



Dr. K. V. Subba Reddy Institute of Technology (AUTONOMOUS)

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUA, Ananthapuramu)
Accredited by NBA Recognized under Section 2 (f) and 12B of UGC Act, 1956
Website: www.drkvsrit.ac.in Email: drkvsr.principal@gmail.com
ISO 9001: 2015 & ISO 14001: 2015 Certified Institution

REGISTRATION

Lr. No. PG Dr KVSrit/ KNL/AY 2024-2025/MBA/MCA IV Semester (R23)
Regular Examinations May 2025/Instructions dt. 20.03.2025

To
The Controller of Examinations
Dr KVSrit (Autonomous)

Sir/Madam,

You are requested,

1. To upload internal marks of MBA/MCA IV semester Regular students (AY 2024-25) to examinations portal EMS on or before **05:30 PM** of **28.04.2025 (Monday)**. Internal marks uploaded after 05:30 PM of **28th Apr 2025** will not be considered. Hard copy of the same duly signed and stamped by the college principal on each sheet should reach Exam Section on or before **28.04.2025 (Monday)**.
2. You are requested to finalize the attendance particulars of the students for regular examinations and to upload the detained list to the examinations portal 'Dr KVSrit EMS' on or before **05:30 PM** of **24.04.2025 (Thursday)** without fail.
3. Submit the following at the time of verification.
 - (a) Detained List Signed by the College Principal.
 - (b) Condoned List signed by the college principal.
4. Note that schedule for registration (for R23) is as follows:

| | Opens | Closes | No. of Days |
|-------------------------|--------------|---------------|--------------------|
| Without late fee | 20.03.2025 | 01.04.2025 | 13days |
| With Rs.100/- late fee | 02.04.2025 | 09.04.2025 | 09 days |
| With Rs.1000/- late fee | 10.04.2025 | 14.04.2025 | 05 days |
| With Rs.3000/- late fee | 15.04.2025 | 19.04.2025 | 05 days |
| With Rs.5000/- late fee | 21.04.2025 | 24.04.2025 | 04 days |

5. Note that hall tickets will be generated only for eligible students who have paid the college fee. For these candidate's hall tickets will be available in the DrKVSrit EMS on **02.05.2025 (Friday)** for download.

PRINCIPAL



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CIRCULAR

M. TECH/MBA/MCA IV Semester (R23) End Examinations will commence from **05.05.2025**.

Copy of timetables is displayed on college website and exam notice boards.

The important dates are as follows.

- | | |
|--|---------------------|
| a) Registration for exams commences from | : 20.03.2025 |
| b) Applications will be accepted from | : 20.03.2025 |
| c) Last date for submission of application form without fine | : 01.04.2025 |
| d) Last date for submission of application form with fine | : 24.04.2025 |

- **NO APPLICATION WILL BE ACCEPTED AFTER THE CLOSURE OF LAST DATE**
- **APPLICATIONS WILL BE ACCEPTED FROM THE CANDIDATES WHO CLEAR THE COLLEGE FEE DUES.**

Students shall follow the Instructions given below and submit the application along with fees receipt within the stipulated time.

INSTRUCTIONS FOR END EXAMS

1. Applications are available at the office of the Principal and duly filled-in applications should be handed over in the college office along with necessary fee.
2. No student is allowed for laboratory examinations without Hall Ticket.
3. Hall tickets will be issued only to the eligible candidates who fulfill the academic requirements of the College.
4. Controller of Examinations is requested to verify the eligibility of the registration for examination in respect of malpractice/court cases/credits.
5. Controller of Examinations is requested to inform the students that mere payment of examination fee does not guarantee eligibility for appearing for examinations.
6. Detailed timetables will be notified in the website: www.drkvsrit.in under 'Examinations',

7. The Examination Fees need to be paid through offline mode only.

The schedule for the payment of examination fees is as follows.

For Regular Candidates: -

| | |
|--|--------------|
| Semester Pattern Evaluation Fee (Project work) | : Rs 2700-00 |
| Semester Pattern Evaluation Fee (Theory) | : Rs 1500-00 |
| Processing Fee | : Rs 50-00 |

Note: All the students are advised to submit the examination applications well in advance to avoid last minute rush

The following is the penal fee for the application received after 01-04-2025

| | | | |
|----|--------------|------------|--------------|
| A. | On or Before | 09.04.2025 | : Rs 100.00 |
| B. | On or Before | 14.04.2025 | : Rs 1000.00 |
| C. | On or Before | 19.04.2025 | : Rs 3000.00 |
| D | On or Before | 24.04.2025 | : Rs 5000.00 |

PRINCIPAL