



The Heritage Institution

# KANYA MAHA VIDYALAYA, JALANDHAR

(AUTONOMOUS)

Re-Accredited 'A' grade by NAAC-UGC (Cycle II)  
College with Potential for Excellence by UGC  
Star college by DBT (Govt. of India)  
Awarded Kaushal Kendra by UGC

## Practical Examiners' File

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### Instructions for the Practical Examiners

1. **Practical Examiners' file will be available on the college website(<http://www.kmvjla.org>)**
  2. Blank Practical Answer Sheets for the practical examinations will be available in the concerned department.
  3. The Practical Attendance Chart signed by the candidates in the presence of the **HoD/Incharge** can be obtained from the **Head/Incharge** of the concerned **Department/Programme**.
  4. 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.
  5. Practical examiners are requested 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.
  6. In case, the Practical Attendance Chart is not available, the practical examiners can get the signatures of the candidates on the plain paper. The name of Examination-Center, Course Title, Course Code, Date and Time of examination must be mentioned on the plain paper followed by a statement that the signatures of the candidates taken by practical examiners match with their signatures on the respective Admit Cards or with those taken in the presence of **Head/Incharge of the concerned Department/Programme**.
  7. 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.
- 8. 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.
  - External Examiner is requested to keep a copy of the award-list with themselves for atleast one year.
  - Minimum Pass Percentage in Practical Papers
    - (i) **UG Classes: 35%**      (ii) **All PG Classes: 40%**      (iii) **Diplomas/PG Diplomas: Marks Based 35%, Credit Based 40%**
    - (iv) **B.Voc Classes: 40%**      (v) **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.
9. The sealed hard copy of the award list duly filled and 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. Consent Form
    - ii. Practical Attendance Chart
    - iii. Report Form
    - iv. Forwarding Memo for Practical Award List
    - v. **Payment Bills of Practical Examination.**
  10. The award list must be enclosed in the prescribed envelope available in Examination Branch of Administrative Office.
  11. In case, the examiners fail to submit the award list in the stipulated period, the Controller of Examinations, Kanya Maha Vidyalaya, Jalandhar, shall have the authority to deduct the remuneration proportionally.
  12. 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.
  13. Remuneration for conducting the practical examination will be given as per rates approved by the college.
  14. Travelling Allowance (TA) will be paid to the External Practical Examiners as per college rules.
  15. 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. 8283840177) or E-Mail (kmvreg@gmail.com )**.
  16. 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**

**From:** .....

**ID No.** .....

Name (Block Letters) Ms./Mrs./Mr./Dr. (as per your Bank Pass Book) .....

Academic/Professional Qualifications ..... Designation .....

Complete Official Address .....

.....

.....

Residential Address .....

.....

E-mail ID .....

Phone No: Office..... Residence .....

Bank Account No..... Name of Bank.....

Branch..... IFSC Code.....

Complete Postal Address for any kind of future communication .....

.....

.....

**Signature of the External Practical Examiner**

**Signature of the External Practical Examiner**



The Heritage Institution

Ex (P)-III

**KANYA MAHA VIDYALAYA, JALANDHAR**  
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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 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.....

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.			
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21.			
22.			
23.			
24.			
25.			

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\_\_\_\_\_
4. 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 duly signed by practical examiners should be submitted along with other documents of Practical Examination File (mentioned in point 9 of instructions for Practical Examiner).

2. Total No. of Candidates Examined \_\_\_\_\_

3. Roll Numbers of Examined Candidates:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No. of Absentees: \_\_\_\_\_

Roll No.s of Absentees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Details of Examiners:**

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

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



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**Report Form**

**This form should be duly filled in all respects and must be submitted to CoE office along with the Hard Copy of 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 .....

No. of Answer Sheets checked \_\_\_\_\_

No. of Candidates Passed \_\_\_\_\_ No. of Candidates Failed \_\_\_\_\_

Pass Percentage \_\_\_\_\_

**\*Remarks**

**Details of Examiners:**

	External Examiner	Internal Examiner
Name:		
Designation:		
Full Address:		
ID Number:		
Full Signature:		

Dated:\_\_\_\_\_ 20



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**Payment Bill Form**

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

Name of Programme..... Sem .....  
Month ..... Year ..... 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 Examination : .....
4. Date of submission of Award List (Signed by both the examiners): .....
5. No. of Question Papers Set: .....
6. No. of Answer Sheets Checked: .....
7. No of Candidates examined for verbal or written examination: .....
8. Bank Account No. .... IFSC Code .....  
Name of Bank ..... Branch Address:.....

**Note:** In order to avoid delay in payment such bills duly completed in all respects and signed by both the examiners, CoE and the Principal should be submitted to Accounts Office at the earliest.

