



Ref. No. SVSU/2024/Exam/ 826

Dated: 18/11/2024

Subject: Conduct of Practical Examination of End Semester Examination of Diploma, UG and PG Programme December - 2024 / January-2025.

This is to inform you that for the Practical Examination of End Semester Examination **December - 2024 / January-2025** shall be conducted during the period in conventional mode, as mentioned below:

Sr. No.	UTD/Colleges	Time Periods
1	UTD 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 exams.

Important Notes: -

1. External Practical Examiners will be invited by the Head of Institutes/UTDs from panel of examiners approved by 'Respective BOS' of the University. In case non availability of the approved list of external practical examination from BOS of the University, concerned dean of skill faculty 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 students Cut Lists for Practical Exam issued by the University before starting of Exam.
2. Practical examinations can be conducted by the Institution on Saturday (No double remuneration is allowed in case of Practical Examination is conducted on holidays).
3. Cut Lists will be sent through email on official mail to the concerned Deans/Chairpersons.
4. Director- Principal of Affiliated College/ Dean of UTD are issued only to those students who fulfil the eligibility criteria to appear in examinations and have filled their examination form.
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 Trimester 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 RC of the vehicle and Toll receipts accordingly if any.

9. **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.**
10. **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.**

Please note that all the Performa should be filled in completely. Incomplete remuneration /TA or DA forms without signature & stamps of the Deans/Chairpersons will be summarily rejected. All envelopes being submitted to this office should be sealed and super scribed with the contents of the envelope.

You are requested to submit all the bills related to a practical exam in one lot i.e. TA/DA and Remuneration bills of Internal practical to conduct branch and all the Internal and External awards to submitted in Secrecy Branch under the scaled envelope.


Deputy Registrar
Examination Department

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

1. Dean Academics Affairs; SVSU
2. All Dean/ HODs
3. Principals/ Directors of Affiliated College
4. OSD to H'VC (for kind information of the H'VC)
5. In Charge IT Cell /Website Administrator to upload on University Website.


Assistant
Examination Department

Enclosure

1. **Annexure 1- Kindly strictly adhere to Annexure1.**

Annexure1

Examination Department

Important Guidelines to conduct Practical Examinations.

1. Kindly attach the invitation letter along with the remuneration bill of external examiner duly signed with concerned HOD/ Dean.
2. External Practical Examiners will be invited by the Head of Institutes/UTDs from panel of examiners approved by 'Respective BOS' of the University. In case non availability of the approved list of external practical examination from BOS of the University, concerned dean of skill faculty 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.
3. All remuneration bills should be completely filled & duly sign with concern examiner & verified by concerned HOD with stamp.
4. TA /DA form should be completely filled and duly sign by concern examiner & verified by concerned HOD with stamp. (attached the RC in concerned examiner)
5. Attached the original Taxi bill duly sign by concern external examiner & verified by concerned HOD with stamp.
6. The number of students (60) should be evaluated in a day as per examination ordinance.
7. The Affiliated College is strictly adhere to 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.