



**Indira Gandhi Delhi Technical University for Women**  
**Kashmere Gate, Delhi-110006**

**Guidelines  
for the Conduct  
of  
End-Semester Practical  
Examinations**

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**Examination Division**

**IGDTUW, Kashmere Gate, Delhi-110006**

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## Table of Contents

Sl. No.	Description	Page No.
1	Guidelines for the Coordinator End-Semester Practical Examination	2-3
<b>2</b>	<b>Annexures</b>	
i)	<b>Annexure 01</b> : Bill format for the payment of remuneration to the External Examiner	4
ii)	<b>Annexure 02</b> : Bill format for the payment of remuneration to the Internal Examiner	5
iii)	<b>Annexure 03</b> : Attendance Sheet of Staff engaged for Practical Examination duty including Coordinator, Superintendent and Staff	6
iv)	<b>Annexure 04</b> : Account of use of Answer Books for End-Semester Practical Examination	7
v)	<b>Annexure 05</b> : Attendance Sheet for the conduct of End-Semester Practical Examination (to be generated from the examination portal)	8
vi)	Use of Unfair Means Cases (i) <b>Annexure 06</b> : Statement of the candidate at the Examination Centre (ii) <b>Annexure 07</b> : Report of the Coordinator (Conduct) on Unfair Means Case (iii) <b>Annexure 08</b> : Form for reporting case of Unfair Means or acts of interference of student in connection with proper/smooth conduct of University Examination	9-11
vii)	Format for submitting the expenditure incurred on conduct of End-Semester Practical Examination ( <b>after completion of End-Semester Practical Examination</b> ) (i) <b>Annexure 09</b> : Consolidated (day-wise / session-wise) expenditure statement for conduct of End-Semester Practical Examination (ii) <b>Annexure 10</b> : Consolidated statement for transfer of remuneration in the account of External Examiner and Internal Examiner (iii) <b>Annexure 11</b> : Format for summary statement of Remuneration to Superintendents for conduct of End-Semester Practical Examination (iv) <b>Annexure 12</b> : Summary statement of all the expenditure incurred on conduct of End-Semester Practical Examination	12-15



# Indira Gandhi Delhi Technical University for Women

## Kashmere Gate, Delhi-110006

### Coordinator (End Semester Practical Examination)

#### 1.0 Important Points to be noted by Coordinator (End Semester Practical Examination)

- i) There shall be ONE Coordinator for UG and PG End Semester Practical Examination
- ii) The Coordinator End Semester Practical Examination shall co-ordinate with the various departments and get ONE superintendent appointed for each department through respective HoD. A list of such department wise appointed superintendent be submitted to the Examination Division.
- iii) The Coordinator shall prepare the date sheet for the End Semester practical Examination and submit the same to the Examination Division for approval minimum three- weeks before the conduct of the End semester practical Examination.
- iv) User-id and password for Examination portal will be provided to the Coordinator.
- v) The Coordinator shall assign the Internal Examiner in the Exam Portal for conduct of Practical Examination
- vi) The Coordinator shall appoint the External Examiner on the recommendation of the concerned superintendent minimum one day before the conduct of Practical Examination and assign the same in the Examination Portal. The external Examiner can be appointed/invited only from the approved panel.
- vii) The invitation letter for each external examiner so appointed for the subject and day / session of exam can be generated from the Exam Portal.
- viii) After the assignment of Internal Examiner, the attendance sheet will be generated from the Examination portal. In case of last minute change due to any unforeseen circumstance(s), the Coordinator shall make a request to the Examination Division with the approval of the concerned HoD for the change in the Examiner before printing of the attendance sheet of the session.
- ix) The concerned Internal Examiner shall mark the absentees and the UFM cases booked (if any) before entry of marks given by the External Examiner.
- x) The Coordinator can view the reports regarding attendance, booking of UFM Cases, absentee statement etc. alongwith the status of submission of copies and award list in the Examination Division for each day of exam.
- xi) It is the responsibility of the Coordinator to ensure that the question paper, award list, attendance sheet, absentee statement and answer copies duly signed by both Internal Examiner and External Examiner are submitted in the Examination Division after completion of Exam of the day.
- xii) Coordinator is requested to submit the complete file with bills, attendance of internal faculty and staff along with other necessary documents in prescribed formats within the 2 days of the completion of the practical examination to the Examination Division.

