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JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

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Lr.No.DE/JNTUH/B.Tech.Exams/April-June2012,Date:15-03-2012.

To

The Principals of

JNTUH Constituent and Affiliated Colleges offering B.Tech. Courses

Sir,

Sub: JNTUH, Hyderabad - Examination Branch - B.Tech. Exams - April - June 2012 - Notification -
Instructions to the Principals-Reg.

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The Principals of the constituent and affiliated Engineering Colleges are hereby informed that the University Examination Branch issues notification for the conduct of B.Tech. examinations (Regular and Suppl.) during April – June 2012

This notification is issued for the conduct of following examinations:-

1	I B.Tech. (R09) Regular	14	III B.Tech. - I Sem. (R05) – Supplementary
2	I B.Tech. (R07) Supplementary	15	III B.Tech. - I Sem.(RR) – Supplementary
3	I B.Tech. (R05) Supplementary	16	III B.Tech. - II Sem.(R09) - Regular
4	II B.Tech. - I Sem. (R09) – Supplementary	17	III B.Tech. - II Sem.(R07) - Supplementary
5	II B.Tech. - I Sem. (R07) – Supplementary	18	III B.Tech. - II Sem. (R05) - Supplementary
6	II B.Tech. - I Sem. (R05) – Supplementary	19	III B.Tech. - II Sem. (RR) - Supplementary
7	II B.Tech. - I Sem. (RR) – Supplementary	20	IV B.Tech. - I Sem. (R07) - Supplementary
8	II B.Tech. - II Sem. (R09) - Regular	21	IV B.Tech. - I Sem. (R05) - Supplementary
9	II B.Tech. - II Sem. (R07) – Supplementary	22	IV B.Tech. - I Sem. (RR) - Supplementary
10	II B.Tech. - II Sem. (R05) – Supplementary	23	IV B.Tech. - II Sem. (R07) – Regular
11	II B.Tech. - II Sem. (RR) – Supplementary	24	IV B.Tech. - II Sem. (R05) - Supplementary
12	III B.Tech. - I Sem. (R09 – Supplementary	25	IV B.Tech. - II Sem. (RR) - Supplementary
13	III B.Tech. - I Sem. (R07) – Supplementary		

The Principals are requested to note the following instructions.

1. Every college has to make the consolidated fees (Exam. Registration fee + Condonation fee + PC fee & OD fee in case of final year/course + Postal Logistic Service Charges) payment for all the above examinations in the form of a single RTGS / NEFT / GRPT Transfer to the Registrar's Bank Account No.62079988622 (State Bank of Hyderabad, JNTUH Campus Branch, IFSC/RTGS/GRPT Code: SBHY0021008). The Principals are informed to upload (if not uploaded so far) their College Code, Bank Account Number, Name of the Bank & Branch and RTGS / IFSC / GRPT code of the Bank Branch from which the College wish to make the payment. This information is to be uploaded from the respective B.Tech. / B.Pharm. registrations server from their Admin account using the **AdminOptions>AddRTGS/IFSC Info** service.

2. All 08 batch regular students and 09 batch lateral entry students need to pay an additional Rs.600/- towards OD fee. The student of previous batches writing supply exam need not pay the OD fee. The procedure for obtaining OD for these candidates is same as existing procedure. All such students from whom the OD fee is being collected, should furnish their address for correspondence. The original Degree shall be directly sent by speed post to this address. The convocation is likely to be held in January 2013. If the address is changed at a later date such correction can be incorporated by visiting the URL epayments.jntuh.ac.in/convocation.

3. From this academic year onwards, as per the direction, comprehensive list of personal details is proposed to collect from the students. The excel file template collegecode_FirstYearProfiles.excel shall be uploaded shortly. All the first year student details are to be filled in the excel file and is to be uploaded using the service Registrations Upload profiles.

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4. Different deadlines for schedule of events, booklet collection schedules and other details are mentioned here under.

