



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 Degree Programme (including B.Voc.), Diplomas/ PG Diplomas: Sem-I: 35%**
 - (ii) **PG Degree Programmes Sem-I and III: 40%**
 - (iii) **B.Voc. (Sem-III, V) and M.Voc. (Sem-I and III) : 40%**
 - b) **Continuous Evaluation System: (i) UG Degree Programmes (except B. Voc.) Sem-III, V: 35% (ii) Honours Courses Sem-III, V (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/ residential 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.....

.....

Dated:

Full Signature of External Examiner

Address

.....

ID No.....

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
Name:		
Designation:		
Full Address:		
ID Number (As mentioned in Appointment Letter):		
Full Signature:		

Date: _____20

Ex (P)-IV



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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: _____

Ex (P)-V

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: _____

(Hardeep Kaur)

Controller of Examinations

Signature: _____

Name: _____

Address _____



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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 TitleCourse 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				
		Answersheet Sr. No.				
		Signature				

1. _____

2. _____

Dated: _____ 20

Full Signatures of Examiners