### **1.1 The Examination Portal provides the following facilities/features to the Coordinator through various tabs:-**

- i) **Manage Account:** Coordinator can change password by using security question and answer chosen by him/her at the time of registration.
- ii) **Assignment of Examiner (Internal Examiner):**
  - (i) The internal Examiner can be assigned by going to the tab “Assign Internal Examiner”. On the page “Assign Internal Examiner” select the programme, semester, Subject. Choose the group “Yes” if two or more Internal Examiner are associated with the Exam. Select the Starting and Ending Roll No. The registered internal Examiner for the subject and roll nos so chosen will be available for assignment.
  - (ii) In case, due to non-availability of Registered Internal Examiner for the subject, the alternate Internal Examiner may be chosen from the drop down list displaying the Registered faculty.
  - (iii) To add Examiner for the new subject , click on the tab “Assign New examiner” on the screen
- iii) **Generation of Attendance list:** Attendance list can be printed for each exam by going to the tab “View Assigned examiners” and clicking on the “Attendance list” against each subject. Before printing of the attendance sheet, please confirm the availability of the appointed Examiner.
- iv) **Submission of marks:**
  - (i) The internal examiner must mark the absentee students, UFM booked, if any, before submission of the marks of the exam. The same will be reflected during submission of marks. The marks awarded by External Examiner for the subject will be submitted by the concerned internal examiner immediately after completion of the exam and print the award sheet from the Examination portal. The internal examiner is responsible for submission of award list, attendance sheet, absentee statement and answer copies duly signed by both External and Internal examiner immediately after completion of exam to Coordinator who will submit the compiled documents alongwith the answer copies.
  - (ii) If a UFM case is registered during the practical examination, the process of Booking of UFM be followed. The candidate be allowed to complete the exam but her marks awarded be submitted in a separate “Sealed Envelope” duly signed by the External Examiner and Internal Examiner alongwith the relevant documents.
  - (iii) The status of the submission of the documents by the concerned faculty in the Examination Division will be reflected in the Coordinator portfolio.
- v) **View Reports:** The Coordinator can view the entire status of the examination for the day in the tab “View Reports”. The Coordinator must ensure that the Internal Examiner submit the relevant documents as mentioned above on the day of the examination itself and the same be handed over to the Examination Division.

**Indira Gandhi Delhi Technical University for Women**

Kashmere Gate, Delhi

**EXAMINATION DIVISION****Bill For Practical Examination (External Examiner)**

1. Name of External Examiner \_\_\_\_\_
2. Residential Address \_\_\_\_\_  
Tel. No. (Res.): \_\_\_\_\_ (Off.) \_\_\_\_\_ Mobile: \_\_\_\_\_
3. College/Faculty/ Department: \_\_\_\_\_
4. email Address : \_\_\_\_\_ PAN Number: \_\_\_\_\_
5. Bank Account No.: \_\_\_\_\_ IFSC Code \_\_\_\_\_
6. Name of the Bank \_\_\_\_\_ Branch \_\_\_\_\_

<b>Conduct of Practical Examination (External Examiner)</b>	
Name of Programme _____	Branch _____
Paper Code: _____	Paper Name: _____
Session Details: 1 <sup>st</sup> Session <input type="checkbox"/>	2 <sup>nd</sup> Session <input type="checkbox"/> 3 <sup>rd</sup> Session <input type="checkbox"/>
Practical <input type="checkbox"/>	/ Minor Project <input type="checkbox"/> / Major Project <input type="checkbox"/> / Dissertation <input type="checkbox"/> / Internship <input type="checkbox"/>

Remuneration Charges Details	Amount	
	Rs.	Paise
(1) Conduct of Practical/Oral Examination for _____ students @ Rs. _____ per student		
(2) Conveyance Charges (Actual Taxi Fare or Rs. _____ whichever is less		
<b>Total amount of Honorarium and Conveyance</b>		

Total Amount (in words) : \_\_\_\_\_

<p>* <b>Undertaking:</b> certified that I will show this income of Rs. _____ in my Income Tax return.</p> <p>Received payment</p> <p>Dated _____ <input type="checkbox"/></p> <p>Signature of Examiner</p> <p><b>Verification by the Internal Examiner/Coordinator</b></p> <p>Name of the Internal Examiner: _____</p> <p>It is certified that the detail mentioned above are correct to the best of my knowledge and belief.</p> <p>Signature : _____</p> <p>Countersigned by</p> <p>Coordinator _____ Dean (EA)/ Dy. Dean (EA) _____</p>
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Note: The Examiner is requested to ensure that every column provided in the examination remuneration bill form is filled properly to enable the Accounts Branch to make payment expeditiously to his/her Account



