



The Heritage Institution
KANYA MAHA VIDYALAYA, JALANDHAR
(AUTONOMOUS)

Practical Examiners' File

S. No.	Contents	Document No.
1.	Instructions for the Practical Examiners	Ex (P)-I
2.	Practical Attendance Chart	Ex (P)-II
3.	Forwarding Memo for Practical Award List	Ex (P)-III
4.	Payment Bill Form	Ex (P)-IV
5.	Receipt of Payment	Ex (P)-V
6.	Practical Answer Sheets Consumption Form	Ex (P)-VI
7.	Signature Sheet Proforma	Ex (P)VII

Instructions for the Practical Examiners

1. Blank Practical Answer Sheets for the practical examinations will be available in the concerned department.
2. Only one answer sheet should be given to one candidate in the beginning. Before giving the supplementary answer sheet to the candidate, the examiner should verify that the candidate has fully consumed the previous one.
3. Practical examiners are required to get signatures of the concerned candidates against their roll numbers on Practical Attendance Chart for each group on all the days of the practical examination as a proof of attendance.
4. After evaluating the answer sheets, the examiners must post the total marks at the title page of answer sheet. Answer sheets must be signed by both the examiners.
5. **Points to be taken care while preparing the award list**
 - Marks must not be given in fraction.
 - Absentees should be marked properly in the award list against the roll numbers of the absent candidates in accordance with the forwarding memo for practical examination.
 - Award list filled by the examiners must be duly signed (Full Signatures, not initials) by External/Main and Internal Examiners.
 - **HoDs are required to keep a copy of the award-list with themselves for atleast one year.**
 - **Minimum Pass Percentage in Practical Examinations :-**
 - a) **Credit Based Continuous Evaluation Grading System :**
For all Diploma and Degree Programmes : 35%
 - b) **Absolute Marks System with Grading :**
Certificate Courses: 45%
 - In case any mistake is found in the award list then the Controller of Examinations, Kanya Maha Vidyalaya, Jalandhar, shall have the authority to deduct the remuneration proportionally.
6. (a) The sealed hard copy of the online submitted awards duly signed by External/Main and Internal Examiners must be submitted in CoE office on the same day or on the very next day of the conduct of the practical examination along with the duly filled Practical Examiners' File containing:
 - i. Practical Attendance Chart
 - ii. Forwarding Memo for Practical Award List
 - iii. Payment Bill Form of Practical Examiner, if any
 - iv. Receipt of Payment
 (b) Practical Answer Sheets Consumption Form and Signature Sheet Proforma duly filled in all respect and signed by External/Main and Internal Examiners must be submitted to CoE Office along with unconsumed Answer Sheets after the termination of practical examination of all the programmes of the concerned department.
7. The report/s regarding the usage of unfair means in the examination by the candidates should be sent to the CoE office on the same day.
8. Remuneration for conducting the practical examination will be given as per rates approved by the college.
9. Local Conveyance/Travelling Allowances (TA) will be paid to the External Practical Examiners as per college rules.
10. Whenever there is any change in official address, e-mail or phone number of the practical examiner, please inform the Controller of Examinations, Kanya Maha Vidyalaya Jalandhar, by **Whatsapp (Mob Number 8283947208) or E-Mail (kmvsecy2018@gmail.com).**
11. All the documents included in Practical Examiners' File must be duly signed by Internal and External/Main Examiners.

Instructions for the Project work and Assignments Examiners

It is required from the Main/ External examiners deputed for conducting the viva-voce that during the evaluation process, they must ensure that the Reports of Project Work and Assignments submitted by the students strictly adheres to the **Format and Guidelines** (available on the college website) issued by the CoE Office. Any deviation from the prescribed format should be duly noted and take action as per the rules mentioned under point-D (Submission and Evaluation Guidelines for Project Work and Assignments).

**Controller of Examinations
Kanya Maha Vidyalaya
Jalandhar-144004**

A. Guidelines for Conducting Practical Examinations

1. Question paper/s, if any, must be jointly set on the spot by both the Internal and External/ Main Examiners. A copy of the question paper should be submitted to the concerned HoD/Dean for record-keeping.
2. **The following End Semester Examinations (ESE) will be conducted by the External Examiners with the help of Internal Examiners:**
 - a. Practical Examinations and Project Viva of PG Degree Programmes (Semester-III and IV)
 - b. Project Viva of PG Degree Programmes (Semester-I and II)
 - c. Project Viva of UG Degree Programmes (Semester-VI)
3. ESE Practical for all other examinations not mentioned above will be conducted by the **Board of Examiners including Head of the Department/ Dean and two internal faculty members**. One of the faculty members who is not teaching the concerned course, in which practical is being conducted will act as the **Main Examiner**. **In case of non-availability of Main Examiner, External Examiner will be appointed.**
4. The Project Reports of UG and PG Degree Programmes may be **evaluated by internal examiners**, where the evaluation as only “**satisfactory/unsatisfactory**” is required. However, the UG and PG degree Projects with marks will be evaluated by internal and external examiners. **In both the cases HoD/Dean of the concerned department will also be the member of the Evaluation Committee.**
5. External Practical Examiners may be appointed from nearby places, preferably local.
6. Practical question papers and answer sheets of ESE must be retained within the concerned department for at least **One Year** after the examination.