STUDENT REGISTRATIONS SCHEDULE

EVENT	Last date for students to register for both reg. & suppl. (at respective colleges)	Verification & Modification By System Admin (at respective colleges)	Date for Consolidated Fees Payment (Single TRANSFER For both Reg. & suppl. Exams And Condonation fee)
Exam Registration Without Late Fee	24-03-2012	26-03-2012	for II, III & IV year } 13-04-12 for First year 27-04-12
Exam Registration With Late Fee of Rs.100/-	26-03-2012	27-03-2012	
Exam Registration With Late Fee of Rs.1000/-	28-03-2012	29-03-2012	

SCHEDULE OF THE EVENTS

Submission of Consolidated fees (Exam. Registration fee + Condonation fee + PC fee & OD fee in case of final year/ course + Postal Logistic Service charges) transfer receipt. The details are to be uploaded to registration server using the service Add RTGS/IFSC Payment Info in Admin option before visiting University. Submission of year-wise detained lists and condonation lists. Hard copy of proposed list of observers (minimum of six members). Soft copy of the same observers list should be mailed to the ACE concerned before the time deadline specified by respective ACEs. Submission of clearance certificate wherever necessary. Collection of pre printed Answer booklets and practical OMR answer sheets as mentioned in the table below, by submitting the receipt obtained from the counter to the officer concerned.	College wise schedule is given in the table below
Upload detained student H.T. Nos (Semester-wise) with % of attendance to portal by the college (except for First year) Upload detained student H.T. Nos (Year-wise) with % of attendance to portal by the college for First year	12-04-12 (05.00pm) 26-04-12 (05.00pm)
Intimation of discrepancies in the pre-printed answer booklets to Examination Branch in person only by college representative and to collect the correct answer booklets	for II, III & IV year } 18-04-12 for First year 02-05-12
Down – loading (through exam. portal) and issue of hall-tickets	for II, III & IV year } 25-04-12 (05.00pm) for First Year } 02-05-12 (05.00pm)

ANSWER BOOKLET COLLECTION SCHEDULE (for II, III & IV years)

SNO	DATE	COLLEGE CODES	Officer concerned for issue of stationery and allotment of observers
01	14-04-12	UC, UK, UN, 5R, 6K, 6L, 6R, 6X, 6Y, 7A, 64, 68, 87, C3, C4, J9, K4, P8, S5, AN, QD, TK, 27, 28, 86, 92, B7, N0, N6, N9, S4, QK, TD, TM, TR, UD, UE, 1R, 2D, 2E, UM, 7G, 37, 65, C5, C6, C8, E6, M6, U3, U8, W0, X6, BR, EK, HD, PP, QP, QT, RC, 2C, TJ, 6C, 6D, 6U 07, 26, 32, J1, R4, BD, 08, 24, 25, 84, 95, D9, E3, J0, J4, K8, L5, R0, R2, R7, U5, W7, W9, 60, 91, B9, C2, K7, K9, Q9, RH, RJ, RT, UU, TF, 5X, 6E, 6J, 6P, 6T	ACE-2 (Dr.Darga Kumar)
02	16-04-12	29, 80, B3, B4, B5, N5, U7, AU, UA, 6B, 7E, 79, 83, 94, FG, 36, 57, 93, 66, E4, 5J, UH, 6W, 7U, QE, QU, TA, TN, UG, UQ, UT, QN, 5Q, 5T, 5Z, 7N, 7W, 8B, 62, E7, X8, BH, DN, RF, RM, RN, RQ, RR, 5C, 5G, 14, 58, 63, 89, C1, D0, E0, G7, J3, J7, K0, M8, N2 7P, 7F, 21, 40, 56, 59, 82, C7, D1, D3, D7, E5, J6, L0, M5, 5Y, 6N, 7D, QG, RE, TE, TH, TT, TU, UF, 5A	ACE-3 (Dr.MVVS Girdhar)
03	17-04-12	30, 31, C9, D2, D8, E2, H1, H3, H8, J2, J5, J8, K3, M1, M3, M4, N4, P0, P7, Q8, T8, U0, U1, W1, X7, AQ, GE, PQ, PR, PT, PU, TC, TG, TP, TQ, IQ, 5U, 5W, 6A, H5, M9, N1, N3, N7, R1, R5, S1, U6, W4, W8, X0, BK, QA, QC, QF, QH, QJ, QM, QQ, QR, 2A, 5D, 5E, 5F, 6F, 6G, 6H, 6M, 6Q, 6Z, 7B, 7C, 7F, 7Q, 7R, 61, 67, 88, B6, B8, C0, D4, D5, D6, E1, H2, H6, L7, M2, N8, P6, Q6, R3, R9, S3, X3, AG, BA, BE, BT, GM, RA, RD, RG, RK, RP, RU, UJ, UP, UR, 7X, 7Y, 7Z, 8A, 7T, A6, JJ	ACE-4 (Dr. D. Vasumathi)

