

CONDUCT OF PRACTICAL EXAMINATIONS

(a). Guidelines to Chief Superintendent

- 1.** The External Examiners will be appointed from this office. The Chief Superintendent will appoint suitable Internal Examiners in consultation with the HOSs concerned.
- 2.** The Practical exam may be conducted before or after the theory exams depending on the convenience in consultation with this office.
- 3.** The Time table will be prepared with the co operation of the HOS concerned before the completion of theory exams so that the students can be informed of the date sufficient early before leaving the Institution after the completion of theory exams. This is also to avoid the conduct the practical in short notice
- 4.** Sufficient publicity should be given by publishing the Time table on the Notice Board and also in the News Paper, if necessary, during the vacation. (It is also the responsibility of the students to enquire date and attend the exam on the date concerned) The Name of Examiners will be kept confidential.
- 5.** While preparing the Time table care should be taken to avoid clash of different exams to same student at the same date and time.
- 6.** The External/Internal Examiners should be communicated the time table with details of Reg. Nos. subject wise, year wise and scheme wise. The helping staffs also are to be informed of the Time table
- 7.** The Examiners are to be provided with the Scheme wise/year wise Code. No. and name of each subject, Maximum marks, Centre code, Remuneration rates etc. They shall also be provided with materials like Work Done Memorandum, blank Mark sheets, Students' Attendance sheets etc required for the exam as done in previous exams.
- 8.** The sealed covers of Mark sheets (code wise) and the work done Memorandum submitted by all the Examiners together will be forwarded by the Chief Superintendent by Registered post along with a detailed list (Year wise, Code wise, Scheme wise) in a single cover.
- 9.** The Split up marks /Duplicate copy of mark sheets will be kept by the Chief Superintendent as record for future use.
- 10.** In the case of Annual exams, the practical of Final year/ Semester will be conducted first and Mark sheets forwarded immediately in view of the students seeking employment and higher studies. The Chief Superintendent is to take personal attention in this regard.
- 11.** In case any External Examiner appointed from this office is unable to conduct the exam, the Chief Superintendent will appoint suitable competent staff from a neighbouring institution under intimation to this office.
- 12.** Issue of Answer Books and Additional sheets to Labs and Workshops having monogram of the Controller for conducting practical is strictly prohibited. Additional sheets and Answer books should not be used for rough work and calculations in the labs and Workshops. If, in any case, additional sheets are used, each of them should contain the full signature of the Examiner concerned.