

Ec-14/V

INDIRA GANDHI UNIVERSITY, MEERPUR

Practical Examineer's File

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Controller of Examinations

Instructions to Single Examiner(s) for Practical/Oral Examination.

1. Keys of Laboratories:

(a) Science teacher who are to conduct examination at centres other than their own should leave instruction with their Laboratory Assistant to give all necessary help to examiners assigned to their centers.

(b) In case there is no Laboratory Assistant, they must leave with the Superintendent or Head of the Institution, the keys and a list of apparatus and chemicals drawn up indicating the places where such apparatus and chemicals are kept.

2. Travelling allowance:- The travelling allowance to examiners for conducting Practical examinations will be paid in accordance with the prevailing I.G. University MEERPUR, T.A. rules

3. Chart of examinees:-The examiners should meet, a day before the examination, the College Principal/Superintendent of their examination center, who will deliver to them a chart, showing Roll nos. of the various candidates to be examined by the examiners each day.

4. The Principal of the College will hand over the programme-charts, signature-sheets etc., supplied to them by the Centre – Superintendent/s of his college center/s to examiner concerned.

There will be no pre-set question-paper for the practical examination excepts type-writing and shorthand. Question will be set by the external examiner on the spot, according to the prescribed syllabus available in the Institution and the guide-lines supplied to them.

5. Identification sheets:- The examiner concerned is requested to get signatures of candidates concerned with Roll Nos. on all the days for each batch of Practical examination as a proof of attendance in each practical on the prescribed form, supplied to the Principal of the College/Superintendent where the examination will be held(or on the blank sheets in the absence of prescribed forms and the blank sheets used for the purpose should invariably bear on the top, the name and center of examination, the subject, groups, date and time of the practical examination),Such attendance sheets duly attested by the examiner must be forwarded under Regd. Cover to the Assistant Registrar(Result Branch) concerned and in no case be retained by the examiner or sent to the Head-Examiner, if there is any; in the subject.

6. Communication from Candidates:-

(a) In order to enable the University to take necessary steps for punishment of the offenders, Examiner is requested to report at the once to the Controller of Exams, if he finds any candidates guilty of communicating or attempting to communicate with the examiner, with the object of influencing him in awarding marks.

- (b) All reports regarding use of, or attempt at unfair means by the candidates, should be addressed to the Asstt. Registrar (Conduct) and sent to him in a registered cover, on the day of occurrence.
7. Time Limit:-Awards must be submitted to the University or the Head-Examiner, as the case may be, within four days of the last date of the practical examination. In case of delay, an automatic deduction of Rs. 5 per day will be made from the remuneration due to the examiner.
 8. Deduction for mistakes: - An automatic deduction of rupee one for each mistake in totals. etc., subject to a maximum of Rs. 10 will be made from the remuneration. If the number of mistakes is over ten, the examiner concerned is liable to be removed from the list of examiners.
 9. (a) Return of apparatus: - The Examiner should see that apparatus, etc., taken on loan is immediately returned to the institution/s concerned after termination of the examination.
(b) Report regarding Equipment of Laboratories: - Examiner shall report in writing to the Office Superintendent (Conduct) about any Center which does not possess the necessary minimum of chemicals and apparatus.
 10. The examiner should reach the center well before the commencement of the Practical Examination in order to make sure that all the articles required for the examination are available in the laboratory.
 11. Supplementary Answer-books-Continuation-sheets :-
The blank answer-books/supplementary answer books/continuation-sheets required at the centre for use of the candidates in the Practical Examination are to be received by the Practical Examiners from the Head of the Institution according to their requirements. The surplus stock along with statement showing disposal of blank answer-books (available in the Practical Examiner's file) should be deposited with the Head of Institution concerned who will send to this office the total consumption of each kind of answer-books in respect of each examination separately. Only one answer-book should be supplied to each candidate, Supplementary answer-books/continuation-sheets may be supplied to a candidate after the Examiner has verified that the candidate has finished the answer-book already supplied to him.
 12. Answer to be written by the candidates: - Each candidate shall be required to record his work in an answer book. This shall be sent, when marked to the Head-Examiner concerned, if any, along with the award lists. The marks indicating the value of work of each candidate shall be recorded by the examiners on each answer-book.
 13. Demonstrator :-
 - (a) If there is only one laboratory at a station, the help of a local Demonstrator may be availed of but no communication between the Demonstrator and the candidates should be permitted. Not more than one Demonstrator should be appointed for each group.

- (b) In towns where there is more than one College, the Demonstrator should be inter-changed.
- (c) No candidate should ask Laboratory Assistant for his requirements. All such demands should be made only from the Examiner of the Demonstrator.

AWARD LIST

Any departure from the directions given below, however, insignificant it may be, may entail automatic deduction according to the approved scale from an Examiners remuneration.

All awards must be submitted by Registered Post in a sealed cover.

