No. CMS/CE/1492/2023   29/11/2023

Instructions for the conduct of I Semester UG & B.Voc. Practical Examinations, November 2023

First semester UG & B.Voc. practical examinations should be conducted **between 05.12.2023** and **12.12.2023**.

The dates of examination (timetable) can be fixed by the department during the above period. **The Head of the Departments shall send (e-mail) the timetable to the Controller of Examinations prior to the commencement of the practical examinations.**

Two examiners (one external and one internal) will be appointed by the COE for the conduct of practical examination on recommendation by the Head of the Department. The internal examiner should be a permanent faculty from the department concerned. An external examiner shall be identified by the HOD from the panel of examiners (for practical/project/viva-voice examinations) in consultation with the COE. **The HOD shall forward the details of the examiners to COE prior to the commencement of the examination.**

Separate mark sheets for **different streams/programmes/supplementary** examinations shall be prepared, even if they are appearing in the same session.

Head of the Department shall inform the students, on the timetable and venue of the examinations, well in advance.

Marksheets (including split up marks) for each practical examination should be forwarded to the office of the COE on completion of the concerned exam **on the same day itself**.

The valued answer scripts of each practical examination should be packed in separate covers and the covers should be sent to the Office of the COE on completion of each practical exam **on the same day itself**.

Examinations **shall be conducted in conformity with the Covid – 19 protocol**.

Dr. RAVIKUMAR C
Controller of Examinations

To
1. Office of the Principal
2. Office of the Vice Principal
3. The Head of Departments (Computer Science & B.Voc.)
4. Chief Superintendent of Examinations
5. Notice Board
6. Stock File