

# **SHRI GURU RAM RAI UNIVERSITY**

(Estd. By of Uttarakhand, vide Shri Guru Ram Rai Act No. 03 of 2017)

Patel Nagar Dehradun-248001, Uttarakhand.



## **Revised Guidelines for University- Practical Examination**

**(As per provision of the SGRR University Act,  
Chapter no.-05 under Section 30)**



**SHRI GURU RAM RAI UNIVERSITY**  
**DEHRADUN (UTTARAKHAND)**

**INDEX**

<b>Sr. No.</b>	<b>Form Description</b>	<b>Page No. (From....To...)</b>
1.	Practical Award List	02-02
2.	Practical Students Attendance Sheet	03-03
3.	Practical Examination Report	04-04
4.	Practical Examination Remuneration Bill	05-05
5.	Travelling Allowance & Honorarium Bill for Practical Examination	06-06
6.	Certificate for Practical Examiner	07-07
7.	Policy	08-08
8.	Form for obtaining the Name of Examiner for Practical Papers	09-09
9.	Remuneration Policy	10-10



**SHRI GURU RAM RAI UNIVERSITY**  
**DEHRADUN (UTTARAKHAND)**

Form No: SGRRU /EXAM/RESULT-003

**Practical Award List for End Semester Practical Examination .....**

College/ Institute Name :				Date & Time of Exam :			
Programme:				Subject Code:			
Year :				Subject Name :			
Prof./Semester:				Max Marks:			
Paper:				Section (if any)			
S.No.	Roll number	Marks (in Figure)	Marks (in Words)	S.No.	Roll number	Marks (in Figure)	Marks (in Words)
1				26			
2				27			
3				28			
4				29			
5				30			
6				31			
7				32			
8				33			
9				34			
10				35			
11				36			
12				37			
13				38			
14				39			
15				40			
16				41			
17				42			
18				43			
19				44			
20				45			
21				46			
22				47			
23				48			
24				49			
25				50			

Total Students: ..... Appeared : ..... Absent : .....

Signature of External I Examiner: .....Name of External Examiner: .....

.....

Address: .....Contact Number .....

Signature of Internal Examiner: .....Name of Internal Examiner: .....

.....





# SHRI GURU RAM RAI UNIVERSITY

Form No: SGRRU /EXAM/RESULT-004

## DEHRADUN (UTTARAKHAND)

### Attendance Sheet for End Semester Practical Examination .....

College/ Institute Name :				Date & Time of Exam :			
Programme:				Subject Code:			
Year :				Subject Name :			
Prof./Semester:				Max Marks:			
Paper:				Section (if any)			
S.No.	Roll number	Name	Signature of Student	S.No.	Roll number	Name	Signature of Student
1				26			
2				27			
3				28			
4				29			
5				30			
6				31			
7				32			
8				33			
9				34			
10				35			
11				36			
12				37			
13				38			
14				39			
15				40			
16				41			
17				42			
18				43			
19				44			
20				45			
21				46			
22				47			
23				48			
24				49			
25				50			

Total Students: .....

Appeared :.....

Absent :.....

Signature of External Examiner: .....Name of External Examiner:

.....

Address: .....Contact Number .....

Signature of Internal Examiner: .....Name of Internal Examiner:

.....



# SHRI GURU RAM RAI UNIVERSITY

## DEHRADUN (UTTARAKHAND) (PRACTICAL EXAMINATION REPORT)

Examination –End Sem. / Supplementary Exam

Programme Name : ..... Year : ..... Semester : .....

Subject Code : ..... Subject Name : .....

Date of Examination : ..... Time : .....

### Account of Answer Books (If any):

	No. Issued	Answer Books Used		Answer Books Returned	
		Sr. No. From	To	Sr. No. From	To
Main Answer Books ( P)					

### Details of Students Present / Absent

Subject Name	Subject Code	Number Present	Number Absent	Enrollment Nos. of Absentees

Details of use of unfair means cases (if any) .....

Name & Signature of Internal Examiner

Address: .....

.....

.....

Contact Number .....

Name & Signature of External Examiner

Address: .....

.....

.....

Contact Number .....

### Receipt

Receipt Number: .....

Received the following from the External / Internal Practical Examiner

Items	Qty	Items	Qty
Award List		Blank Answer Sheets (if any)	
Signature Chart		Answer scripts of Programmes	
		Other Items	

Date : ..... Time : .....

