



Instructions to the External and Internal Examiners for the conduction of End Semester

Practical /Project Viva-Voce Examinations

Date: 18.12.2023

1. The Question paper may be set jointly by the Internal and External Examiners. After that practical question papers set are to be approved by the PAMC-Head. The same sets of practical questions paper only are allowed to conduct end semester practical examinations.
2. Internal & External Examiner shall hand over the following documents to the COE / Chief Superintendent after the completion exam on the same day.

a. Cover: The External and Internal Examiners should sign across the flap of covers.

For Practical's /TCPCs:

- i. Mark Statement – 1 copy(Manual Entry)
- ii. A copy of Question Paper with appropriate Mark Allocation.
- iii. Practical Exam batch Schedule.
- iv. All Answer Sheets (should contain the Internal & External examiners' signatures on the front leaf of answer sheet, and should ensure that total marks along with mark in-words).

For UG &PG-Main Project/Design Project/ TCPR's Phase I &II:

- i. Mark Statement - 1 Copy(Manual Entry)
- ii. Copy of Project Summary sheet (Which should contain the title of the projects, Guide Name, Students name with their Roll Number and this copy should be duly signed by Internal & External Examiner)
- iii. Mark Distribution sheet
- iv. Project Batch schedule.
- v. CD (Abstract)

b. Student' s Attendance Sheet (original).

c. Mark Statement – 2 copy(Software Entry)

d. Project Guide List duly signed by Internal & External Examiner (For all U.G/P.G Courses).

3. The Examiners should clearly mention the following details on the covers.

- a. Practical subject Code, Name, Date & Session.
- b. Programme (Degree& Branch)
- c. Name of the Examiners (Internal and External) & Designation.

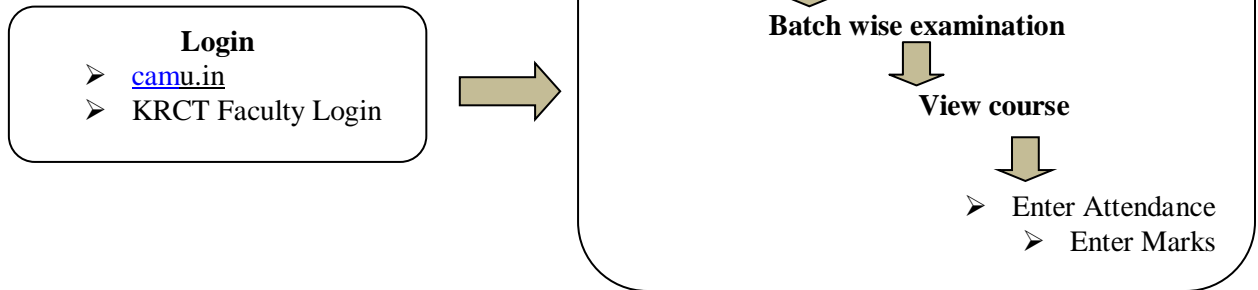
- d. College Name of the External Examiner
 - e. Total number of registered students, Present and absent details.
4. **Examiners should keep the Instruction Sheet, Schedule from COE office, Attendance sheet and other relevant documents.**
 5. **Except Examiners, Skilled & Supporting Staff, others will not be permitted to enter the lab during practical examinations. Internal Examiner is highly responsible for providing such an environment to the students during exam.**
 6. TA/DA and remuneration for conducting Practical/TCPC/TCPR/Project Viva Voce Examinations will be paid through cash in hand on the day of exam after receiving all the exam related documents.
 7. **Start and End** of Practical/TCPC/TCPR/Project Viva Voce Examinations should be followed as per the schedule given from COE office. If any changes in Venue, Internal Examiner, Skilled Assist under unavoidable situations, the information should be brought to the notice of COE office well in advance.
 8. The External and Internal Examiners should keep **confidentiality** of the marks awarded to the students. Examiners will face severe **disciplinary actions**, if any subsequent report of such instances comes to light.
 9. External Examiners/Internal Examiners should report to **the Office of the Controller of Examinations** before the commencement of Practical /TCPC/TCPR/ Project Viva-Voce session and should present for the entire duration of all sessions scheduled on that day. **Overlapping of sessions is not** permitted.
 10. **Attendance/Marks** can be entered and system generated report can be taken through CAMU Web Portal – KRCT (Internal Examiner) faculty login.
 11. While submitting claim, faculty members should sign against their names with the related exam duty assigned to avoid audit objections.

