

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 be 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. |

14. **SUPPLEMENTARY ANSWER-BOOKS ICONTINUATION-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, along with 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 interchanged.
- (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 awards.
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)

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

held 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.....

PAYMENT BILL FORM

In order to avoid delay in payment all the column in this bill should be filled in properly.

Person to whom despatched.....

<i>Name of examination</i>	<i>Number of Papers Set</i>	<i>Number of Answer books</i>	<i>No. of candidates tested through a Practical or Viva Voce examination</i>	<i>Amount</i>	<i>Remarks</i>

(Signature)

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

Pay Rs.....

[Rupees.....]

.....]

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

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 <i>Rs.</i>		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

College.

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.

Award List

To be Prepared in Duplicate

To be treated as strictly confidential

Class.....Subject.....Examination, 2001

Please follow direction strictly, any omission or mistake or delay in submitting awards is liable to automatic deduction from your remuneration, Maximum marks allotted to this paper.....

Minimum Marks required to Pass.....

Subject.....Paper.....

[illegible]

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

Certified that the above Answer books have been marked according to the maximum allotted and minimum pass marks as indicated on the question paper and in the instructions Book/Letter respectively.

Pkt. _____
No.

.....
Full Signature & Address of the Examiner
or Sub-Examiner

Full Signature of Head Examiner, if any

Full Signature of Checker.....

(Please do not forget to sign.)