



**J. C. Bose University of Science & Technology YMCA Faridabad**  
(formerly YMCA University of Science & Technology)

Sector 6, Faridabad (Haryana, India) – 121006

A State Govt. University established vide State Legislature Act 21 of 2009



Ref.No. Conduct/Pract./Aug-2021/2266

Dates: .....07.2021

**Subject: Conduct of Practical Examinations (Online Mode) of 2<sup>nd</sup> semester (all UG & PG Courses) & 4<sup>th</sup> semester B. Tech & MCA Courses, Aug -2021 and uploading/submission of Internal & External Awards on the portal or manually for not registered students.**

I am directed to inform you that for the Practical Examinations of 2<sup>nd</sup> Semesters (all UG & PG Courses, Regular & Re-Appear) & 4<sup>th</sup> Semester (B.Tech & MCA Courses, Regular & Re-Appear) shall be conducted during the period from **13.08.2021 to 20.08.2021**. 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 **23.08.2021** and submit **all attendance sheets, hard copies of the award sheets & Remuneration bills to the Examination Branch by 24.08.2021 with Signature & Stamp of Head of Institution**. (Director-Principal of Echelon Institute of Technology, Faridabad is required to submit all attendance charts and award sheets of internal & external awards (manually) for not registered students till 24.08.2021, in prescribed format only, copy enclosed).

**Important Notes:-**

- I. University Web-Portal will be opened from **10.08.2021 to 23.08.2021** for uploading of all Internal & External Awards (Theory & Practical Subjects) and downloading of admit cards for practical exams.
- 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). Internal Examiner will be appointed by the head of the Institute. Faculty members of UTDs of JCBUST YMCA may be requested to conduct practical examinations in affiliated Institutions.
- 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 clearly mention their full name, designation of parental Institution, FPL, name of practical exam / 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](http://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. Manual Attendance Chart & Award Sheet is enclosed for students who have not registered on the University web-portal (for Echelon Inst. of Tech. Faridabad students only).
- 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. Rates of remuneration for various examination activities of the University are available on the University web-site

Contd. on page-2



1 Aug  
30.07.2021

Signature  
30/07/2021





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- X. Hard Copy of the following is to be submitted to COE office up to **24.08.2021** in two separate envelopes as:
- Attendance chart / Hard copy of awards (duly signed by the Head of Institute) & Summary sheet in the format
  - Remuneration bills as per University format

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)
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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)
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Head of the Institute / Chairperson UTD  
(With Stamp)

- ❖ 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 envelopes 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.

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

Assistant Registrar (Exams),  
for Controller of Examinations



30/07/2021

Copy to

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