1. All entries in the award list must be made serially in ink by the examiner in his own hand. Use of pencil is strictly prohibited.
2. No entry in the award list should be erased and all corrections should be made neatly by drawing a line across the wrong figure or word and noting correct figure or word instead. No overwriting is permissible. All corrections must be initialled by the examiner concerned.
3. Name and year of the examination; name of subject and paper, number of passes and failures, etc.; must be noted on each page.
4. Total number of marks both in figures and words must be shown against the correct Roll Nos.
5. All corrections without exception. must be initialled both by the Sub-Examiner and the Head-Examiner if there is any.
6. All fractional marks are to be avoided.
7. Each pages of the award list should be legibly signed in full (not initialled) by the Examiner and the Head-Examiner where there is any. Use of signature stamps is strictly prohibited and automatically cancels the page.
8. Roll Nos. should be entered serially and different centurial series should be kept apart. A new centurial series should go on a new sheet (not a new page only).
9. Roll Nos. should be written legibly and neatly, so as to make reading of Roll Nos. easy and correct.
10. Only one Roll No. should be entered in one space.
11. Awards of Roll Nos. belonging to the same centurial series are to be entered on one award sheet (not page) in serial order 1 to 100, 101 to 200, 201 to 300, 501 to 600, 13001 to 13100 and the likewise centurial series. Centurial series is a continuous series of numbers from 1 to 100.
12. In no case, and, under no circumstances, any Roll Nos. belonging to more than one centurial series should be entered on any side of the same award sheet. Thus the examiner must use separate award sheets (not two sides of the same award sheet) for one or more Roll Nos. belonging to different centurial series.

13. Wherever there is a break in the continuity of Roll Nos. belonging to the same centurial series, the Examiner, while writing Roll Nos. on the award sheet should leave a gap of a couple of spaces for clearness and legibility.
14. When an Examiner runs short of award sheets he should at once write to the Office Superintendent (Conduct). In no case ordinary paper is to be used for writing awards.
15. Examiner is requested to preserve the counterfoil of the award list for at least six months after the publication of the result.
16. Candidates who are absent in the practical Examination must be shown as such in the award list against the Roll No or Roll Nos. concerned.
17. All answer-books must be signed by the Examiner concerned.
18. In certain subjects, there are Head-Examiners, and in certain subjects there are no Head-Examiners. In both these cases the Head-Examiners and Examiners will please send their award list to the Assistant Registrar (Conduct) I.G. University, Meerpur where there are Head-Examiners, the answer-books are to be sent by the Sub-Examiners to their Head-Examiners along with the awards lists and forwarding memos for necessary checking and submission to the University. The Sub-Examiners may please send all the signature-sheets duly attested by them to the Asstt. Registrar (Conduct) I.G. University, Meerpur.
19. Award must always be accompanied by a forwarding memo on the prescribed form supplied. No other paper should be sent with the award list.

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FORWARDING MEMO FOR PRACTICAL AWARD LIST

The Memo must be filled in by the Examiners in Practical and forwarded alongwith their award List, otherwise no payment can be made

Center of Examination..... Subject.....Practical
(In case the examiner is to conduct exam at examiner's serial number given with the center
of more than one center, he may prepare and of exam. In the programme chart for practical
send to this office separate forwarding exam
Memos for each center)

Name of the examination..... on.....

Date on which result submitted to the Asstt. /Dy. Registrar (Conduct)

Total No. of candidates examined.....

Roll Nos. of candidates actually examined by the examiner:

.....
.....
.....
.....
.....

Roll Nos. of ABSENTEES:

.....
.....
.....

Candidates who were absent have been shown as such against their Roll Nos. in the attached award list.

.....
(Full Signature of Examiners, as the case may be)
Name and Full address.....
(in capital letters)

.....
.....

Dated.....

Examiner's serial No. as shown in the Programme
Chart for Practical Exam.....

Counterfoil for Examiners record which should be preserved for at least 6 months Examination 20 Subject..... Paper.....		Indira Gandhi University, Meerpur Rewari To be treated as strictly ConfidentialExamination, _____ 20 Subject.....Paper/Code..... Max. Marks..... Minimum Pass Marks.....			
Roll No.	Marks	Roll No.	Signature of Candidate	Marks in Figures	Marks in Words
Total		Total			
Total		Total			

Pass.....
 Fail.....

Pass.....
 Fail.....

Signature of Examiner (1).....
 (Name in capital block letters).....
 College.....
 Signature of Examiner (2).....
 (Name in capital block letters).....
 College.....

INDIRA GANDHI UNIVERSITY, MEERPUR REWARI
(PRACTICAL EXAMINER’S REPORT)

*Report by the examiner on the general character of the answer-books of the candidates evaluated by him

I, hereby, inform that I have finished the marking of the answer-books allotted to me and I certify that the answer-books were examined by me and kept under lock and key while in my possession.

Head-Examiner is requested to collect the reports of his Sub-Examiners and forward them alongwith his own to the Superintendent (Secrecy), immediately after submitting the final instalment of awards of the University.

Name of Examination..... Subject..... Paper.....

Name of the College Centre.....

Number of candidates examined.....

Number of Passes..... Number of Failures.....

Pass percentage.....