## Indira Gandhi Delhi Technical University for Women

Kashmere Gate, Delhi

EXAMINATION DIVISION

**Bill For Practical Examination (Internal Examiner)**

- Name of Internal Examiner \_\_\_\_\_
- Residential Address \_\_\_\_\_  
Tel. No. (Res.): \_\_\_\_\_ (Off.) \_\_\_\_\_ Mobile \_\_\_\_\_
- College/Faculty/ Department \_\_\_\_\_
- email Address : \_\_\_\_\_ PAN Number: \_\_\_\_\_
- Bank Account No. \_\_\_\_\_ IFSC Code \_\_\_\_\_
- Name of the Bank \_\_\_\_\_ Branch \_\_\_\_\_

Conduct of Practical Examination (Internal Examiner)			
Name of Programme _____	Branch _____		
Paper Code: _____	Paper Name: _____		
Session Details: 1 <sup>st</sup> Session <input type="checkbox"/>	2 <sup>nd</sup> Session <input type="checkbox"/>	3 <sup>rd</sup> Session <input type="checkbox"/>	
Practical <input type="checkbox"/>	/ Minor Project <input type="checkbox"/>	/ Major Project <input type="checkbox"/>	/ Dissertation <input type="checkbox"/>
			/ Internship <input type="checkbox"/>

Remuneration Charges Details	Amount	
	Rs.	Paise
(1) Conduct of Practical/Oral Examination for _____ students @ Rs. _____ per student		
(2) Conveyance Charges (Actual Taxi Fare or Rs. _____ whichever is less)		
<b>Total amount of Honorarium and Conveyance</b>		

Total Amount (in words) : \_\_\_\_\_

* <b>Undertaking:</b> certified that I will show this income of Rs. _____ in my Income Tax return.	Received payment
Dated _____	<input type="checkbox"/>
Signature of Examiner	
<b>Verification by the Coordinator</b>	
Name of the Coordinator: _____	
It is certified that the detail mentioned above are correct to the best of my knowledge and belief. The marks of the Exam has been entered in the Examination Portal and hard copy of attendance sheet and award list duly signed by External Examiner has been submitted in the Examination Divisions	
Signature : _____	
Countersigned by	
Consultant (Exam) _____	Dean (EA)/ Dy. Dean (EA) _____

Note: **The Examiner is requested to ensure that every column provided in the examination remuneration bill form is filled properly to enable the Accounts Branch to make payment expeditiously to his/her Account**



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN  
Kashmere Gate, Delhi  
EXAMINATION DIVISION

ATTENDANCE SHEET OF STAFF ENGAGED FOR PRACTICAL EXAMINATION DUTY INCLUDING Co-  
Coordinator, Superintendent & Staff  
(TO BE PREPARED SEPARATELY FOR EACH SESSION / DAY)

Day & Date .....Session (FN/AN) .....

S. No.	Name	Designation	Paper Code	Branch	Nature of Duty	Signature
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						

It is certified that the above staff has been engaged to conduct the Practical Examination as per the Norms of the University.

Name of Coordinator \_\_\_\_\_ Signature of Coordinator \_\_\_\_\_

Designation: \_\_\_\_\_ Date: \_\_\_\_\_





**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN**  
 Kashmere Gate, Delhi  
**EXAMINATION DIVISION**

Account of Use of Answer Books for Minor/End-Semester Examination \_\_\_\_\_

Date	Day	Session (Time)	No. of Answer Books used in Exam	No. of Answer Books available
Total				

Number of Copies Issued from the Examination Division	
Number of Copies Used in the Examination	
Number of copies cancelled (if any) (Cancelled copies are also required to be submitted)	
Balance Copies Returned to the Examination Division	

Name of the Superintendent  
(Conduct)

Signature

**Examination Division**

It is certified that the number of balance copies as mentioned above has been received in the examination division after the conduct of exam and the necessary entries in the stock register has been made.