B. Guidelines for the submission of

Project Work (Project Report/ Thesis/ Dissertation/ Case Study)

and

Assignments (Assignment Report /Seminar/ Internship/ Viva-voce/ Training Report/ Term Report/ Term paper/ Field Work/ Status Report of Industrial Visit)

1. PROJECT WORK (Project Report/ Thesis/ Dissertation/ Case Study)

The following points must be followed strictly while preparing and submitting Project files.

- i. Students should use primary data preferably, wherever applicable.
- ii. Original research quality should be ensured.
- iii. The plagiarism will be checked and a certificate of detailed report of plagiarism will be attached with the dissertation. The acceptable percentage of similarity index or plagiarism should be less than 30%. Work exceeding this limit will be subject to revision.
- iv. The Project Report/ Thesis/ Dissertation/ Case Study can be of one semester or one-year duration depending on the academic programme structure.
- v. In case of one-year Project Report/ Thesis/ Dissertation/ Case Study, the work will be divided into two parts: Part-I and Part-II.

- Part-I will be completed in the first semester of commencement of Project Report/ Thesis/ Dissertation/ Case Study and students will have to submit the Progress Report of the work. The viva-voce will be conducted based on the report submitted.
 - Part-II will be completed in the second semester of commencement of Project Report/ Thesis/ Dissertation/ Case Study and students will have to submit the Final Project Report/ Thesis/ Dissertation/ Case Study. The viva voce will be conducted on the basis of Final Project Report/ Thesis/ Dissertation/ Case Study submitted.
- vi. Each project report should be systematically organized and should include the key components like Literature Review, Aims and Objectives, Methodology, Results, Discussion, Conclusion and References.
- vii. **The evaluation of Project Reports/ Thesis/ Dissertation/ Case Studies shall be done by both external and internal examiners jointly based on presentation, viva and review of Project Reports/ Thesis/ Dissertation/ Case Studies. HoD/Dean of the concerned department will also be the member of Evaluation Committee.**

2. ASSIGNMENTS (Assignment Report/ Seminar/ Internship/ Viva-Voce/ Training Report/ Term Report/ Term Paper/ Field Work/ Status Report of Industrial Visit)

The Assignments include a variety of academic and field-based components such as Assignment Report/ Seminar/ Internship/ Viva-Voce/ Training Report/ Term Report/ Term Paper/ Field Work/ Status Report of Industrial Visit. Among these, if any component requires students to submit a report as part of the academic assessment then these reports should include:

- i. A Permission Letter issued by the institution to join Internship, Industrial Visit, Field Work etc. at external organization.
- ii. A Certificate of Completion must also be obtained from the host/external organization, confirming that the student has successfully participated and completed the assignment as per the agreed terms.
- iii. A separate certificate from the department in an official format provided by the CoE office confirming that
 - a. the submitted reports adhere to the format and submission guidelines issued by the office of the Controller of Examinations (CoE).
 - b. the student has completed her assignment and has been evaluated on the basis of presentation and/or Viva-Voce.
- iv. The report should include the name of the organization with address, duration of completion of assignments, portfolio of the organization, Aims, Objectives and activities undertaken along with learning outcomes.

C. FORMAT AND STYLE FOR PROJECT REPORTS/ ASSIGNMENTS

The Project Reports/ Assignments should be formatted in Times New Roman 12 sized font in justified alignment with double spacing. The student must include the following pages (I-IX) in their report in the given order

I. Title Page (Format Attached)

- **Title:** Clearly state the title of the Project/ Assignment at the top center of the page (All Caps, Times New Roman, 14).
- Programme Name, Semester, Session
- Institutional logo
- Department, Name of Institution
- Student's Name, ESE Roll Number
- Name and Designation of the Project/ Assignment guide or supervisor

II. Certificate of Plagiarism provided by CoE Office (For Project Only).

III. Declaration (Format attached)

Include a declaration by the student stating that the work is original and has not been submitted for evaluation elsewhere and does not breach any existing copyright acts.

