



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

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

DATE: 29.10.2010

Circular

Sub: JNTUA - Anantapur - Examination Branch - BTech/BPharm Regular November December 2010 Examinations - Submission of Registration forms & DDs - Important Certificates/Instructions - Reg.

The Principals are requested to

1. Prepare abstract summarizing the number of students (strength) registered year wise (and branch wise for BTech) .
2. List the number of students (strength) who have paid condonation fee year wise.
3. Certify the list of detained students' year/semester wise.
4. All the intimation letters, notifications displayed in the college notice board and the photocopies of subject wise attendance particulars of the students recommended for detention by the college shall be maintained in a file and a copy of the same shall be submitted.
5. In case if there are no detained students a nil report has to be submitted.
6. Certify the list of students who are eligible but not registered for the examinations year/semester wise. In case if there are no unregistered students, a nil report has to be submitted.
7. Certify the list of third & fourth year students who are registering for the coming examinations that the students have acquired the required credits for promotion and are eligible for writing the examinations.
8. Certify the list of students' year/semester wise who have not paid University Common Services Fee. In case if there are no such students a nil report has to be submitted.
9. Not to forward the examination registration forms of the students who have not paid the University Common Services Fee for the year 2010-11.
10. Attach attested photocopies of clearance certificates pertaining to all the years' i.e II yr, III yr, and IV yr.
11. Follow the schedule given in the earlier letter dated 05.10.2010 for submitting the registration forms and demand drafts at examination branch.
12. Send staff with authorization letter to collect stationery along with the hall tickets.

The 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
Superintendent (Examinations)