



Ref.No. Conduct/Pract./Jan-2023/838

Dates: 02.01.2023

**Subject: Conduct of Practical Examinations of 1<sup>st</sup> Sem. of all UG and PG courses Jan-2023 and Uploading of Internal & External Awards on the portal.**

I am directed to inform you that for the Practical Examinations of 1<sup>st</sup> Sem. of all UG/PG Programmes for (Regular & Re-Appear) Jan-2023 shall be conducted during the period from 09.01.2023 to 14.01.2023. 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 20.01.2023 and submit all attendance sheets, hard copies of the award sheets & Remuneration / TA-DA Bills (if any) to the office of the Controller of examinations by 23.01.2023 with Signature & Stamp of Head of Institution.

**Important Notes:-**

- I. University Web-Portal will be opened from 06.01.2023 to 20.01.2023 for 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 of 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 will be payable to external examiner (only).
- 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 23.01.2023 in two separate envelopes as:
  - i. Attendance chart / Hard copy of awards (duly signed by the Head of Institute) & Summary sheet in the format

*Jafry*  
02.01.23



{Page-02}

Please make the following detail/bill for external & internal examiners (separately).

Sr. No.	Course Name	Subject name & Code	Date of practical exam.	Name of External examiner with address	No. of students allotted / examined	@ Rate of Rs. ...../- per candidate	Remuneration amount of external examiner	Bank A/c No & IFSC Code (External)
---------	-------------	---------------------	-------------------------	--	-------------------------------------	-------------------------------------	--	------------------------------------

Contd.....

Sr. No.	Course Name	Subject name & Code	Date of practical exam.	Name of Internal examiner with address	No. of students allotted / examined	@ Rate of Rs. ...../- per candidate	Remuneration amount of Internal examiner	Bank A/c No & IFSC Code (External)
---------	-------------	---------------------	-------------------------	--	-------------------------------------	-------------------------------------	--	------------------------------------

Head of the Institute / Chairperson UTD  
 (With Stamp)

ii Remuneration bills as per University format

(Please note TA by own vehicle has to be paid only when claimant submits copy of RC of the vehicle.  
 if any)

Please note that all the Performa should be filled in completely. Incomplete remuneration /TA or DA forms will be summarily rejected. All envelops being submitted to this office should be super scribed with the contents of the envelope.

You are requested to submit all the bills related to a particular practical exam collectively like remuneration of internal/external/technical/supporting and TA/DA in a single bunch.

*Sacw 02/01/2023*

Assistant Registrar (Exams),  
 for Controller of Examinations

- The Chairpersons / CBCS Coordinators UTDs
- The Director/Principal of affiliated Institutions / Academic In-Charge NITTTR Chandigarh

Copy to

1. System analyst, to open the portal, accordingly
2. PA to VC / Registrar for kind information