IV. Permission Letter Issued to students by Kanya Maha Vidyalaya (Jalandhar) to undergo Assignments.

V. **Certificate of Completion and Evaluation**

- Issued by the external organization (**if any**) stating that the work has been successfully completed by the student
- Issued by the Department after the completion and evaluation for the partial fulfilment of the degree (**Format Attached**)

VI. **Acknowledgments:**

Include a section for acknowledging contributions or support.

VII. **Table of Contents (Format Attached)**

The Table of Contents should accurately correspond to the sections and subsections of the document, with appropriate page numbers as per the document structure given below.

Document Structure: Organize the document with clear sections and subsections such as

- **For Project Work:** Introduction, Literature Review, Aims, Objectives, Methodology, Results, Discussion, Conclusion, and References.
- **For Assignments:** Name of the organization with address, duration of completion of assignments, portfolio of the organization, Aims, Objectives and activities undertaken along with learning outcomes.

VIII. **List of Figures/Symbols/Abbreviations/Tables:**

Include separate pages for providing the Figures/Symbols/Abbreviations/Tables.

IX. **Appendices:**

Include any necessary appendices with supplementary information.

D. Submission and Evaluation Guidelines for Project Work and Assignments

Students are required to submit the **Project Work** or **Assignments**, if any, required for the partial fulfillment of the degree/diploma programmes in which they are registered, in the concerned department. The deadlines for submission of the same are as follows:

- **Project Work:** Within **fifteen (15) days** before the scheduled date of the **practical/viva examination**.
- **Assignments:** Within **ten (10) days** before the scheduled date of the **practical/viva examination**.

The **concerned Guide and Head of Department (HoD)** must ensure that the submitted reports adhere to the **format (C) and submission guidelines (B)** issued by the **office of the Controller of Examinations (CoE)**.

Project Work and Assignments shall be evaluated as per the rules of conduct of practical examinations **(A)**. After evaluation, the **HoD** is required to submit the Project Work/Assignments along with **hard copy of the online-submitted awards** to the **CoE Office within one (1) day** from the date of conduct of the respective practical/viva examination.

In cases where:

- A student fails to submit the Project Work/Assignments within the stipulated deadline.
- The Guide/HoD finds that the submitted report does not comply with the prescribed format and guidelines.
- The Main Examiner identifies unavoidable discrepancies in the project work/assignments report and he/she deems it unsatisfactory and requires rewriting.

In all the above cases, the practical/ viva examination of such students shall not be conducted on the originally scheduled date. The student must first rectify the discrepancies and obtain due approval for reconduct of the practical/ viva from the Principal. The **Principal**, upon the recommendation of the **concerned HoD/Dean**, may grant a **one-time extension of fifteen (15) days** after the date of practical examination with requisite fee **prescribed for the purpose**. If the student fails to submit the Project Work/Assignments within this extended period then her **result shall be declared as 'Reappear'** in the respective course.

Note: 1. Title page of Project Work/Assignments, Declaration for the Project Work/ Assignments, Certificate of completion and evaluation, and Table of Contents are attached herewith.

2. Practical Examiners' File is available on college website.



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Practical Attendance Chart

This form should be duly filled in all respects and must be submitted to CoE office along with the Hard Copy of the online submitted awards on the same day or the very next day of the conduct of examination.

Name of Programme..... Sem

Month Year Subject.....

Course Title Course Code.....

Date Group Session (M)/(E) Time.....

Sr. No.	Examination Roll No.	Signature of the candidates in the presence of Head of Department	Signature of the candidates in the presence of Practical Examiners
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

1. It is certified that the signatures of the candidates taken today match with their signatures on the respective Admit Card or with those taken in the presence of Head of Department.

2. No. of candidates allotted by the HoD for group _____ Time (M/E) _____

3. No. of candidates examined _____ No. of absentees _____

Full Signature of Head of Department
Address.....

Full Signature of External/Main Examiner
Address

.....
ID No.....

Dated:

Full Signature of Internal Examiner

Address

.....
.....



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Forwarding Memo for Practical Award List

This Memo should be duly filled in all respects by the Practical Examiners and must be submitted to the CoE office along with the award list on the same day or the very next day of the conduct of examination

Name of Programme..... Sem

Month Year Subject.....

Course Title Course Code..... Total Days

From To

1. Date of submission of Award-list/s to CoE office: _____

Note: Hard Copy of the online submitted awards duly signed by practical examiners should be submitted along with other documents of Practical Examination File (mentioned in point 8 of Instructions for Practical Examiners).

2. Total No. of Candidates Examined

3. Roll Numbers of Examined Candidates: _____

No. of Absentees: _____

Roll No.s of Absentees: _____

No. of Answer Sheets checked _____

No. of Candidates Passed _____ No. of Candidates Failed _____

Pass Percentage _____

Details of Examiners:

	External/Main Examiner	Internal Examiner
Name:		
Designation:		
Full Address:		
ID Number (As mentioned in Appointment Letter):		
Full Signature:		

Date: _____ 20



The Heritage Institution
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 (AUTONOMOUS)

Payment Bill Form

This form should be duly filled in all respects by the Practical Examiners and must be submitted to the CoE office along with the award list on the same day or the very next day of the conduct of examination to avoid delay in Payment.