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ANSWER BOOKLIET COLLECTION SCHEDULE
(for I year)

SNO	DATE	COLLEGE CODES	Officer concerned for issue of stationery and allotment of observers
01	28-04-12	UC, UK, UN, 5R, 6K, 6L, 6R, 6X, 6Y, 7A, 64, 68, 87, C3, C4, J9, K4, P8, S5, AN, QD, TK, 27, 28, 86, 92, B7, N0, N6, N9, S4, QK, TD, TM, TR, UD, UE, 1R, 2D, 2E, UM, 7G, 37, 65, C5, C6, C8, E6, M6, U3, U8, W0, X6, BR, EK, HD, PP, QP, QT, RC, 2C, TJ, 6C, 6D, 6U 07, 26, 32, J1, R4, BD, 08, 24, 25, 84, 95, D9, E3, J0, J4, K8, L5, R0, R2, R7, U5, W7, W9, 60, 91, B9, C2, K7, K9, Q9, RH, RJ, RT, UU, TF, 5X, 6E, 6J, 6P, 6T 29, 80, B3, B4, B5, N5, U7, AU, UA, 6B, 7E, 79, 83, 94, FG, 36, 57, 93, 66, E4, 5J, UH, 6W, 7U, QE, QU, TA, TN, UG, UQ, UT, QN, 5Q, 5T, 5Z, 7N, 7W, 8B, 62, E7, X8, BH, DN, RF, RM, RN, RQ, RR, 5C, 5G, 14, 58, 63, 89, C1, D0, E0, G7, J3, J7, K0, M8, N2 7P, 7F, 21, 40, 56, 59, 82, C7, D1, D3, D7, E5, J6, L0, M5, 5Y, 6N, 7D, QG, RE, TE, TH, TT, TU, UF, 5A	ACE-1 (Dr. G. N. Srinivas)
02	30-04-12	30, 31, C9, D2, D8, E2, H1, H3, H8, J2, J5, J8, K3, M1, M3, M4, N4, P0, P7, Q8, T8, U0, U1, W1, X7, AQ, GE, PQ, PR, PT, PU, TC, TG, TP, TQ, 1Q, 5U, 5W, 6A, H5, M9, N1, N3, N7, R1, R5, S1, U6, W4, W8, X0, BK, QA, QC, QF, QH, QJ, QM, QQ, QR, 2A, 5D, 5E, 5F, 6F, 6G, 6H, 6M, 6Q, 6Z, 7B, 7C, 7F, 7Q, 7R, 61, 67, 88, B6, B8, C0, D4, D5, D6, E1, H2, H6, L7, M2, N8, P6, Q6, R3, R9, S3, X3, AG, BA, BE, BT, GM, RA, RD, RG, RK, RP, RU, UJ, UP, UR, 7X, 7Y, 7Z, 8A 8P, 8Q, 8R, 8T, 8U, 8W, 8X, 8Y, 8Z, 9A, 9B, 9C, 9G, H6, 9J, 9K, 9L, 9M, TK, 9P, 9R, VD, 7T, A6, JJ, VE, VF, VG	

Amount to be retained by colleges

YEAR & SEMESTER	Regular (Rs.)	Supplementary (Irrespective of No. of subjects) (Rs.)
I Year	$250 - 28^* = 222 + 5^{**} = 227$	$125 - 14^* = 111 + 5^{**} = 116$
II, III & IV Years	$200 - 24^* = 176 + 5^{**} = 181$	$100 - 12^* = 88 + 5^{**} = 93$
IV Year Project	--	$100 - 12^* = 88 + 5^{**} = 93$

* Logistic postal sevice, ** Hall Ticket charges

Condonation fee to be collected

II, III & IV year II semesters Condonation Fee(for each student)	Rs. 300/-
I Year Condonation Fee (for each student)	

5. Finalize the attendance of students, by giving presumptive attendance for the last week of class work and upload the *lists of Detained Students* (due to shortage of attendance) through Exam Portal on or before 12th April 2012 in respect of II, III and IV year II semester students. For I year B.Tech. students the detained list should be uploaded by 26th April 2012.

