



Dates: 05.05.2022

Ref.No. Conduct/Pract./May-2022/238

Subject: Conduct of Practical Examinations of B. Tech 8th Sem/B.Sc/BBA/BCA and BA-JMC 6th Semester Courses May-2022 and Uploading of Internal & External Awards on the portal.

As per Academic calendar vide No. Acd/2022/4295 dated 10.03.2022. It is notified that the Practical exams of all B.Tech 8th Semester Courses and All B.Sc/BBA/BCA and BA-JMC 6th Semester Courses shall be conducted during the period from **17.05.2022 to 20.05.2022**. After conducting the practical examinations the concerned Institution/UTDs shall upload the marks awarded by the Practical Examiners & Internal Awards of all Theory & Practical subjects on the University online portal by **24.05.2022** and submit all attendance sheets, hard copies of the award sheets & Remuneration / TA-DA Bills (if any) to the office of the Controller of examination by **25.05.2022** with Signature & Stamp of Head of Institution.

Important Notes:-

- I. University Web-Portal will be opened from **16.05.2022 to 24.05.2022** for downloading the attendance charts and Admit Cards / uploading of all Internal & External Awards (Theory & Practical Subjects).
- II. External Practical Examiner(s) will be invited by the Head of Institute from panel of examiners approved by BOS of the University / nearby Institutions (affiliated with this University only). Internal Examiner will be appointed by the head of the Institute. Faculty members of UTDs of JCBUST YMCA may be requested for conduct practical examinations in affiliated Institutions. All Examiners are requested to check/verify the students Admit card for Practical Exam issued by the University before starting of Exam.
- III. Payment of remuneration for External and Internal examiners is to be made by the University after receiving the bills through DBT in examiners account. UTD's / Institutes are requested to submit signed copies of Remuneration bills to the University.
- IV. The practical examinations of Re-appear students shall be conducted in their respective Institution / UTDs.
- V. Practical examinations can be conducted by the Institution on any Saturday / Sunday **(No double remuneration is allowed in case of Practical Examination is conducted on holidays)**.
- VI. While submitting traveling bills (if any) the practical examiner must be required to clearly mention their full name, designation of parental Institution, FPL, name of practical exam and semester and enclose a attendance letter issued by the Chairperson / Head of Institution where practical exam was conducted. **Traveling allowance (by own Car/taxi) will be payable to external examiner (only) within the 100 kms from the University/Institute or actual fare of public transport (train/bus etc.), if destination is above 100 kms from the University/Institute after providing the copies of tickets.**
- VII. Attendance sheets & award lists can be down loaded from your login on the portal www.jcboseustymca.co.in. Director-Principal of Affiliated Institutions / Chairperson of UTDs is requested to ensure that admit cards are issued only to those students who fulfill the eligibility criteria to appear in examinations and have filled their examination form.
- VIII. External examiners will fill the awards in hard form and same will be uploaded on the University portal by the internal examiners / Institution.
- IX. Rate of remuneration for external/Internal examiners are available on the University web-site
- X. Hard Copy of the following is to be submitted to COE office up to **25.05.2022** in two separate envelopes as:
 - i. Attendance chart / Hard copy of awards (duly signed by the Head of Institute) & Summary sheet in the format