Name of Programme..... Semester

Month Year Session.....

Subject Course Title Course Code.....

Total Days From To

1. Name of External Examiner:.....ID No.:

Address:

a) Correspondence:

b) Institute:

2. Name of Internal Examiner:

Department:

3. Date of submission of Award List (Signed by both the examiners):

4. No. of Question Papers Set:

5. No. of Answer Sheets Checked:

6. No of Candidates examined for verbal or written examination:

 Countersigned by HoD

 Signature (External Examiner)

 Signature (Internal Examiner)

Payment Order

Kindly make payment of Rs. _____ (in words) _____ in cash for the above said examination as per the detail given below:

Payment for Conduct of Practical Examination _____

Local Conveyance/ Travelling Allowances _____

 Signature (Incharge (Examinations))

 Signature (Controller of Examination)

Receipt

Received a sum of Rs. _____ (in words) _____ from the Principal, Kanya Maha Vidyalaya, Jalandhar (Autonomous) on account of conducting practical examination of the above said programme.

 Signature of External examiner

 Mobile Number _____

Name: _____ Institution Address: _____

Dated: _____

Receipt of Payment (For Accounts office)

Received a sum of Rs. _____ (Rupees _____
 _____ only) from the Principal, Kanya Maha Vidyalaya, Jalandhar (Autonomous) on
 account of conducting Practical Examination of Programme _____
 Semester _____ Session _____ Month _____ Year _____
 Course Title _____ Course Code _____ on dated _____
 Session _____ and Local Conveyance/ Travelling Allowances.

Checked by: _____

Signature: _____

Name: _____

Address _____

 (Hardeep Kaur)

Controller of Examinations



The Heritage Institution
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Practical Answer Sheets Consumption Form

This form should be duly filled in all respects and must be submitted to CoE Office along with the Hard Copy of the online submitted awards on the same day or the very next day of the conduct of examination to avoid delay in payment.

Name of Programme..... Sem

Month Year Subject.....

Course Title Course Code..... Total Days

From..... To.....

Instructions for Practical Examiners:

1. Practical answer sheets have to be used by candidates during practical examination only and not for any other purpose.
2. Collect the answer sheets from the concerned department before the conduct of the practical examination of the concerned course.

The original copy of this proforma has to be submitted to CoE office along with the proforma No. Ex (P)-VII and the copy of the same should be kept in the department along with consumed answer sheets for record.

No. of Answer Sheets received	No. of Answer Sheets consumed	Balance	No. of Candidates Appeared
(1)	(2)	(3)	(4)

It is certified that the details of consumed answer sheets as mentioned in column 2 have been entered in the stock register and the no. of unconsumed answer sheets (balance) as mentioned in column no. 3 have been received.

Signature of Dealing Clerk

Signature of Incharge (Examinations)

Signature of CoE
Kanya Maha Vidyalaya, Jalandhar

It is certified that the no. of consumed answer sheets entered in column 2 have really been used by candidates in the practical examination of _____ (Programme)
 Course Title _____
 Course Code _____ and it can be verified from
 Performa No. Ex (P)-VII

1. _____

Full Signature, ID No. and Address of External/Main Examiner

2. _____

Full Signature and Address of Internal Examiner

Date: _____20



The Heritage Institution
KANYA MAHA VIDYALAYA, JALANDHAR
(AUTONOMOUS)

Signature Sheet Proforma

This form should be duly filled in all respects and must be submitted to the CoE office along with unconsumed Answer Sheets and Ex (P)-VI after the conduct of practical examination of all the programmes of concerned department.

Name of Programme..... Sem

Month Year Subject.....

Course Title Course Code..... Dated

Group..... Time (M)/(E)

Sr. No.	Roll No.		First Answer Sheet	Second Answer Sheet	Third Answer Sheet	Total Answer sheets Issued
		Answersheet Sr. No.				
		Signature				
		Answersheet Sr. No.				
		Signature				
		Answersheet Sr. No.				
		Signature				
		Answersheet Sr. No.				
		Signature				
		Answersheet Sr. No.				
		Signature				
		Answersheet Sr. No.				
		Signature				
		Answersheet Sr. No.				
		Signature				
		Answersheet Sr. No.				
		Signature				
		Answersheet Sr. No.				
		Signature				
		Answersheet Sr. No.				
		Signature				

1. _____

2. _____

Dated: _____ 20

Full Signatures of Examiners