

PANJAB UNIVERSITY, CHANDIGARH

From:

The Controller of Examinations,
Panjab University,
Chandigarh - 160014

To,

The Principal/s,
All the Colleges affiliated to
Panjab University, Chandigarh.

No. 3983-4082/C

Dated: 19.04.2018

Subject: Guidelines for the Conduct of Practical Examinations of B.A./B.Sc./ B.C.A./B.Com. 2nd, 4th & 6th Semesters commencing w.e.f. 24.04.2018 to 04.05.2018 (Before Theory Exams, 2018).

Dear Sir/Madam,

I am to inform you that the practical examinations of undergraduate classes 2nd, 4th & 6th Semester of **B.A./B.Sc./ B.C.A./B.Com. courses are to be started from 24.04.2018 to 04.05.2018**. Kindly inform all the concerned accordingly for the smooth conduct of these practical examinations. The following important function requires your immediate/utmost attention:-

1. APPOINTMENT OF EXAMINERS FOR B.Sc. 2nd, 4th & 6th Semester.

No examiners will be deputed by the university whereas the Principals of the Concerned Colleges are authorized to appoint the internal and external examiners. Examiners from other institutions may be appointed with the prior concurrence of the Controller of Examinations.

NOTES:

1. A teacher teaching a particular course/class would not be appointed as practical examiner for that particular class in that year.
2. Teachers from other colleges available within the city/town and even retired teachers locally available could be appointed as practical examiners, if so required.

While appointing teachers for the conduct of various Undergraduate practical examinations, the following points may kindly be kept in view: -

- i) No person whose relations is appearing in the examination should be appointed. For this purpose "relation" shall mean-wife, husband, son, daughter, brother, sister, husband's father, mother, husband's sister/brother, wife's father/mother, wife's sister/brother, nephew, niece, grand-son, grand-daughter, son-in-law, daughter-in-law.
- ii) Any person/lab. staff disqualified from any type of University work be not appointed in any capacity in the practical examination.

2. FOR THE CONDUCT OF B.COM COURSE

B.COM. 2nd SEMESTER

1. BCM 202: The viva-voce examination of 10 Marks will include Debate, Declamation and Personal Interview.

The necessary arrangement for conducting this viva-voce examination consisting of Debate, Declamation, Personal Interview and Group Discussion would be made by the concerned college.

- NOTE: The candidates who have missed their Viva-Voce BCM 202 in May, 2018, their viva must be conducted in their respective college with the fee of Rs.800/- as special practical fee.

3. QUESTION PAPERS:

Question papers will be set on the spot by the examiners at college level only.

4. ARRANGEMENT OF LABORATORIES AND EQUIPMENT:

Kindly make necessary arrangements for providing laboratories and equipment/instruments required for the conduct of practical examinations, well before the commencement of practical examinations.

5. APPOINTMENT OF LABORATORY STAFF:

Appointment of laboratory staff be made well in time.

6. GROUPING OF CANDIDATES/INFORMATION TO THE CANDIDATES:

The candidates must be informed about the particular and specific group, date, time and place of their practical examinations. **Their signatures may kindly be positively obtained in token of having noted the same by them. (Copy enclosed)**

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7. SIMULTANEOUS DATES OF PRACTICAL EXAMINATIONS:

The dates of practical examinations as given in the date-sheet in some subject/s are simultaneous. As such, the Principals are requested to ensure that:-

- i) Practical examinations in two subjects of candidates are not fixed on one and the same date/time.
- ii) The candidates who are required to take examinations in the subject/s at some other station/s, should be grouped in such a manner that they are able to reach those station/s centre/s well in time.
- iii) The group of Practical students should be between the 15-20 strength.
- iv) If any College/s are not able to cover / finish the practical examinations during the approved schedule i.e. 24.4.2018 to 04.5.2018.

8. PRACTICAL EXAMINATION OF PRIVATE/RE-APPEAR/LEFT OUT CANDIDATES:

A centre for some Private/Re-appear/Left out candidates has been created in your college. (List attached). You are requested to arrange to conduct the practical examination of these candidates. Re-appear candidates who passed in practical examination their practical marks will be carry forwarded from previous score and candidate will not appear in Practical examination.

9. PRESERVATION OF NOTE-BOOK/ANSWER-BOOKS:

The practical note-book be returned to the candidates after the examination, fully punched at least at two places. Answer-books for the practical examinations however, must be preserved by the Principal in a sealed cover for six months, after which these be returned to the Assistant Registrar (Conduct) in the University office.

10. PRACTICAL MATERIAL (EXAMINER FILES) :

Material for conducting practical examinations the examiner files (Ec-42) available on PU website (<http://forms.puchd.ac.in/forms/20151106124811-3merged.pdf?102104051918>)

11. SUBMISSION OF AWARD-LIST BY THE PRACTICAL EXAMINERS:

The award lists for practical examinations (on CD alongwith hard copies, award lists filled by the examiners) will be received by Assistant Registrar (Computer Unit), Aruna Ranjit Chandra Hall, Panjab University, Chandigarh latest by 10.05.2018. The counterfoils of these award lists shall be preserved by the Principals of the colleges for a period of two years from the date of each practical examinations.

12. PAYMENT BILLS:

Consolidated bill Proforma duly countersigned by the Principal of the college for practical examinations should also be submitted. (Copy of bill enclosed). It is pertinent to mention here that only one line be used of the proforma for each examiner (external or internal). The Principal shall also send the list of examiners along with their addresses (both official and residential) to **System Administrator (Computer Unit)** alongwith Practical awards within two weeks after conduct of the practical examinations. A copy of such lists shall also be retained in the colleges for a period of 2 years for future reference, if need be.

13. The Principals while recommending the cases of left out candidates should keep in mind the following decision of the Syndicate dated 26.03.2003:

“A candidate who due to some mishap or any other reason e.g. medical ground, court case, non-receipt of any intimation from University, late admission/eligibility and late receipt of intimation etc. misses the practical examination should report this fact within ten days from the date of termination of practical examination to become eligible to appear in June/July special practical examinations. Fee of Rs.800/- per candidate per subject will be charged for this special practical examination. The fee will be remitted by the candidate either in cash at the cash counter of State Bank of India, P.U. , Chandigarh or through payees account demand draft in favour of the Registrar, Panjab University, Chandigarh along with the application of the candidate addressed to the Controller of Examinations, Panjab University, Chandigarh-160014 for permission to appear in the special practical examination.”

Yours faithfully,

Sd/-

Asstt. Registrar (Conduct)

D.A: As above

P.S.: IMPORTANT NOTE: (HELPLINE: CONTACT NO.s)

THE TELEPHONIC ENQUIRIES REGARDING PRACTICAL EXAMINATIONS SHOULD BE MADE, FROM THE OFFICE OF ASSTT. REGISTRAR (CONDUCT) ON PHONE NOS & EMAIL. 0172-2534809(Office)0172-2534810(Office)0172-2541303 (Office)Email Id : arconduct@pu.ac.in