

Karnatak University, Dharwad



Examination Centre

**Instructions to conduct
Under Graduate Practical
Examinations
2018 onwards**

Instructions to conduct Under Graduate Practical Examinations

A. Before Examination

1. Principal of the college shall prepare the practical examination time table for all semesters in the various subjects having need practical's, batch wise with the University Registration number.
2. Duration of the practical shall be three hours / batch.
3. There shall be two batches per day: 10.00am to 1.00 pm (morning batch) and 2.00 pm to 5.00 pm (evening batch).
4. Each batch shall have 10- 12 students, except the last batch of the subject / paper.
5. A batch shall have either paper – I or paper –II but not a combination of paper –I & II for V / VI semesters.
6. There shall be a senior internal examiner appointed by the Principal from the same college and one external examiner appointed by the Karnatak University.
7. The Principal shall issue appointment orders to both internal and external examiners and a copy of the same shall be submitted to University along with time table through E-mail.
8. There shall be a provision to conduct the practical examination for a given semester in parallel laboratories with an additional pair of examiners wherever feasible.
9. The Principal is authorized to appoint the Internal / External examiners in an emergency or due to unavoidable circumstances and shall intimate such appointment to the University.
10. There shall not be two internal examiners for a given batch. However, both the examiners can be external
11. Uninterrupted power supply should be made available during the course of the examinations.

B. During Examination

1. The Principal shall be the Chief Superintendent at the Practical examination centre. He / she shall be eligible for local allowance during examination.
2. Practical personnel would include the Internal Examiner, External Examiner, Lab Assistants and lab Attenders.
3. There shall be no provision for appointment of laboratory supervisor, expert assistants, store keeper, gas plant operator, field collector, mali/coolie for practical examinations
4. **Semester / Subject wise** attendance shall be maintained for examination personnel (Viz., internal, external examiners, lab assistant and lab attender). All such personnel shall sign the attendance register daily for each session and the principal shall counter sign. It shall be made available during the visit of squad members.

5. If the external examiner/s fail to report for conducting practical examination in the allotted centre, the **Principal** shall immediately report the same to the University through E- mail and appoint the external examiners from the staff of neighboring colleges within an hour from the commencement of examination.
6. No practical examination should be conducted in the absence of an external examiner. The examination should be postponed in such cases and the students must be intimated accordingly. The same shall be brought to the notice of University through e- mail.
7. The principal shall arrange for submission of marks online from the college ID to the University with the assistance of the Internal and External examiners immediately after completion of the practical paper of the concerned batch.

C. After Examination

1. After completing the practical examinations, the principal shall submit all the marks lists and attendance sheets: one copy to the superintendent, B.Sc. / B.A. / BBA / B.Sc.(CS) of the **Examination section**, and the other to the System Analyst, **Computer Centre, Examination section**, Karnatak University, Dharwad within two days of the completion of examination.
2. The College shall preserve the answer papers for one year.
3. The Principal shall submit TA/DA bills of examiners with all necessary enclosures to the Registrar (Evaluation), Karnatak University, Dharwad- 580003.
4. The Principal is empowered to resolve difficulties if any, without violating the sanctity of examination.

A) Instructions to Examiners

a) Before the commencement of the Examination

1. The Internal Examiner shall be responsible to ensure the complete readiness of the lab for the respective practical examination. The Internal examiner shall set up not less than 80 % experiments as prescribed in the syllabus for a batch and would be held responsible for the anomalies if any, in this regard.
2. In case the University question papers are not available the external examiner shall prepare question papers for all the experiments, in consultation with the internal examiner.
3. Examiners shall adhere strictly to the timings of both morning and evening sessions. Deviation if any found will be considered as breach of examination duties and such batch/es shall be re-examined.
4. Both internal and external examiners shall report to duty at the concerned examination centre at least 15 minutes prior to the commencement of the examination.
5. **Semester / Subject wise** attendance shall be maintained for examination personnel. Both internal and external examiners shall sign the attendance register daily for each session.

6. A batch shall have exclusively paper – I or paper –II but not a combination of paper –I & II in V / VI semesters.
7. No students shall be allowed for the examination without their Journal / Practical records, certified by the Staff in-charge and Head / Principal. If the Journal/ Practical record is not presented by the student, the Head/Principal shall issue a certificate stating that he/she has attended the regular practical's and his/her attendance is satisfactory (not less than 75% including 10% of extracurricular activities if applicable) and the candidate shall then be allowed to appear for examination. In such cases the marks reserved, for the journal shall be deducted.
8. Candidates having an attendance record of less than 75 % (including 10% of extracurricular activities, if applicable) in that practical paper shall not be allowed to take the practical examination.
9. The students shall sign the attendance register during regular practicals. The internal examiner shall decide the eligibility of the candidates based on attendance register of regular and special (if any) practicals in the particular subject/paper.
10. The Principal shall permit the students to take the examination as **out of turn** in any other batches only on technical reasons like overlapping of the timings with other subjects but not for any other personal reasons of the candidate including medical grounds.
11. No practical examination shall be conducted in the absence of an external examiner. Absence of external examiner if any is to be brought to the notice of the principal by the internal examiner to enable alternative arrangements to be made. The Principal shall appoint external examiners as per the instruction already given. If the internal examiner remains absent, the principal shall appoint another internal / external examiner. *Under any circumstances, there shall not be **two internal examiners** for a given batch but two external examiners shall be allowed.*

