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**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**

Kukatpally, Hyderabad – 500 085,  
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**Dr. B. ANJANEYA PRASAD**

*M.Tech., Ph.D., F.I.E., M.I.S.T.E., M.C.I., M.S.E.S.I., M.A.S.M.E.*

**Professor of Mechanical Engg. &  
DIRECTOR OF EVALUATION**

Lr.No.DE/JNTUH /B.Tech/B.Pharmacy I year (R15) Advanced supply Exams August/September 2016,

Date: 10-08-2016

To  
The Principals of  
JNTUH Constituent and Affiliated Colleges offering B.Tech/B.Pharmacy Courses

Sir,  
Sub: JNTUH, Hyderabad - Examination Branch – I B.Tech/B.Pharmacy advanced supplementary exams **(R15 REGULATION only)** August/September - 2016 Instructions to the Principals–Reg.

\* \* \* \* \*

The Principals of the constituent and affiliated B.Tech/B.Pharmacy Colleges are hereby informed that the University Examination Branch issues notification for the conduct of B.Tech/B.Pharmacy Advanced supplementary examinations during August/September - 2016

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

B.TECH	B.PHARMACY
I Year B Tech (R15) – Supplementary	I Year B Pharm (R15) - Supplementary

*The Principals are requested to note the following instructions.*

- Every college has to take the undertaking (Annexure-I) from the each and every detained student before collecting the examination fee for registration.**
- Every college has to make the consolidated fees (Exam. Registration fee + 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).
- 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 suppl. (at respective colleges)	Date for Consolidated Fees Payment( Single TRANSFER For suppl. Exams )
Exam registration With out Late Fee.	17-08-2016	22-08-2016
Exam Registration With Late Fee of Rs.100/-	19-08-2016	
Exam Registration With Late Fee of Rs.1000/-	21-08-2016	
Exam Registration With Late Fee of Rs.2000/-	23-08-2016	

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4. These examinations online registration service will be available from 10<sup>th</sup> August 2016 onwards.
5. The registration Url's are  
 For B.Tech 1.http//registrations1.jntuh.ac.in/olrbtech  
 2.http//registrations2.jntuh.ac.in/olrbtech  
 3.http//registrations3.jntuh.ac.in/olrbtech  
 For B.Pharm : 202.63.105.205/olrbpharmacy

### SCHEDULE OF THE EVENTS

<ul style="list-style-type: none"> <li>❖ Submission of Consolidated fees (Exam. Registration fee + Postal Logistic Service charges) transfer receipt. The details are to be uploaded to registration server using the service <b>Add RTGS/IFSC Payment Info in Admin option</b> before visiting University</li> <li>❖ 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.</li> <li>❖ 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.</li> </ul>	College wise schedule is given in the table below
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	24-08-2016
Downloading (through examination portal) and issue of hall-tickets	22-08-2016
<b>Conducting of External Lab Exams</b>	22-08-2016 to 24-08-2016

### ANSWER BOOKLET COLLECTION SCHEDULE

S No	DATE	COLLEGE CODE	Officer concerned for issue of stationery and allotment of observers
1	23 & 24-08-2016	( ALL COLLEGES I YEAR B Tech & B Pharmacy )	ACE-1 (Dr. Shoba Rani)

*Amount to be retained by colleges*

<b>YEAR &amp; SEMESTER</b>	<b>Supplementary (Irrespective of No. of subjects) (Rs.)</b>
<i>I Year</i>	<i>125-14*=111+5**=116</i>

*\* Logistic postal service, \*\* Hall Ticket charges\*\*\*Remuneration for change of center should be calculated as per Lr. DE/JNTUH/EB/Remuneration/Change of center/2012 dt.:26-06-12*

6. 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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7. The last date for uploading external lab marks 24-08-2016 for I B Tech/B Pham Supply Examinations.
8. The Lab external marks have to be uploaded in each lab examination of 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 generated PDF report. These reports are to be sent on the first day of University exams hard copy reports to Mrs. I. Lakshmi Manikyamba, Addl. Controller of Examinations (Online), Examination branch, JNTUH, Hyderabad- 500085 on or before 26-08-2016.
9. Do not carry out 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 Director of Evaluation.
10. 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
11. If any correction is received after the closure of the registrations, all such corrections will attract a penalty of Rs.100/- per subject, per student now onwards. Hence the Principals are requested to thoroughly verify before carrying out the registrations.
12. Upload of information about the usage of blank booklets is mandatory. Other-wise it may lead to non-declaration of result. The Part-1 cut-slips of such used blank answer booklets (generally such cut-slips in any college shall be a single digit number) are to be sent in a separate envelope along with the exam material on the last exam day. On top of the cover, it should be clearly mentioned as “ **College Code - Part-1 cut slips of used answer booklets**”. Please note that this is in addition to the practice of uploading the blank booklet details to the registration server, on the day of the Exam, along with the D-Forms.
13. D-Form for each session should be uploaded within one hour after completion of examination duly incorporating malpractice / court cases. If any college fails to upload the D-Forms, the EDEP question papers of the following day shall not be kept in their respective Principal accounts. Principals are requested to take necessary care during upload of D-form. Any failure in upload due to technical problems must be brought to the notice of SDC immediately (Mobile Nos. : 9704033577, 9989980170,).
14. Whenever a pre-printed Answer Book is found stitched with multiple OMRs, , such Answer Book should not be distributed to the students. In such cases Blank Answer Books should be distributed to the concerned students. For such cases the blank booklets issued along with Pre-Printed booklets only should be used. Blank booklets of previous exams should not be used under any circumstances. The Answer Books with multiple OMRs should be returned in a separate sealed cover along with the part – I cut slips of only blank answer booklets along with the answer booklets on the day of the last exam in the current series.

15. Answer scripts of the Malpractice cases are to be kept in a separate sealed cover and sent to ACE (*Academic & Legal*), Examination Branch, JNTUH, Kukatpally, Hyderabad-500085 and such cases are to be reported as Malpractice Cases in D-form. The exam answer scripts of the students which belong to "Court case" category are to be included in the answer booklets bundles of other students of same section and addressed to the concerned ACEs. However the exam booklets of „malpractice cases" are to be separately packed and to be send to ACE (Academic & Legal)
16. The parent colleges have to hand-over their blank booklets also to the Host College and get back all un-used answer booklets after the last exam. The parent colleges are request to collect the present & absent statements along with D-forms.
17. The blank answer booklets should not be exchanged among the colleges. The Univ. exam branch maintains the record of range of answer booklets given to each college, if exchange happens anywhere, it will be treated as malpractice and serious action will be taken on both the issued college and used college.
18. Notifications for the above examinations are enclosed along with this letter. The Principals are requested to display the same in the student notice board.
19. The Cooperation of the Principals is highly solicited for smooth processing and early declaration of examination results.

Yours Sincerely,

Sd/-

DATE: 10-08-2016

DIRECTOR OF EVALUATION

Copy to:

All Constituent and Affiliated Colleges offering B.Tech./ B.Pharmacy Courses (through portal),