

PANJAB UNIVERSITY, CHANDIGARH

From:
The Controller of Examinations,
Panjab University,
Chandigarh - 160014

To,
The Principal/Chairperson/Director,
All the Colleges/Department affiliated to
Panjab University, Chandigarh

No.10442-541 /C

Revised

Dated: 09.12.2021

**Subject:- Conducting Practical examination of UG and PG (Odd Semester)-December 2021
(through online Mode).**

Respected Sir/Madam,

This is to inform that the University authorities has allowed to conduct the Viva- voce and Practical Examinations of the candidates within approved schedule i.e. for Undergraduate classes from **17.12.2021 to 21.12.2021** and for Postgraduate from **20.12.2021 to 24.12.2021 (through online Mode)**.

In this regard, you are requested to make necessary arrangements for the smooth conduct of above said practical examinations **(through online Mode)** and also inform all the concerned accordingly. You are further requested that awards are to be submitted online at webportal and scanned copy be mail at email address (puexam35@puhd.ac.in)

Some Private/Re-appear/USOL candidates will be allocated in few colleges/departments. Their cases may be considered and awards to be sent separately.

The Guidelines are printed overleaf.

Yours Sincerely,

Sd/-
Assistant Registrar (Conduct)
for Controller of Examinations

P.T.O

**Guidelines for conduct of Practical Examinations for odd Semester Exams
Undergraduate/Postgraduate/vocational/diploma/ etc., December-2021 (through online Mode)..**

1. APPOINTMENT OF EXAMINERS

No examiners whether internal/external will be appointed by the university only the Principals of the Concerned Colleges are authorized to appoint the examiners wherever required.

NOTES:

- (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 disqualified from any type of University work be not appointed in any capacity in the practical examination.

2. No LABORATORY STAFF will be appointed.

3. Awards are to be submitted online at webportal and scanned copy be mailed at email address (puexam35@puhd.ac.in) within seven days after the termination of the practical examinations. Awards of private/USOL/Re-appear candidates be sent separately.

4. PAYMENT BILLS

The concerned Principal/Chairperson shall submit a consolidated bill towards conduct of practical examinations duly countersigned by the Principal/Chairperson of the college/department to the Assistant Registrar (Awards) which is available at after the termination of practical examinations positively within ten days through Registered Post or Speed Post. Any bill sent via mail will not be considered.

- (i) The consolidated bill for the payment of internal examiners for the conduct of practical examinations **is available at** <https://forms.puchd.ac.in/forms/20151106124811-3merged.pdf>.
- (ii) Please note that **Name of the Bank, Bank Account number and IFSC Code** of the concerned examiners is mandatory to be mentioned in the payment proforma for timely release of payment. Due to non availability above information/documents, the payment may delay and University will not be in position to release the payment in time.

5. FOR USOL/PRIVATE/RE-APPEAR CANDIDATES

Some Private/USOL/Re-appear candidates will be allocated in few colleges, their cases may be considered and awards to be sent separately.

**Sd/-
Assistant Registrar (Conduct)
for Controller of Examinations**