b) During Examinations

1. Candidates shall be allowed to enter the laboratory 10 minutes before the actual schedule.
2. Experiments shall be allotted to the students by lot. If the allotted experiment had not been performed by the candidate (Evidenced by journal), such a candidate, on his/her demand will have an option to pick a lot for alternative experiment. Under such cases, 10 marks be deducted out of the marks obtained in the paper. No further chance to change the allotted experiment shall be given and the candidate shall perform the experiment without further option.
3. The examiner shall give all the necessary instructions to the candidates prior to the schedule of particular paper.

4. No students shall be allowed to enter the laboratory after half an hour of the commencement of the actual schedule. Attendance report shall be prepared **batch wise in triplicate within 30 minutes from** the actual schedule of examination.
5. The internal examiner shall take the expert readings simultaneously wherever necessary to compare with the candidate's result/ readings.
6. The internal and external examiners shall assess the performance of the students continuously. No additional time shall be reserved for Viva and valuation of answer scripts.
7. In case of a practical paper has not been completed within the allotted time, an additional duration not exceeding **30minutes** can be granted. The external examiner shall decide such cases.
8. Internal/ external examiner shall report the Indiscipline / Malpractices if any to the Principal of the College. Principal shall report the same to the University by following the existing procedure available for theory examination.
9. Both internal and external examiner with the help of Principal shall submit the marks to University online through Principal's ID of the college. After freezing the marks, marks list shall be downloaded and submitted to the principal in duplicate after affixing the signature along with attendance report and papers.

c) After examination

1. At the end of examination of the semester / paper of the centre, the internal examiner present on the last date of examination shall collect all the examination documents of such paper from the Principal and shall make three items **in sealed covers/ bundle**;
 - i. **Marks list covers in duplicate:** among these, one to be addressed to the Superintendent, B.Sc. / B.A. / BBA / B.Sc.(CS), **Examination section** and other to the System Analyst, **Computer Centre**, Vishwachetan Building, Karnatak University, Dharwad-580003.
 - ii. **Candidates Attendance sheet cover:** addressed to the Superintendent, B.Sc. / B.A. / BBA / B.Sc.(CS), Karnatak University, Dharwad.
 - iii. **Answer paper bundle:** addressed to the principal of the examination centre.

All the three items should be handed over to the Principal of the examination centre. Acknowledgement for receipt of such materials shall be obtained from the Principal.
2. As per Karnatak University norms, internal and external examiners are eligible for TA/DA/Local allowance as applicable only when he / she conducts two batches per day, except on the last day of examination of the semester/ paper.
3. At the end of a practical examination, both internal and external examiners shall submit TA/DA bills along with necessary enclosures to the Principal of the examination centre for forwarding to the Registrar (Evaluation), Karnatak University, Dharwad. University shall not entertain the submission of bill individually.

College Letter Head

OFFICE ORDER

Sub: Appointment of External/Internal Examiner for K.U.Sem
Practical Examination in -----(Subject).

Ref:

You have been appointed by the Registrar(evaluation), Karnatak University, Dharwad as External/Internal Examiner for K.U.Sem. Practical Examination for ----- (Subject) in ----
----- College, Dharwad. Hence, you are requested to accept the same and act as External/Internal Examiner for K.U. Sem. to be held in this institution as per the following schedule*:

Class: B.Sc. ... Sem in (Subject): Time: 10.00 am to 1.00 pm & 2.00pm to 5.00 pm

Sl. No.	Name of External Examiner (P-I /P-II)	Date from - to	Sl. No.	Name of Internal Examiner (P-I /P-II)	Date from - to
1	(P-I)		1	(P-I)	
2	(P-II)		2	(P-II)	

***Subject to the Changes if any due to technical reasons.**

Principal

Copy to;

1. The Registrar(Evaluation), Karnatak University, Dharwad for information.
2. The Principal,College....., with a request to relieve the staff to attend the examination as per the above schedule.
3. Office Copy.

College Letter Head

ATTENDANCE CERTIFICATE

Certified that Prof. / Dr.Lecturer / Assistant / Associate
Professor in -----, College ,(Place) has conducted
Karnatak University's B.Sc. Sem..... Practical Examination in -----**(Subject)** as
Internal / External Examiner held atCollege,(Place) from
..... to.....

No. of Students Examined :

No. of papers Evaluated (50% of Above) :

Principal