

**Himachal Pradesh University
SHIMLA**

PRACTICAL EXAMINER'S FILE

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Controller of Examinations

Instructions to Examiners/Sub-Examiners for Practical/Oral Examination :

1. KEYS OF LABORATORIES :-

- (a) Science teachers who are to conduct examinations at centre other than their own should leave instructions with their Laboratory Assistant to give all necessary help to examiners assigned to their centres.
- (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 Himachal Pradesh University T.A. Rules.

3. CHART OF EXAMINERS:- The Examiner should see a day before the examination, the College Principal/ Superintendent of their examination centre who will deliver to them a chart, showing Roll Nos. of the various candidates to be examined by the examiners each day.

4. OPENING OF ENVELOPS OF QUESTION PAPERS :- The Question papers for each group of candidate for each examiner have been packed in sealed envelopes and sent to the Principal of the College/Superintendent where the examination will take place. The sealed envelope shall opened only at the time as given on it. Unopened sealed envelope should be returned intact to the Assistant Registrar/Deputy Registrar (Secrecy) at the end of the examination, with a covering letter stating the number of packets used and the number of candidates examined: Question paper may be dictated to the candidates, if the number of copies received happens to be less than the number of candidates in a group.

5. SCRUTINY OF QUESTION PAPERS BEFORE DISTRIBUTION :- When the envelopes are opened, the examiner should, first of all, inspect a copy of the question paper himself to make sure that it is right Question-Paper. Question papers should not be distributed to the candidates or anyone else before this has been done.'

6. SPECIAL INSTRUCTION FROM THE PAPER-SETTER :- Instructions for each paper from the Paper-Setter with regard to the conduct of the examination, the method of marking, the points to be looked, the number marks to be given for individual operations and clear instructions with regard to the kind of written work he requires from candidates, are contained in the sealed cover which is to be opened at the time indicated on the envelop.

7. CHANGE OF QUESTION :- Only in the most exceptional circumstances the examiners shall modify in any way or replace any of the questions set by the Paper-setter. In such a case, a full report be immediately submitted to the Head Examiner and the Controller of Examinations.

8. 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/Supdt. where the examination will be held (or on the blank sheets in the absence of the prescribed forms and the blank' sheets used for the purpose should invariably bear on the top, the name and the, Centre of Examination, the subject, paper, date and time of practical examination) such attendance sheets duly attested by the Examiner must be forwarded under Regd. cover to the Asstt./Deputy Registrar (Examinations) and in no case be retained by the examiner or sent to the Head Examiner, if there is any, in the subject.

9. **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 once to the controller of Exam. If he finds any candidate 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 Assistant Registrar/Deputy Registrar (U.M.C.) by name, and sent to him in a Registered cover, on the occurrence.

10. **TIME LIMIT:-** Awards must be submitted to the University or the Head Examiner, as the case may be, within our days of the last date of the Practical Examination. In case of delay, an automatic deduction of Rs. 10 per day will be made from the remuneration due to the Examiner.

11. **DEDUCTIONS OF MISTAKES :-** A automatic deduction of Re. 1/- for each mistake in totals, etc., subject to a maximum of Rs. 10 will be made from the remuneration. If the number of mistake is over ten, the examiner concerned is liable to be removed from the List of Examiners.

12. (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 an writing to the Section Officer (Evaluation) about any Centre which does not possess the necessary minimum of chemicals and apparatus.

13. The Examiner should reach the centre before noon on the day preceding the date of commencement of the Practical Examination in order to make sure that all the articles required for the examination are available in the Laboratory. Delivery of envelopes containing 'Instructions to the Examiners' in respect of the question papers may be taken from the Head of Institution of the Centre of Examination. The "Instructions" may be opened according to the following timings:

- | | | |
|-----|---|--|
| (a) | In the subject of Physics which are packed along with Question Papers | Half an hour before the commencement of the Examination in this paper. |
| (b) | Indian Music | At the time of Examination in the Presence of Examinees. |
| (c) | In other subjects of all the Examinations. | One day before the commencement of the Examination in the paper concerned. |

4. **SUPPLEMENTARY ANSWER-BOOKS/CONTINUATION-SHEETS:-**

The blank answer-book/supplementary answer-books/Continuation-sheets required at the Centre for use of the candidates in the Practical Examination are to be received by Practical Examiner from the Head of the Institution according 'of their requirements' The surplus stock alongwith statement showing disposal of blank answer-books (available in the Practical Examiner's File) should be deposited with the Head of the 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 candidates. 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.

15. **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, alongwith lists. The marks indicating the value of the work of each candidate shall be recorded by the examiners on each answer-book.

16. **DEMONSTRATOR :-**

- (a) If there is only one Laboratory at a Station, the help of a local Demonstrator may be availed 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 Demonstrators should be Inter-changed.
- (c) No candidate should ask the Laboratory Assistant for his requirements. All such demands should be made only from the Demonstrator.

17. **REVISION OF ANSWER-BOOKS BY THE HEAD EXAMINER :-** The Head Examiner should complete the work of revision of answer-books and submit the awards to Assistant/Deputy Registrar (Evaluation), H.P. University, within 4 days from the date of receipt of answer-books from his Sub- Examiners failing with an automatic deduction of Rs. 10 per day of delay will be made.

AWARD LIST

Any departure from the directions given below, however, insignificant it may be, may entail automatic deduction according to the approved scale from the Examiner's remuneration. All awards must be submitted by Registered Post in triplicate in sealed cover.