6. The Principals are requested to verify the eligibility of the candidates for registrations for examinations in respect of whether the candidate has undergone regular study of previous years / semesters and obtained required number of credits for promotion as per existing academic regulations. Any deviation will be viewed seriously.

7. In the case of regular students attending class-work, the students have to pay the examination fee for regular exams of II, III & IV year II semester and I year, only when the attendance requirement is satisfied by considering presumptive attendance for one week. However, the examination registrations should be completed as per time schedule mentioned in this notification. If any student is detained due to shortage of attendance, but paid the examination fee, arrange to refund the regular examination fee before transfer of *Consolidated fees* to University. In the case of Physically Handicapped students (deaf, dumb, hearing impaired, orthopedically handicapped and visually handicapped) as per University letter No. JNTUH/EB/Concessions to Handicapped students / 2010(1), dt.26-04-2010, the Principals are requested to allow for exemption of the examination fee for such students The relevant documental evidence and the list of those students is to be submitted at the counter in the Examination Branch on the day of stationary collection.

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8. Upload Faculty details for each of the registered subject of the regular series using the appropriate menu service, for the purpose of appointing them as Examiners / Resource persons for various confidential works, is mandatory. If the faculty member is already registered as a valuer, the valuer ID must also be entered.
9. The latest photograph of the student should be uploaded to the Exam. Portal using the appropriate menu service, Admin options upload photos *if not uploaded earlier*.
10. The digital photo uploaded for IV year II semester University exams shall be printed on Hall ticket as well as on provisional certificate and Original Degree certificate. Hence if any student of IV year II semester desires to change his/ her photograph, the student may be allowed to change the photograph at the time of registration for examination itself. Also no student registration shall be permitted with a dummy photo or wrong photograph, under any circumstances. If any Principal requests for change of photograph of any student after the issue of PC and if the photograph on final semester hall ticket and the photo on PC are matching, a penalty of Rs.10,000/- shall be collected from the Principal.
11. The clusters for drafting external examiners for practical examinations will be kept in portal shortly. All the Principals are requested to identify the external examiners from the same cluster for conducting practical examinations.
12. All the Principals are requested to take sufficient care in uploading and sending the hard copy of Internal Marks for all regular students, who are promoted in that year or semester irrespective of their registration / non-registration for University examinations. If a candidate is promoted to next semester/year but not registered for University exams., the hall-ticket Nos. of such students should be uploaded to registration portal using the menu service **promoted but not registered**.
13. The procedure for sending the award list of University external lab examinations has been changed. In place of OMR lab award lists the colleges have to upload the marks obtained by the candidate in each lab examinations to the respective registration portals. After the successful upload and freeze, the examiners and the Principal have to put their signature on the print out of the system generate PDF report. These reports are to be sent on the first day of University exams along with the consolidated internal marks hard copy reports to Dr. M. Chandra Mohan, Addl. Controller of Examinations (Online), Examination branch, JNTUH, Hyderabad- 500085 on or before 30-04-2012 by 7.00P.M. in the case of II, III & IV year II semester & 21-05-2012 by 7.00 P.M. in the case of I year.
14. The Principals are hereby informed, by direction, if award lists of the Lab Examinations and hard copy of consolidated internal marks are not received by the University examination branch on or before the scheduled date, absent will be shown in result and no correction will be entertained later.
15. Do not carryout any correction in the subjects registered after the registration deadline. Even for the candidates who pass in RC/RV, deletion should not be done. All such cases will attract the late fee which is prevailing on that date of correction. The registrations of such student who passed in RC / RV will be cleared by the exam branch before making the payment for University examinations registrations. All the requests for other types of corrections are to be made separately by the Principals on their letter heads to ACE (online).
16. If any student applied for RC/RV and if the results are not declared by the time of start of registrations for exams., the candidates are advised to register as per the time schedule given in the notification even for the subjects in which they have failed and waiting for RC/RV results. However, if the candidate passes the examination in RC/RV results, the Principals are requested to take necessary steps to refund exam. fee paid by the students for the subjects in which he/she passed and transfer the consolidated fees excluding the above amount.
17. Upload of information about the usage of blank booklets is mandatory. As the part-I cut slips are retained by the colleges, if the details of blank booklet usage are not uploaded, it will be impossible to identify the student who wrote the exam. Hence it will eventually lead to non-declaration of result.