



Ref. No. SVSU/2023/Exam/ 363

Dated: 15-12-2023

Subject: Conduct of Practical Examination of Diploma, UG and PG Program December-23 and January. -2024 for (1st year Students)

This is to inform you that the End Semester Practical Examinations of **Diploma/ UG/ PG** for Regular and Re-Appear students **December-23** and **January-2024**, shall be conducted as mentioned below:

Sr. No.	UTDs/Colleges	Time Periods
1	UTDs and Affiliated Colleges	As per Academic Calendar*

- **Deviation if any to be approved from the Competent Authority of the University, before commencement of the practical exam.**
- **Detention of the student to be taken care at the level of respective Departments/Affiliated Colleges and evaluation to be done accordingly.**

Important Notes: -

1. The concerned skill faculty/principal will ensure submission of practical **External awards** in the examination department within three days (03) after completion of the practical exams on the prescribed performs duly Signature & Stamp of Concerned Dean/Chairperson/Head of Institution.
2. External Practical Examiners will be invited by the Head of Institutes/UTDs from panel of examiners approved by 'The BOS of the University'. In case non availability of the approved list of external practical examiner from BOS of the university, concerned dean of skill faculty/principal will get the names of the external experts for the practical's examiner approved from the competent authority of university. Faculty members of UTDs of SVSU may be appointed as external examiner for the conduct of practical examinations in affiliated colleges. All Examiners are requested to check/verify the student's eligibility and Cut Lists for Practical Exam issued by the University before starting of Exam.
3. Practical examinations can be conducted by the Institution on Saturday (No double remuneration is allowed in case of Practical Examination is conducted on holidays).
4. Cut Lists will be sent through on official email to the concerned.
5. External examiners will fill the awards in hard copy Performa and it will be submitted in the Examination Department by the Concerned Department /Institution in sealed envelope.
6. Rate of remuneration for External/Internal examiners will be as per the Examination Ordinance. Hard Copy of the remuneration bills (on University Performa) is to be submitted to Examination Department.
7. Payment of remuneration for External and Internal examiners is to be made by the University after receiving the bills through Direct Benefit Transfer (DBT) in the examiners' account.

UTDs/Colleges are requested to submit signed/ verified copies of Remuneration bills to the University.

8. While submitting traveling bills (if any) the practical examiner must to clearly mention their full name, designation of parental Institution, FPL, Name of the practical exam, and semester and enclose an appointment letters issued by the Chairperson /Head of Institution where the practical exam was conducted Travelling allowance will be payable to the external examiner (only).TA by own vehicle/spouse has to be paid only when a claimant submits a copy of own vehicle RC and Toll receipts accordingly if any following the shortest distance.
9. Please note that all the Performa should be filled in completely. Incomplete remuneration /TA or DA forms without signature & stamps will be summarily rejected. All envelopes being submitted to this office should be sealed and super scribed with the contents of the envelope.
10. You are requested to submit all the bills related to a practical exam collectively i.e. TA/DA and Remuneration bills of Internal Practical's to be submitted in Conduct Branch. All the Internal and External awards to be submitted in Secrecy Branch under the sealed envelope.
11. The concerned skill faculty/principal will ensure submission of theory and practical **Internal awards** in the examination department within ten days (10) after closing the academics session on the prescribed performs duly Signature & Stamp of Concerned Dean/Chairpersons/Head of Institution.
12. For theory examination, the Director- Principal of Affiliated College/ Dean of UTDs /Chairpersons is requested to ensure that Admit Cards are issued only to those students who fulfil the eligibility criteria to appear in examinations and have filled their examination form.



Controller of Examination

Copy of the above is forwarded to the following for information and further necessary action:

1. Dean Academic Affairs, SVSU
2. All Dean's and Chairpersons, SVSU
3. The Director/Principal of affiliated Colleges
4. Dy. Director, Academics Affairs (for further circulation)
5. OSD to H'VC (for kind information of the H'VC, SVSU, Dudhola, Palwal)
6. In Charge IT Cell /Website Administrator to upload on University Website.



Dy. Registrar(Exam)