Sr. No of experiment as per syllabus (Not in working order/or not available)	Condition of the apparatus/available and in use	Whether the experiment was performed by the majority of students	Reason given by the College authorities	External Examiner’s Remarks
1	2	3	4	5

.....
.....
Comment about general Lab. Conditions.....

Name, Official Designation and full address of the examiner (s)

Signature of the Examiner (s)

N.B.

- (i) Examiners are requested to keep a copy of this report with them on an ordinary paper for their own record.
- (ii) Examiners are requested to express their opinion as to the extent to which the performance is on the whole satisfactory or the reverse, to point out the main defects and to suggest any improvements in the syllabus, the examination or methods of tuition, which they consider advisable.
- (iii) In case where there are Internal and External Examiners, this report should be signed jointly.

INDIRA GANDHI UNIVERSITY, MEERPUR REWARI

TRAVELLING ALLOWANCE BILL

Name..... Purpose of Journey.....
Designation.....
Basic Pay/Declared Income for Non- Employees Date of Meeting/Inspection Exams etc, if any
for T.A. Purposes Bill Register Page..... Voucher No.....

Departure			Arrival			Mode of Journey	Distance For Road Mileage		Amount	
Station	Date	Time	Station	Date	Time		K.M.	Rate	Rs.	Paise

1. Mode of Journey

- (a) By Rail : Class Ticket No.....
(b) By Bus: (Ord./Delux/A.C.).....
(c) Own Car No. /Staff Car No. /Taxi No.....
(d) By Air: Ticket No.
(Air Ticket attached)

2. Journey/Halting days@.....
.....@.....
3. Local Conveyance, if any
(Details on Separate Sheet)
Total

Declaration : Certified that –

- (i) Particulars provided herewith are correct & that I have not claimed T.A. /D.A. etc, for this Journey from any other public source.
(ii) I have used full Taxi for the Journey/paid full propulsion charges for the car which is a private property.
(iii) I was not provided free lodging and/or Boarding at the cost of Govt. /University or any autonomous body.

Signature*

Address

Countersigned.....

Received Payment

Controlling Officer

Affix Re. 1 Revenue
Stamp if amount exceeds
Rs-500/-

Signature

*(Please sign. at both the places)

For Use in Accounts Branch

Head of Account

Pay Rs. (in figures)..... (in words)

Clerk

Asstt.

Supdt.

Cheque No.

Date

A.R.A./A.O.

For Audit use

- Seen : (i) Sanction (ii) Bill Register (iii) Grant Register
(iv) Attendance Register

PAY ORDER

AUDIT DEPARTMENT

Pre-audited & Passed for Rs

Rupees.....

Auditor

R.A.E./R.S.A.

I.G. University

Journey verified

Dy. /Asstt. Registrar

Bill for the payment of Practical Examiners remuneration.

Name of the College

Name of CourseSession

Sr. No.	Name &Address of Examiners	Date of Practical Examination	Subject	Semester	Students	Remarks

Signature of Examiner

Signature and Stamp of
Principal

Form No. Ec-V/22

INDIRA GANDHI UNIVERSITY, MEERPUR REWARI

Bill of Laboratory Assistant for the various Practical Examinations

Entered in the Bill Register on page.....Voucher No

The bill form is to be filled up and signed by the Practical Examiner and the Head-Examiner of the Practical Examination according to the instructions on reverse.

*Name of ExaminationSubject Code.....

Date of ExaminationCentre.....

Name of Institution

Name of the Laboratory Assistant with Designation

Number of Candidates	Practical	Amount due		REMARKS
	1. First Batch atper student	Rs.		
	2. Subsequent batches atper student			
Total				

No. of candidates examined by me/us

No.....

(i) Examiner

(ii) Examiner

(iii) Examiner

I certify that total No. of students examined by the examiners at
Centre was and no other bill in connection with the above
Examination has been signed by me. The payment of the bill may be made to the Principal of the above
named institution.

FOR UNIVERSITY OFFICE ONLY

Does budget provision exist or not?

Principal

PAY ORDER	
Pay Rs.	Cheque No.
Rupees	Date
Budget Head	
Examined.....	
Assistant (Accounts).....	

Finance Officer

*Name of the examination may be given according to the date-sheet.

On a/c of:-

1. Lab Asstt. (Exam.).....

2. Contingency..... (Exam.) (Subject) Rs.....

Total

Dealing Clerk

INDIRA GANDHI UNIVERSITY, MEERPUR REWARI

Conduct/Ac-V/IGU/.....

Dated

To

The Asstt. Registrar (Result)
I.G. University
Meerpur

Sub: **List of Materials**

Sir,

I am sending herewith the following materials which have been received through the last Supdt's packets from the Centre-Supdts. For the Annual/Supplementary/Semester exams. held in April/September/January/June 2017 for further necessary action in your office.

Sr. No.	Centre Code No.	Name of Exam. Centre	Class	Quantity of Attendance Chart	Quantity of Id. Book

Yours Faithfully,

Supdt (Conduct)
For A.R. (Conduct)