1. All entries in the Award List must be made serially in Ink, ball pen 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 initiated by the Examiner's 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 initiated both by the Sub-Examiners and Head Examiner (if there is any.)
6. All fractional marks are to be avoided.
7. Each of the award list should be legibly signed in full (not initiated) by the Examiners and 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. Award of Roll Nos. belonging to the same centurial series are to be entered on one answer 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 awards 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 Section Officer (Eval.). In no case ordinary paper is to be used for writing wards.
15. Examiner (s) is / are 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 Nos. concerned.
17. All answer-books must be signed by the Examiners 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 lists to the Assistant! Deputy Registrar (Secrecy), H.P. University, Shimla-171 005. Where there are Head Examiners, the answer books are to be sent by the Sub-Examiners to their Head-Examiners alongwith the award lists and forwarding memos for necessary checking and submission to the University. The Sub-Examiners may please send all the Signature sheet duly attested by them to the following officers:
The Assistant/Dy. Registrar (Examinations), H.P. University, Shimla-171 005
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. Answer book may be sent to Assistant/ Dy. Registrar (Secrecy), by Rail at Summer Hill Railway Station after the despatch of the award list.

Minimum Pass Percentage in Practical Papers:

T.D.C. PARTS I, II, III :- 35%

(including Map work in the case of Geography)

PAYMENT BILL FORM

S-102 (7)

Subject.....	Paper.....
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[illegible]

Full Signature of Head Examiner, if any
Full Signature of Checker.....
(Please do not forget to sign.)

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.

Centre of Examination.....

Examiner's Serial Number given with the Centre of
Exam. in the programme chart for Practical Exam.....

(In case the examiner is to conduct exam at more
than one Centre, he may prepare and send to this
office separate Memos for each Centre).

Name of Examination.....

hold on.....201.....

Subject.....Practical

Date on which result submitted to the Deputy / Assistant Registrar (Examination.)

Total No. of candidates examined.....

Roll Nos. of candidates actually examined by the examiner :

Roll Nos. of ABSENTEES :

I also certify that the sealed packets containing the Question Papers were received by me intact and according to the
Programme Chart from the Principal of the college / Supdt. where the examination took place and the contents of the packets were
correct.

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

.....
(Full signatures of Examiner or Examiners, as the case may be)

Name and full address.....

(in capital letters).....

Dated.....201.....

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

HIMACHAL PRADESH UNIVERSITY, SHIMLA

Entered in the Bill Register on Page.....

Month.....

Date of Exam.....

Voucher No. _____

Time of Exam.....

Bill of Chemicals consumed and breakages during the.....

Practical Examination in the subject of held

Name of the Centre..... No. of Candidates examined.....

Name of Laboratory [in full].....

Serial No.	Name of Articles	Quantity or Number	Price	
			Rs.	P.

FOR UNIVERSITY OFFICE ONLY

PAY ORDER[illegible]

[Rupees]

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040

Budget head-conduct.....examination

Examined.....

Assistant (Account).....S.O. A/cs. (ii)

Cheque No.....

Date.....A.R./D.R./F.O.

Certified that the chemicals mentioned in the list above were consumed and the apparatus broken by candidates appearing in the Science Practical Examination at :-

Centre

Practical Examiner

Practical Examiner

Countersigned

Principal

College

Payment of this bill may be made to the Principal

INSTRUCTIONS

1. The Examiners are requested to send the Claims of the Laboratory Assistant on the prescribed Form.
2. Bill of such claims should be sent soon after the examination is over duly signed by the Examiner and countersigned by the Head of the Institution to avoid delay.
3. No bill is to be sent to the University Office unless it is signed by all the examiners and countersigned by the Head of Institution concerned.
4. The Practical Examiners concerned should send the Contingency Bill of the Laboratories and Laboratory Assistant's Bill immediately after the Practical Examination Positively.

Voucher No

Month.....

Bill of the Laboratory Assistant engaged by the Examiner during the.....Science

Practical Examination in _____ 201

Name of the Centre.....No. of Candidates examined.....Date of Examination.....

Name of Laboratory in full.....

Name and Address	Designation	No. of Session/ Days	Rate	Amount Rs. P.		Remarks
			TOTAL			

Does Budgeted Provision exit or not.....

Pay Rs.

[Rupees.....]

.....

Budget head-conduct.....examination

Examined.....

Assistant (Account).....S.O. A/cs. (ii)

Cheque No.

Date.....A.R./D.R./F.O.

I / We certify that the man/men named above was/were engaged during the Practical Examination by me/us and has not been charged in my/our contingent bill.

Practical Examiner

Practical Examiner

At.....

Principal

STUDENT NUMBER: _____ College _____

INSTRUCTIONS

1. No invigilator is to be charged in this Bill.
2. No Laboratory Assistant or Laboratory Bearer is to be paid by the Examiner.
3. One session Rs. 1.50, Two session Rs. 2.50, Three Session Rs. 3.50, Four Session Rs. 4.50, day for Laboratory Bearer/Laboratory Assistants.
4. No preparation day is allowed.
5. No bill is to be sent to the University Office unless it is signed by the Examiner and countersigned by the Head of the Institution concerned.
6. Bill of such claims should be sent soon after the examination is over duly signed by the Examiner and countersigned by the Head of the Institution concerned to avoid delay in payment.
7. Principals are requested to engage a Laboratory Bearer/Laboratory Assistant in connection with the conduct of.....Practical Examination, if there is a permanent employee already working as such in the college where the centre lies. The Principal of the College will take care that no Science teacher or any other teacher or person is engaged as Laboratory Bearer/Laboratory Assistant.