

Sub:- Guidelines for practical Examinations. (B.Tech. & M.Tech. Programs).

All the colleges are requested to observe compliance of the following guidelines while appointing examiners for practical examinations in the Faculty of Engineering & Architecture of the university:

#### **A. B.Tech./ B.Arch. Programs**

1. All The registered students should be divided in groups of suitable size such that average number of students in each group is in the range of 15-20. One group of examiners should not examine more than two such groups on a single day.
2. One teacher can act as examiner (Whether as Internal or External) in preferably one laboratory but in not more than two subjects under any circumstances in the examinations being held simultaneously. In the present case one teacher can act as examiner in up to two subjects of III Sem. and two subjects of V semester provided examinations of III and V Semester are held sequentially and not in parallel.
3. Where the registered number of candidates in a subject is in excess of 100, two separate groups of examiners should be formed with each examining approximately 50% students except for I semester examinations where the number of students assigned to one group may be 200.
4. The examination should contain **at least** two of the following three components:
  - a. Performing Experiment/ Writing & Executing Programs
  - b. Quiz
  - c. Viva-Voce
5. Marks for each component may be kept suitably divided in equal proportion. As far as possible, record of marks obtained by the candidate in each component may be prepared and kept with the college. However, only consolidated marks as per past practice should be submitted to the university.
6. One examiner can conduct examinations in not more than two colleges as an external examiner.
7. Teachers debarred by any University from the conduct of the examination shall not be appointed as an examiner under any circumstances.
8. Please ensure that one of the examiners posses experience in excess of 5 years.
9. Please also ensure that all the examiners are eligible for the post of lecturer in the related branch of engineering/ Science as per AICTE.

#### **B. M.Tech. Programs**

1. All The registered students should be evaluated in one group only.
2. One teacher can act as examiner (Whether as Internal or External) in one course only.
3. One examiner can conduct examinations in not more than two colleges as an external examiner.
4. Teachers debarred by any University from the conduct of the examination shall not be appointed as an examiner under any circumstances.
5. The examination should contain the following three components:

- a. Performing Experiment/ Writing & Executing Programs/ System Design
- b. Viva-Voce

Marks for each component may be kept suitably divided in equal proportion. As far as possible, record of marks obtained by the candidate in each component may be prepared and kept with the college. However, only consolidated marks as per past practice should be submitted to the university.

6. Please ensure that one of the examiners possess experience in excess of 5 years.
7. Please also ensure that all the examiners are eligible for the post of lecturer in the related branch of engineering/ Science as per AICTE.
8. The examiners should have M.Tech. or higher qualification in appropriate branch of Engg./ Science as the case may be.

All the colleges are required to submit the proposed panel to the university ONLY through e-mail as suggested earlier.

Examinations conducted without prior submission of panel or in violation of the above guidelines may not be accepted by the university.

The guidelines are dynamic and may change. All the colleges are requested to keep visiting the page for updated guidelines.

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