

Important Instructions and Guidelines to the Principals of Affiliated/ Constituent Colleges of JNTUA related to the conduct of Examinations:

Internal Marks:

1. The internal marks of all the students branch wise and subject wise shall be sent to the University Examination Section using the **Excel Format** already given both in hard copy form and soft copy form.
2. The soft copy can be uploaded by using the **File Transfer Protocol** facility available in the portal.
3. The internal marks of the **detained** students **shall not be sent** to the University.
4. Before signing and sending the file to the University, The Principal has to ensure that the Internal Marks are **thoroughly checked** subject wise and Hall Ticket wise.
5. In order to maintain the consistency and to avoid the errors in the processing, **the order of subjects** in the Excel Sheet shall be same as the order in which the subjects are mentioned in the syllabus book.
6. The **Codes used for Subjects** and any other nomenclature must be clearly explained in the foot note. The codes used for the subjects and labs shall be as per the registration forms.
7. In case of **Laboratory internal marks**, it is observed that some college Principals are entering **“absent”** for some of the students. Do not show internal marks of any lab as **“ABSENT”**. They can be **“00”** or some other number.
8. Incase of sending Internal marks for **readmitted students**, extra care is needed to ensure the correctness of the names of the substitute subjects, their codes and internal marks sent for the substitute subjects.

D-Forms:

1. D-Form is the most important document in the entire process of conducting examinations and resolving any problems in evaluation.
2. All the Principals have to dispatch the hard copy of the duly signed D-Form along with day wise statement in a separate cover neatly super scribed as “D Form” indicating the date of Exam, Course, Regulations, Branch, Year and Semester on the envelope to Mr.A.Suresh Babu, Additional Controller of the Examinations, examination Section on the same day of the examination.
3. There should be a single D form for the **regular and supplementary** examinations of the same regulations with the same question paper code.
4. **Absentees Hall Ticket Numbers** shall be clearly rounded off in red ink in the D Form.
5. A Copy of the D form shall be pasted on the cover / packet containing the answer scripts. One copy should be placed in side the cover/packet.
6. A scanned copy of the D Form shall be uploaded everyday by using **FTP** facility.
7. The Principals have to maintain a record of D Forms day wise at the College level also so as to sort out any problems that may arise in the results processing stage or for future reference in case of any discrepancy.
8. **Malpractice cases** shall be clearly indicated in the D Forms by rounding off the Hall Ticket Numbers with red ink and writing “MP” against those numbers.
9. Do not include the Hall Ticket numbers of **unregistered candidates** or **detained candidates** in the D Form.

Packing and Dispatch of Answer Scripts:

1. The answer scripts shall be neatly packed and sealed and shall be sent to the Controller of Examinations, JNTUA on the **same day** of the examination.
2. A Copy of the D form shall be pasted on the cover / packet containing the answer scripts. One copy should be placed inside the cover/packet.
3. The answer scripts pertaining to the **regular and supplementary** examinations of the same question paper code shall be packed in a single packet.
4. The answer scripts pertaining to the **substitute subjects** for the **readmitted candidates** are to be packed in a separate cover neatly superscribed as “Substitute Subject for RA Students” with date of Examination, Course, Year, Regulation, Year and Semester written on the top left corner of the packet and shall be sent to the Controller of Examinations, JNTUA by Speed Post/Registered Post on the same day with out fail.

Malpractice cases:

1. Mal Practice cases shall be clearly indicated in the D Forms by rounding off the Hall Ticket Numbers with red ink and writing “MP” against those numbers.
2. Answer Scripts pertaining to the Malpractice cases shall be sent to Mr.M.Kalyan Kumar, Additional Controller of Examinations, JNTUA along with the recommendations of the Malpractice Committee in a separate cover superscribed as “MP Case”. The date of Examination, Subject name, Course, Year, Regulation, Year and Semester are to be written on the top left corner of the packet.

3. The punishment awarded for Malpractice shall be strictly as per the guidelines given by the University.

Some General Guidelines:

1. Please do not send any **student directly** to the University without any authorization letter from the Principal. The student sent to the University shall be advised to carry his **ID Card** without fail.
2. The Principals are requested to **relieve the staff** appointed on exam duty as observers, examiners or chief examiners so as to conduct the examination and evaluation process smoothly.
3. If any **observer does not turn up** for any examination, the matter shall be brought to the notice of the Examination Section officers immediately.
4. Any problem encountered during the **decryption of the question paper** shall be brought to the notice of the Examination Section officers immediately.
5. All the Colleges shall have a **2Mbps leased line** internet facility to ensure faster download of question papers and any other circulars of the University.
6. The Principals have to check the University web site and the college e-mail regularly to update themselves about the latest information and also to respond promptly in case of necessity.