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JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

(Established by JNTU Act No. 30 of 2008)

Kukatpally, Hyderabad – 500 085 Telangana (India)

ACREDITED BY NAAC WITH 'A' GRADE

Dr. K. VENKATESWARA RAO

M.Sc.,M.Tech.,PhD.,PDF(USA).

Professor of Nano Technology &

DIRECTOR OF EVALUATION

Lr.No.DE-1169-JNTUH/EB/ MBA I Sem. Regular/ Supplementary & II Sem Supplementary Exams, March/April-2023, Date: 13-02-2023.

To
The Principals
JNTUH Constituent and Affiliated Colleges offering MBA Course.

Sir,

Sub : JNTUH, Hyderabad- Examination Branch - MBA - Examinations March/April-2023, Notification –
Instructions to the Principals–Reg.

The notification is hereby issued for the MBA I Semester Regular/Supplementary University Examinations and II Semesters Supplementary University Examinations. You are requested to note the following schedule of events associated with the above mentioned Examinations. These Examinations are scheduled to be held in the month of March/April-2023.

S.No	Instructions	MBA
1	a) Last date for Uploading Last fortnight Attendance b) detained and condonation reports will be generated by University.	09-03-2023 (3.PM) 10-03-2023
2	Online Registration will be available from	15-02-2023
3	Last date for Registration without late fee	23-02-2023
4	Last date for Registration with late fee of Rs.100/-	28-02-2023
5	Last date for Registration with late fee of Rs.1000/-	06-03-2023
6	Last date for Registration with late fee of Rs.2000/-	10-03-2023
7	Last date for Registration with late fee of Rs.5000/-	15-03-2023
8	Last date for Registration with late fee of Rs.10000/-* This late fee application should be manually submitted along with demand draft.	From 16-03-2023 to Till End of Exams
9	RTGS Transfer of Amount.	13-03-2023
10	Collection of Booklets from (MBA) ACE-2	13-03-2023 & 14-03-2023
11	Downloading of Hall Tickets	14-03-2023
12	Last date for Intimation of Discrepancies in Booklets	15-03-2023 (Up to 5pm)
13	Collect the correct answer booklets of discrepancy cases	16-03-2023
14	Last date for Uploading of Internal marks for I Sem. Regular	16-03-2023
15	Last date for Uploading of External Lab Marks	16-03-2023
16	Submission of hard copy of Lab Award Lists / Consolidated Internal Marks	17-03-2023
17	Commencement of End Sem. Examinations	17-03-2023

Yours Sincerely

Sd/-
DIRECTOR OF EVALUATION



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

Kukatpally, Hyderabad - 500 085, Telangana (India)

EXAMINATION BRANCH

MBA I SEMESTER - (R22/R19) REGULAR/SUPPLEMENTARY EXAMS – March/April-2023.
(R22-2022 ADMITTED BATCH, R19-2019, 2020, 2021 ADMITTED BATCHES)

The students who appear for the above examinations commencing from **17-03-2023** are to note that the on-line registration for University examinations will be carried out as per the time schedule given below:

INSTRUCTION	Start Date	End Date
Without Late Fee	15-02-2023	23-02-2023
With Late Fee of Rs.100 /-	24-02-2023	28-02-2023
With Late Fee of Rs.1000 /-	01-03-2023	06-03-2023
With Late Fee of Rs.2000 /-	07-03-2023	10-03-2023
With Late Fee of Rs.5000 /-	11-03-2023	15-03-2023
With Late Fee of Rs.10000 /- * This late fee application should be manually submitted along with demand draft.	16-03-2023	Till End of Exams
Online Payment of Exam registration Fee	13-03-2023	13-03-2023
Collection of Pre-Printed Answer Booklets From ACE-2 (MBA),	13-03-2023	14-03-2023
Physical Verification & Intimation of Discrepancies in The Pre-Printed Answer Booklets.	15-03-2023	15-03-2023 (Up to 5pm)
EXAMINATION FEE :		
[A] FOR WHOLE EXAMINATION		Rs.955/-
[B] FOR ONE SUBJECT	:	Rs.365/-
[C] FOR TWO SUBJECTS	:	Rs.615/-
[D] FOR THREE SUBJECTS	:	Rs.840/-
[E] FOR FOUR SUBJECTS AND ABOVE	:	Rs.955/-

Note :

1. The Registrations should be done through JNTUH Exam registration portal urls only. <http://registrations.jntuh.ac.in/olrmba>.
2. The Helpline numbers are: 9989980170, 9704033577. Any problems in registration should be sent Email to: support.registrations@jntuh.ac.in
3. The Condonation fee is **Rs.300/-** per candidate for any number of subjects.
4. Hall Tickets will be issued only after receiving the University Exam Registration Fee by Online Mode.
5. The Principals are requested to arrange for the collection of student specific answer booklets, from ACE- 2 (MBA.).
6. Ph D Course work subjects Exam registration shall also be done through exam registration portal only.
7. Please visit the student service portal with URL <https://studentservices.jntuh.ac.in/oss> for previous sem. exam question papers and other services.

DATE : 13-02-2023.