Name of Exam Division  
Official \_\_\_\_\_

Signature \_\_\_\_\_



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN  
Kashmere Gate, Delhi  
EXAMINATION DIVISION

ATTENDANCE SHEET FOR END-SEMESTER THEORY/PRACTICAL EXAMINATIONS MAY/DEC \_\_\_\_\_

TO BE GENERATED FROM THE EXAMINATION PORTAL ONLY

Time		Date of Exam		
Subject Name		Subject Code		
Name & Sign Invigilator (1):				
Name & Sign Invigilator (2):				
Sl.No.	Enrollment No.	Name	Answer Sheet No	Signature of Student
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
Kashmere Gate, Delhi
EXAMINATION DIVISION

USE OF UNFAIR MEANS CASE(S)
STATEMENT OF THE CANDIDATE AT THE EXAMINATION CENTRE
TO BE RECORDED BY THE SUPERINTENDENT (CONDUCT)

- 1. Name of the student..... 2. Enrolment No. ....
3. Roll No..... 4. Programme.....
5. Subject Code .....6. Subject Name.....
7. Block. .... 8. Room No. ....
9. Date of Examination ..... 10. Timing of Recording .....

11. Statement of Candidate:.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

12. Statement of Superintendent (Conduct)/Invigilator
(The Superintendent will give a hearing to the candidate and record her statement. He/She may allow the student to question the detector and the question and answers will also be recorded. If the candidate refuses to make any statement, this fact will be recorded by the Superintendent in the space given below):

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

Signature & Name of the Superintendent (Conduct) Signature of the Candidate Signature & Name of Invigilator on duty



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN  
Kashmere Gate, Delhi  
EXAMINATION DIVISION

## REPORT OF THE COORDINATOR (CONDUCT) ON UNFAIR MEANS CASE

Day &amp; Date.....Session (Time).....

No. of Students Appeared..... No. of Students Absent .....

S. No.	Name of the Candidate	Enrolment No.	Room No	Subject Code	Subject
1					
2					
3					
4					
5					
6					

- (a) The incriminating material recovered from the candidate as mentioned at para 6 on "Form for Reporting Case of Unfair Means or Acts of Interference of Student in Connection with Proper/Smooth Conduct of University Examinations attached with Report".
- (b) The scripts (answer-books) of the candidate:  
No. of Answer Books..... Sl. No. of Answer Books.....  
(In case the candidate refused to have second answer-book this fact be stated specifically)
- (c) A copy of the Seating Plan (This should be attached without fail).
- (d) Original FIR, if any, lodged with nearest Police Station.

Further Observation, if any:.....

.....

Signature (Full) .....

Name of Superintendent (Conduct)

Seal



# INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN

Kashmere Gate, Delhi

## EXAMINATION DIVISION

### FORM FOR REPORTING CASE OF UNFAIR MEANS OR ACTS OF INTERFERENCE OF STUDENT IN CONNECTION WITH PROPER/SMOOTH CONDUCT OF UNIVERSITY EXAMINATIONS

(To be filled by the invigilator/Coordinator, after recording the statement of the candidate, to the Dean (Examination Affairs) by name in a sealed cover SEPARATE FORM should be used for each case)

1. Name of the Examination.....
2. Subject Code..... 3. Subject Name.....
3. Date and Exact time of the detection of the case under report Date..... Exact Time.....
4. Details of Candidates involved in incident

Enrolment No.	Name	Fathers' Name with Address	Phone No.

5. Total No. of incriminating papers recovered
  - (a) No. of Printed papers .....
  - (b) No. of handwritten papers .....
  - (c) Torn Book pages.....(d) material article contains matter written on a piece of cloth
  - (e)Clothes worn by the candidates (f) Electronic equipment used.....
  - (g)Any other.....
6. The material was recovered from the candidate under reference as indicated below (Please strike out the columns which are not applicable)
  - (a) In candidate's hand; (b) In candidate's pocket;
  - (c)In candidate's shoes or socks; (d) Under the clothes worn by the candidates;
  - (e) In candidate's table/desk; (f) In candidate's answer-book;
  - (g)In candidate's question paper;(h) Under her feet; (i) Under candidate's answer book;
  - (j) Near her seat on the ground at a distance.....; (k) Any other place;

(Note: The Detector should sign the recovered objectionable material)
7. Act of misconduct by student.....
8. (a) Name of candidate found giving help..... (b) Enrolment No.....
9. (a) Name of candidate found taking help from the candidate.....  
(b) Enrolment No. ....
10. Name of candidate found taking help from the candidate..... (b) Enrolment No.....
11. Name of the candidate(s) sitting just in front/behind/left/right of the candidate
  - (a) Right Name..... Enrolment No. ....
  - (b) Front Name..... Enrolment No. ....
  - (c) Left Name..... Enrolment No. ....
  - (d) Behind Name..... Enrolment No. ....
12. Any other mode of use of unfair means.....
13. Was the statement of student(s) recorded in writing: Yes..... No.....
14. if NO If no,. give reasons.....