Note: *Remuneration shall be recovered if any audit objection is raised.*

12. **Unused materials that has been** received from COE office before the commencement of exams should be returned to the same office at the end of exam without fail.
13. It is **mandatory**,
 - a. To display of Practical Schedule in the concerned venue.
 - b. To know the General exam conduction instructions by Internal & External Examiners.
 - c. To check the working status of the Systems/Equipments/Instruments well in advance.
 - d. To maintain the Cleanliness of the Lab and ensure proper dress code of lab concerned.

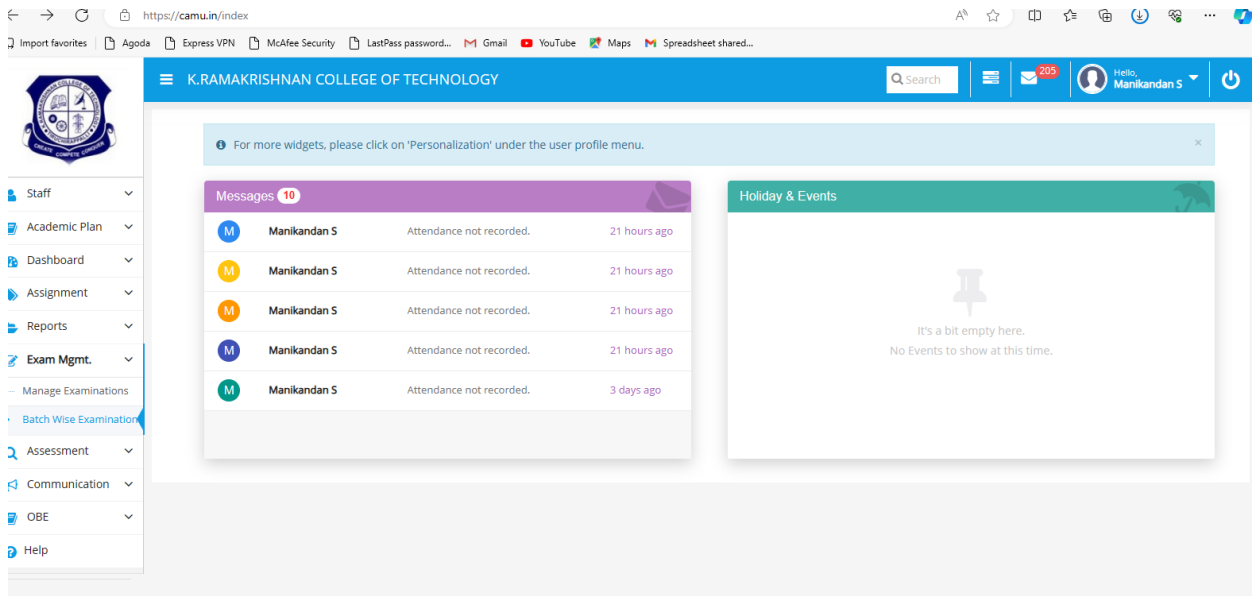
Practical Attendance /Mark Entry Work Flow

(Further Clarification: Refer Annexure)



Annexure

Login to camu.in (KRCT Faculty id) – Go to Manage Examinations – Batch wise Examination – View course – select your allocated course – first complete the attendance entry & Mark entry. After that Software mark entry generated from camu portal. Take a print out and duly signed by Both Internal Examiner and External Examiner.



K.RAMAKRISHNAN COLLEGE OF TECHNOLOGY
Search
265
Hello, Manikandan S

Batch wise exam schedule

*Institution
K.RAMAKRISHNAN COLLEGE OF TECHNOLOGY

*Academic Year
2023-24

*Exam Month
Nov-2023

Reset Search

Courses (1) Search Course FILTER REPORT

Course	Batches	Schedule period	Location	Batches completed	
20EC5401 - Virtual Instrumenta...	1	15-12-2023	EX-Cell	0/1 Pending	View Download

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← Batch wise exam schedule /View

20EC5401 - Virtual Instrumentation - Practical-1
 K.RAMAKRISHNAN COLLEGE OF TECHNOLOGY | Under Graduate | B.E. Electronics and Communication Engineering | 2023-24 | Electronics and Communication Engineering | SEM-5 | Nov-2023

Sessions (1)
 Batches completed: 0/1 | Attendance: 0, Mark entry: 0 Pending

Report Add Session

15-12-2023

Batch 1 | 1 students Edit Delete

FN (10:00 to 13:00)
EX-Cell

Internal examiner: 3114040 - Manikandan S
 External examiner: 3114034 - VENKATESH S
 Cutoff at: 15-Dec-2023 01:00 PM (Expired)

Attendance Mark Download