Yours Sincerely

**Sd/-
DIRECTOR OF EVALUATION**

Copy To :

The Principals
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JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

Kukatpally, Hyderabad - 500 085, Telangana (India)

EXAMINATION BRANCH

**MBA II SEMESTER - (R19) SUPPLEMENTARY EXAMS – March/April-2023.
(R19-2019, 2020, 2021 ADMITTED BATCHES).**

The students who appear for the above examinations commencing from **17-03-2023** are to note that the on-line registration for University examinations will be carried out as per the time schedule given below:

INSTRUCTION		Start Date	End Date
Without Late Fee	:	15-02-2023	23-02-2023
With Late Fee of Rs.100 /-	:	24-02-2023	28-02-2023
With Late Fee of Rs.1000 /-	:	01-03-2023	06-03-2023
With Late Fee of Rs.2000 /-	:	07-03-2023	10-03-2023
With Late Fee of Rs.5000 /-	:	11-03-2023	15-03-2023
With Late Fee of Rs.10000 /- * This late fee application should be manually submitted along with demand draft.	:	16-03-2023	Till End of Exams
Online Payment of Exam registration Fee	:	13-03-2023	13-03-2023
Collection of Pre-Printed Answer Booklets From ACE-2 (MBA),	:	13-03-2023	14-03-2023
Physical Verification & Intimation of Discrepancies in The Pre-Printed Answer Booklets.	:	15-03-2023	15-03-2023 (Up to 5pm)
EXAMINATION FEE :			
[A] FOR WHOLE EXAMINATION			Rs.955/-
[B] FOR ONE SUBJECT	:		Rs.365/-
[C] FOR TWO SUBJECTS	:		Rs.615/-
[D] FOR THREE SUBJECTS	:		Rs.840/-
[E] FOR FOUR SUBJECTS AND ABOVE	:		Rs.955/-

Note :

1. The Registrations should be done through JNTUH Exam registration portal urls only. <http://registrations.jntuh.ac.in/olmba>.
2. The Helpline numbers are: 9989980170, 9704033577. Any problems in registration should be sent Email to: support.registrations@jntuh.ac.in
3. Hall Tickets will be issued only after receiving the University Exam Registration Fee by Online Mode.
4. The Principals are requested to arrange for the collection of student specific answer booklets, from ACE- 2 (MBA.).
5. Ph D Course work subjects Exam registration shall also be done through exam registration portal only.
6. Please visit the student service portal with URL <https://studentservices.jntuh.ac.in/oss> for previous sem. exam question papers and other services.

DATE : 13-02-2023.

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Important Instructions

1. JNTUH through Proceeding No. JNTUH/EB/11148/2/2018 Dated.20-01-2018 have extended certain benefits to Physically Handicapped students (deaf, dumb, hearing impaired, orthopedically handicapped and visually handicapped) such as exemption from payment of examination fee and pass marks. The principals may submit the certificate of permanent disability in the year of admissions and it holds good for entire duration of the course. The colleges need not submit proof of disability for every series of exams (Only in case of permanent disability).
2. On the last day of regular series exams one sealed envelope and on the last day of supply series exams the second sealed envelope consisting of used blank booklets Part-1 cut slips should be sent along with last exam answer scripts (through postal van).
3. If any college uses blank answer booklet, unless the student details are furnished, the D-form cannot be generated. Hence all the Principals are informed to keep the cut slips of blank used answer booklets ready before generating the pdf report of D-Form of that session (day) exams.
4. If there are any discrepancies like the question is incomplete in the question paper or a question is out of syllabus, all such discrepancies should be submitted to Director of Evaluation within 3 days of that examination. Otherwise such requests will not be entertained.
5. Part-1 cut slips of answer booklets are to be torn- off at the host centre for all the used answer scripts. Similar to the counting of used answer booklets, the part-1 cut slips are also to be counted. Both the counts must be matched. If any college neglects to remove Part-1 cut slip of any answer script, the matter will be viewed very seriously and a penalty of Rs 1000/- per each un-cut Part-1 slip will be levied and a memo will be issued.
6. Whenever a pre-printed answer booklets is found stitched with two OMRs, following decision is to be taken

S. No.	Issue	Decision
1	The students of both the OMR sheets are present for the exams	The booklet should be given to the candidate whose particulars are printed on top OMR. The bottom OMR should be torn at perforations, retaining the top OMR
2	If one of the two students are present and the other student is absent	Tear off the OMR sheet of absent student at perforations and issue the booklet to the student who is present

7. 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 separate pre-printed envelopes which shall be issued to each college along with the stationary.

8. **Unused blank booklets and booklets of absent students should be retained in the host college only. However the parent colleges are informed to take a copy of the present & absent Statements (D-forms) from the host colleges.**
9. **The service to delete the registration will be made available to the college only until the last date of registration, with a fine of Rs 100/- per each deletion.**
10. **A service is added for knowing all the backlog subjects of the students which are not registered. This service will be enabled only on28-02-2023**
11. **Upload the faculty details for each of the registered subject of the regular series using the appropriate menu service, for the purpose of appointing them for spot valuation duty or as Examiners / Resource persons for various confidential works, it is mandatory. If the faculty member is already registered as a valuer, the valuer ID must also be entered. If any faculty member services cannot be extended for spot valuator duty, appropriate service may be used to mention the same.**
12. **The University exam branch shall issue the faculty specific orders for spot valuation duty. In addition another letter to principal of the parent college will be sent informing the faculty members selected for spot valuation duty. The colleges should depute the faculty for spot valuation duty without fail and treat their absence as on-duty. It will be counted as present in University BAS.**
13. **The request for the Challenge Valuation shall only be considered for those who applied for re-valuation in the specific subject.**
14. **Instructions to Chief superintendents, Instructions to Invigilators and Instructions to Observers which were communicated along with this notification shall be scrupulously followed.**
15. **The Cooperation of the Principals is highly solicited for smooth processing and early declaration of examination results.**