



Ref. No. SVSU/2023/Exam/123

Dated: 29-05-2023

Subject: Conduct of Practical Examination of Diploma, UG and PG Program June 2023.

This is to inform you that for the Practical Examination of Diploma/ D.Voc/B.Voc / M.Voc/ BBA /MBA Semester Regular and Re-appear June-2023, shall be conducted during the period in conventional mode, as mentioned below:

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

- Deviation if any to be approved by the Competent Authority of the University, before the commencement of the practical exam.

Important Notes: -

1. 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.
2. 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 the Concerned Dean/Chairperson/Head of Institution.
3. 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 examinations from BOS of the university, the concerned dean of skill faculty will get the names of the external experts for the practical's examiner approved by the competent authority of the university. Faculty members of UTDs of SVSU may be appointed as external examiners for the conduct of practical examinations in affiliated colleges. All Examiners are requested to check/verify the students Cut Lists for Practical Exam issued by the University before starting of Exam.
4. Practical examinations can be conducted by the Institution on Saturday (No double remuneration is allowed in case of Practical Examination is conducted on holidays).
5. Cut Lists will be sent through email on official mail to the concerned.
6. 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.
7. 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.
8. 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.

9. 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.
10. 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(as per latest notification of Govt.) has to be paid only when a claimant submits a copy of RC of the vehicle and Toll receipts accordingly if any.

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 superscribed with the contents of the envelope.

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 a sealed envelope.


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, SVSU
3. The Director/Principal of affiliated Colleges
4. All Chairpersons/Co-ordinators, SVSU
5. CAO,SVSU
6. AR, Academics Affairs (for further circulation)
7. OSD to H'VC (for kind information of the H'VC, SVSU, Gurugram)
8. In Charge IT Cell /Website Administrator to upload on University Website.


Superintendent, Conduct Branch
Examination Department