scheduled time without any delay. Any problem/clarifications pertaining to Electronic Distribution of Examinations Papers (EDEP), please contact Mr. M.Kalyan Kumar, the Additional Controller of Examinations Mobile no: 9000551424 immediately.

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 Controller of Examinations
Superintendant (Examinations)