



JAWAHARLALNEHRUTECHNOLOGICALUNIVERISTY ANANTAPUR
ANANTHAPURAMU-5151002,(A.P.),INDIA

Prof. E.KESHAVA REDDY,
Director of Evaluation

Date: 03.08.2021

To
The Principals of Affiliated Colleges / JNTUA CE, Kalikiri
Sir / Madam,

Sub: JNTUA-Exam Branch-First entry of External Marks at college end-Certain instructions-information-Regd.

Ref.: Resolution in Principals' meeting held on 05.07.2021, Item No. 8, approved.

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With the reference cited above, Principals of all affiliated colleges and JNTUACE, Kalikiri are informed to enter the external examination marks of Project viva-voce/Laboratory/Seminar/Comprehensive viva-voce/etc., in EMS as first entry and signed original hard copies of the same may be submitted to the office of the respective Controller of Examinations by person/post.

In this regard, all the Principals are requested to follow certain instructions as mentioned below while entering the marks in EMS and submitting the hardcopies of the award list to Controller of Examinations.

- Enter external marks of all the registered students of a particular course/branch/specialization at one instant of time in EMS portal immediately after completion of the examination through the tab: **College EMS→Upload→External Marks Entry**

Ex.: The students' marks in CSE branch with A & B sections should be entered at one instant of time.

- After uploading the marks, the college can verify missing external marks, if any, using the tab: **College EMS→Upload→Missing External Marks Entry**.
- While submitting the signed copies of award list to the respective Controller of Examinations, verify whether the students' hall ticket numbers are in normal order in the award lists or not. In case of Project Viva-voce or in any other examinations, if the students' hall ticket numbers are not in sequence then it is requested to submit an extra award list in which the students' hall ticket numbers are in order along with signed copies of award lists.

All the Principals are once again requested to direct the concerned faculty members to follow the above procedure to avoid the discrepancies at the time of results processing.

Your cooperation in this regard is highly solicited.

DIRECTOR OF EVALUATION