15. Was the FIR lodged with Nearest Police Station? YES ..... No.....  
(Only in case the answer book is smuggled out of examination Hall by the candidate). If yes, enclosed original FIR.

Witness (1) Signature & Name                      Signature of Candidate                      Signature of Detector

(2) Signature & Name                      Name                      Address

Counter signed by Coordinator End-Semester Practical Examination with Seal



Annexure- 09

## INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN

Kashmere Gate, Delhi

## EXAMINATION DIVISION

## Format for Consolidated (day-wise / session-wise) expenditure statement for conduct of End-Semester Practical Examination

Sl. No.	Date of Exam	Programme	Branch	Paper Code	Paper Name	No. of Students Appeared in the Exam	Examiners/Staff	Name	Remuneration/Student (As per Norms)	Remuneration Paid ( col 7 x col 10)	Conveyance (if applicable)	Total Amount	Refreshment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(09)	(10)	(11)	(12)	(13)	(15)
							External Examiner						
							Internal Examiner						
							Lab Asstt.						
							Lab Attendant						
							*Safaiwala						
							*Waterman						
							*Security Guard						

\* One per Department per Session

Verified by: -

It is certified that, all the information mentioned in the format has been verified and the expenditure has been incurred as per the University Norms.

Signature of the Coordinator: - \_\_\_\_\_

Name of the Coordinator: - \_\_\_\_\_

Counter Signed by: -

Consultant, (Examination Affairs)

Dean/Dy. Dean, (Examination Affairs)



Annexure- 10

INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN

Kashmere Gate, Delhi

EXAMINATION DIVISION

Format for consolidated statement for transfer of remuneration in the account of External Examiner and Internal Examiner

Sl. No.	Day of Exam	Paper Code	Name of Examiner	Designation	Department	University	Phone No.	Email-id	PAN No.	Total amount to be transferred (faculty-wise)	Bank Acct. No.	IFSC Code	Name of the Bank
1													
2													

**Note: -**

- (i) If a faculty has conducted multiple Practical Examination for various subjects, the entry for the expenditure must be recorded together.
- (ii) The format be prepared separately for External examiner and for all the Internal examiner and staff deputed on conduct of Examination.

Verified by: -

It is certified that, all the information mentioned in the format has been verified and the expenditure has been incurred as per the University Norms.

Signature of the Coordinator: - \_\_\_\_\_

Name of the Coordinator: - \_\_\_\_\_

Counter Signed by: -

Consultant, (Examination Affairs)

Dean/Dy. Dean, (Examination Affairs)



## INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN

Kashmere Gate, Delhi

## EXAMINATION DIVISION

## Format for Summary statement of Remuneration to Superintendents for Conduct of End-Semester Practical Examination

Sl. No. (1)	Name of the Suptd (2)	Designation (3)	Remuneration Admissible / Session as per the norms (In Rs.) (4)	Total number of Sessions for which Exams conducted (5)	Total Amount (Col 4 x Col 5) (In Rs.) (6)

Verified by: -

It is certified that, all the information mentioned in the format has been verified and the expenditure has been incurred as per the University Norms.

Signature of the Coordinator: - \_\_\_\_\_

Name of the Coordinator: - \_\_\_\_\_

Counter Signed by: -





INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN  
Kashmere Gate, Delhi  
EXAMINATION DIVISION

Format for Summary statement of all the expenditure incurred on conduct of  
End-Semester Practical Examination

Sl. No.	Description of Expenditure incurred	Amount in Rupees
1	Total Payment to External Examiners	
2	Total Payment to Internal Examiners	
3	Total Payment to Lab Assistant, Attendants and Supporting Staff	
4	Total Payment to Superintendent	
5	Total Payment to Coordinator	
6	Total Expenditure on Hospitality expenses	
<b>Grand Total</b>		

Verified by: -

It is certified that, all the information mentioned in the format has been verified and the expenditure has been incurred as per the University Norms.

Signature of the Coordinator: - \_\_\_\_\_

Name of the Coordinator: - \_\_\_\_\_

Counter Signed by: -

Consultant, (Examination Affairs)

Dean/Dy. Dean, (Examination Affairs)