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**DIRECTORATE OF UNIVERSITY EXAMINATIONS**  
**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**  
(Established by Govt. Act No. 30 of 2008)  
**Kukatpally, Hyderabad – 500085, Telangana (India).**

**Dr. A. ARUNA KUMARI**

M.Tech.Ph.D

Professor of Mechanical Engineering &  
**DIRECTOR**

Lr.No.1410/DUEX/JNTUH/ MBA I Sem.Regular/Supplementary&IISemSupplementaryExams,February/March-2025, Date: 16-01-2025.

To

The Principals,  
JNTUH Affiliated and University Colleges (Non-Autonomous) offering MBA. Course.

Sir,

Sub : JNTUH/Directorate of University Examinations - MBA- Examinations February/March-2025, Notification –  
Instructions to the Principals–Reg.

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The notification is hereby issued for the MBA I Semester Regular/Supplementary University Examinations and II Semester 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 February/March-2025.

S.No	Instructions	MBA
1	a) Last date for Uploading Last fortnight Attendance for I sem. regular students b) <b>Detained and condonation reports will be generated by University.</b>	18-02-2025 (3.PM) 20-02-2025
2	Online Registration will be available from	18-01-2025
3	Last date for Registration without late fee	28-01-2025
4	Last date for Registration with late fee of Rs.100/-	07-02-2025
5	Last date for Registration with late fee of Rs.1000/-	14-02-2025
6	Last date for Registration with late fee of Rs.2000/-	19-02-2025
7	Last date for Registration with late fee of Rs.5000/-	23-02-2025
8	Last date for Registration with late fee of Rs.10000/-* <b>This late fee application should be manually submitted along with demand draft.</b>	From 24-02-2025 to Till End of Exams
9	RTGS Transfer of Amount.	21-02-2025
10	Collection of Booklets from (MBA.) ACE-2	22-02-2025
11	Downloading of Hall Tickets	22-02-2025
12	Last date for Intimation of Discrepancies in Booklets	24-02-2025 (Up to 5pm)
13	Collect the correct answer booklets of discrepancy cases	24-02-2025
14	Last date for Uploading of Internal marks for I Sem. Regular	21-02-2025
15	Last date for Uploading of External Lab Marks	24-02-2025
16	Submission of hard copy of Lab Award Lists / Consolidated Internal Marks	25-02-2025
17	Commencement of End Sem. Examinations	25-02-2025

Yours Sincerely

Sd/-

**DIRECTOR**



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**MBA I SEMESTER - (R22/R19) REGULATIONS REGULAR/SUPPLEMENTARY EXAMS – February/March-2025.**  
**R22-2022, 2023, 2024 ADMITTED BATCHES, R19-2021 ADMITTED BATCH.**

**NOTIFICATION**

The students who appear for the above examinations commencing from **25-02-2025** 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	:	18-01-2025	27-01-2025
With Late Fee of Rs.100 /-	:	28-01-2025	06-02-2025
With Late Fee of Rs.1000 /-	:	07-02-2025	13-02-2025
With Late Fee of Rs.2000 /-	:	14-02-2025	18-02-2025
With Late Fee of Rs.5000 /-	:	19-02-2025	23-02-2025
With Late Fee of Rs.10000 /- * <b>This late fee application should be manually submitted along with demand draft.</b>	:	24-02-2025	Till End of Exams
Online Payment of Exam registration Fee	:	21-02-2025	21-02-2025
Collection of Pre-Printed Answer Booklets From ACE-2 (MBA),	:	22-02-2025	22-02-2025
Physical Verification & Intimation of Discrepancies in The Pre-Printed Answer Booklets.	:	24-02-2025	24-02-2025 (Up to 5pm)
<b>EXAMINATION FEE :</b>			
[A] FOR WHOLE EXAMINATION	:		<b>Rs.1000/-</b>
[B] FOR ONE SUBJECT	:		<b>Rs.400/-</b>
[C] FOR TWO SUBJECTS	:		<b>Rs.700/-</b>
[D] FOR THREE SUBJECTS	:		<b>Rs.900/-</b>
[E] FOR FOUR SUBJECTS AND ABOVE	:		<b>Rs.1000/-</b>

DATE : 16-01-2025.

Sd/-

**DIRECTOR**

**Copy To :**

The Principals

JNTUH Constituent and Affiliated Colleges offering MBA Course



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**MBA II SEMESTER - (R22/R19)REGULATIONSSUPPLEMENTARY EXAMS – February/March-2025.**  
**R22-2022, 2023 ADMITTED BATCHES, R19-2021 ADMITTED BATCH.**

**NOTIFICATION**

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With Late Fee of Rs.5000 /-	:	19-02-2025	23-02-2025
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DATE : 16-01-2025.

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Sd/-

DIRECTOR

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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 slip 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 booklet 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 on .... 07-02-2025.**
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.**