Countersigned by HoD

Name in Capital Letters

Full Signature

(For office use only)  
Payment order

Kindly make payment of rupees \_\_\_\_\_ for the conduct of Practical Examination for  
Programme \_\_\_\_\_ Course Title \_\_\_\_\_ Course Code \_\_\_\_\_  
having no. of students \_\_\_\_\_ by NEFT/ Cheque no. \_\_\_\_\_  
Dated \_\_\_\_\_

\_\_\_\_\_  
(Principal)



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**Answer Sheets Consumption Form**

**This form should be duly filled in all respects and must be submitted to CoE Office along with unconsumed Answer Sheets after the termination of practical examination of all the classes of the concerned department.**

Name of Programme..... Sem .....

Month ..... Year ..... Subject.....

Course Title .....Course Code.....Total Days .....

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

**Instructions for Practical Examiners:**

- 1. 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 Head of 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)-VIII, Ex (P)-IX 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 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)-VIII

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 along with unconsumed Answer Sheets, Ex (P)-VI and Ex (P)-VII after the conduct of practical examination of all the programmes of concerned department to CoE office.**

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				
		Answersheet Sr. No.				
		Signature				
		Answersheet Sr. No.				
		Signature				
		Answersheet Sr. No.				
		Signature				

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

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

Dated:\_\_\_\_\_ 20

Full Signatures of Examiners



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**Payment Bill Form for Laboratory Staff**

Name of Programme..... Sem .....  
Month ..... Year ..... Subject.....  
Course Title ..... Course Code.....Dated .....  
No. of Candidates ..... Total Days..... From ..... To. ....  
Name of Laboratory where Practical Examination has been conducted .....

Name and Address	Designation	No. of Sessions	Rate	Amount in Rs.	Special Remarks
				Total	

We hereby certify that above mentioned person has been appointed by us for practical examination and this bill has not been included in our miscellaneous expenditures.

Practical Examiner (External) \_\_\_\_\_  
Practical Examiner (Internal) \_\_\_\_\_  
Controller of Examination \_\_\_\_\_

(For office use only)

Payment order

Kindly make payment of rupees \_\_\_\_\_ for the conduct of Practical Examination of \_\_\_\_\_ by Cheque no. \_\_\_\_\_  
Dated \_\_\_\_\_

\_\_\_\_\_  
(Principal)

**Note: The form should be filled only if the duties have performed during holidays/sundays**

Instructions:

- Rates of honorarium per session for Laboratory Bearers/Laboratory Assistants are as follows:
  - Senior Laboratory Assistant 75/-
  - Gas Man 50/-
  - Junior Laboratory Assistant 50/-
  - Sweeper 30/-
  - Laboratory Attendant 50/-
- No payment will be made for the duties performed related to practical examinations on prior days.
- In order to avoid delay in payment such bills duly completed in all respects and signed by both the examiners, CoE and the Principal should be submitted to Accounts Office at the earliest.

Kanya Maha Vidyalaya, Jalandhar  
Award List

(To be treated as strictly confidential)

Programme\_\_\_\_\_Sem\_\_\_\_\_Session\_\_\_\_\_

Subject \_\_\_\_\_Course Title \_\_\_\_\_

Course Code \_\_\_\_\_Option (if any) \_\_\_\_\_Maximum Marks \_\_\_\_\_Pass Marks \_\_\_\_\_

Date of Examination \_\_\_\_\_

Important Instructions:

1) Please fill marks (in whole Number) neatly with dark blue/black pen only.

2) Wherever there is a cutting in award list, please ensure to append full signatures.

3) Absentees should be marked properly in accordance with the memos enclosed.

4) Any discrepancy noticed by CoE office in the award list will be viewed seriously.

5) Minimum Passing Marks

Continuous Evaluation System: (i) UG Programmes: 35% (ii) PG Programmes: 40% (iii) Diplomas/PG Diplomas: 35%

Credit Based Continuous Evaluation Grading System: (i) Diplomas/PG Diplomas: 40% (ii) B.Voc : 40% (iii) M.Voc. : 40%

Certificate Courses: 45%

Sr. No.	Examination Roll No.	Marks In Figures	Marks in Words	Pass/Fail
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
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22.				
23.				
24.				
25.				
26.				
27.				
28.				

Pass.....

Fail.....

Absent.....

I hereby certify that:

1 There is no discrepancy between the marks written in figures and those written in words.

2 Pass/Fail has been marked according to the minimum passing marks prescribed.

3 All the columns of the award list have been filled.

External Practical Examiner’s Name (Capital)..... Mobile No. ....

Date..... ID No. ....

Internal Practical Examiner’s Name (Capital)..... Mobile No. ....

Signature of External Practical Examiner

Signature of Internal Practical Examiner