



The Heritage Institution  
**KANYA MAHA VIDYALAYA, JALANDHAR**  
(AUTONOMOUS)

## Practical Examiners' File

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## Instructions for the Practical Examiners

1. Blank Practical Answer Sheets for the practical examinations will be available in the concerned department.
2. The Practical Attendance Chart signed by the candidates in the presence of the HoD can be obtained from the Head of the concerned Department.
3. 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.
4. 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.
5. 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.
6. **The Points to be taken care while making 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 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 Papers :-**
    - a) **Credit Based Continuous Evaluation Grading System:**
      - (i) **UG and PG Degree Programmes (including B.Voc./M.Voc.), Diplomas/ PG Diplomas (Sem-II): 35%**
      - (ii) **PG Degree Programmes Sem-IV: 40%**
      - (iii) **B.Voc. (Sem-IV, VI) and M.Voc. (Sem-IV) : 40%**
    - b) **Continuous Evaluation System: (i) UG Degree Programmes Sem-IV, VI: 35% (ii) Honours Courses Sem-IV, VI (BA: 35%, B.Com : 50%)**
    - c) **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.
7. (a) The sealed hard copy of the online submitted awards duly signed by External 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 Bills 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 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.
8. The award list must be enclosed in the prescribed envelope available in Examination Branch of Administrative Office.
9. All the reports regarding the usage of unfair means in the examination by the candidates should be sent to the CoE office on the same day.
10. Remuneration for conducting the practical examination will be given as per rates approved by the college.
11. Local Conveyance/Travelling Allowances (TA) will be paid to the External Practical Examiners as per college rules.
12. Whenever there is any change in official address, e-mail or phone no. of the practical examiner, please inform the Controller of Examinations, Kanya Maha Vidyalaya Jalandhar, by **Whatsapp (Mob No. 8283947208) or E-Mail (kmvsecy2018@gmail.com).**
13. All the documents included in Practical Examiners' File must be duly signed by Internal and External Examiners.

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



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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.			

- 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.
- No. of candidates allotted by the HoD for group \_\_\_\_\_ Time (M/E) \_\_\_\_\_
- No. of candidates examined \_\_\_\_\_ No. of absentees \_\_\_\_\_

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

Full Signature of External 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 Examiner	Internal Examiner
<b>Name:</b>		
<b>Designation:</b>		
<b>Full Address:</b>		
<b>ID Number (As mentioned in Appointment Letter):</b>		
<b>Full Signature:</b>		

Date: \_\_\_\_\_ 20



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**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 No. \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_



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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.

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

\_\_\_\_\_  
 Signature of Dealing Clerk

\_\_\_\_\_  
 Signature of Incharge (Examinations)

\_\_\_\_\_  
 Signature of CoE  
 Kanya Maha Vidyalaya, Jalandhar

1. \_\_\_\_\_  
 \_\_\_\_\_

Full Signature, ID No. and Address of External Examiner

2. \_\_\_\_\_  
 \_\_\_\_\_

Full Signature and Address of Internal Examiner

Date: \_\_\_\_\_20



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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