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JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

(Established by JNTU Act No. 30 of 2008)

Kukatpally, Hyderabad – 500 085 Telangana (India)

ACCREDITED BY NAAC WITH 'A' GRADE

Dr. V.Kamakshi Prasad
M.Tech.,Ph.D.(IIT-M),FIE,MCSI, LMISTE
**Professor of Computer Science and Engineering &
DIRECTOR OF EVALUATION**

Letter No. EB/OLE/301/2018 dated 28-08-2018

To
The Principals
Non-autonomous constituent & Affiliated colleges

Dear Sir/Madam,

All the Principals are informed to note that the University exam branch wish to give an opportunity to correct the name, father name (refer the printed hall ticket) and gender of the students of your college, if there are an errors, who are studying/completed course work but not received their provisional certificates.

If the college desires to get the revised marks memos, after incorporating the corrections, they can indicate the same in the excel file. The marks memos after the name correction shall be printed and issued. The charges @ Rs. 50/- per marks memo are to be collected from the student and the same amounts are to be transferred to the University Exam Branch Registrar's account number 62079988622, IFSC Code: SBIN0021008, SBI JNTUH Campus Branch, Kukatpally, Hyderabad. At the time of issue of new marks memos, the previous (in-correct) marks memos need to be collected from the students and are to be returned to University Examination branch.

The Principals of the colleges shall upload the zipped folder containing the name correction details filled in the enclosed .xls file, scanned copy of the documentary proof (SSC original certificate or equivalent) and scanned copy of fee paid receipt. The zipped file shall be uploaded to the University by using the respective courses (B.Tech / B.Pharm / MBA etc) Exam Registration portals by using menu option "Upload name correction request", from 04-09-2018 to 14-09-2018.

Encl: Proforma of Excel sheet

Yours Sincerely

Sd/-

Director of Evaluation