(Name & Signature of Recipient)



**SHRI GURU RAM RAI UNIVERSITY**  
**DEHRADUN (UTTARAKHAND)**

Form No: SGRRU /EXAM/COND-001-P

**(University Practical Examination Remuneration Bill)**

Name of Examiner : .....

Designation: ..... Pay Scale:.....

Institute/University Name: .....

Address for Correspondence: .....

..... (M) .....

Date of Exam.	Programme	Subject (With Code)	Total Number of Students Evaluated	Remuneration (Rs.)	Amount to be paid (Rs.)
<b>Total Amount to be paid (Rs.)</b>					

Details for NEFT Transaction:-

PAN Number:.....

Beneficiary Name : ..... Bank Name :.....

Branch:..... Account No. :..... IFSC Code :.....

Date: .....

Signature of Examiner

Signature on  
revenue stamp  
if exceeding  
Rs5000/-

**Certificate**

This is to certify that ..... was present on  
.....(date) for practical examination of above mentioned subject.

Date:  
Signature

Exam. Center

Dean/Principal/HOD

**For Office Use Only**

Verified by .....

Total Amount claimed .....

Deductions .....

Net Amount Payable .....

Date:

Account Officer





**SHRI GURU RAM RAI UNIVERSITY  
DEHRADUN (UTTARAKHAND)**

Form No: SGRRU /EXAM/COND-002-P

**(University Practical Examination Travelling Allowance & Honorarium Bill)**

Date:..... bill for travelling allowance & honorarium for Conduct the practical examination of .....

Name of Examiner .....

Address.....Basic Pay:.....

Phone No. : .....Email ID.....

Date of Journey	From	To	Distance (Km.)	Mode of Journey	Class	Fare Paid	Remark
							Please attach Ticket or Toll Tax Slip
				Total (A)	Rs.=		
<b>(B) Honorarium / DA</b>				No.of Days	Rate/Day	Total Rs.	
				<b>Grand Total (A+B)</b>			

(Rupees \_\_\_\_\_)

Details for NEFT Transaction:-

PAN Number:.....

Beneficiary Name : ..... Bank Name : .....

Branch:..... Account No. :..... IFSC Code :.....

Name:

Signature:

Signature  
on  
revenue  
stamp if

Passed for payment Rs..... as TA & Rs.....as Honorium / DA.

Total Rs.....

HOD

Exam Centre

Accounts Dept.

**RECEIPT**

Received Rs.....(Rupees.....) from Exam Centre Head on behalf of Registrar, SGRRU University, Dehradun (Uttarakhand) towards TA and Honorarium.

Name: ..... Signature : .....



# SHRI GURU RAM RAI UNIVERSITY

## DEHRADUN (UTTARAKHAND) (CERTIFICATE FOR PRACTICAL EXAMINER)

Examination –End Sem. / Supplementary Exam  
This certificate should be issued to each practical examiner by the College/ Department

College/ Department Name : .....

Date of Examination:.....Time :.....

- Note :
1. This form should be prepared subject wise (with paper code ) and it should be handed over to practical examiner as soon as he/ she completes practical exam.
  2. It is certify that Shri/ Mr. / Ms. / Dr. ....

has conducted the practical examination for the university and other particulars as per below:

S.no.	Subject Code	Subject Name	Semester / Year	No. of Registered Students	No. of Appeared Students	No. of absentees Students	Date of Examination

Dean/Principal / HOD

Date :.....



## **INSTRUCTIONS FOR PRACTICAL EXAMINATION**

There will be only one practical examination at the end of the semester. The performance of a student in a Practical subject will be evaluated by assigning weightage to regular laboratory work, quality of experimental results and Practical Examination and comprehensive Viva-voice covering all aspects of practical course.

### **1. APPOINTMENT**

#### **1.1 Practical Examiner →**

- i. The external practical examiner shall be appointed by the Controller of Examinations from a panel of names forwarded by the Head/Principal of the constituent College/Department duly approved by the Vice Chancellor.
- ii. The qualification and experience for examiner shall be as per the guidelines of the statutory Council or as per the ordinance in this regard.
- iii. The practical examiners shall be appointed from a panel of examiners. In case of unavailability of Examiner so appointed, another examiner shall be appointed from the panel.
- iv. Any person who is working as a permanent/contract/visiting faculty in University who are Assistant Professor or above shall be eligible to be appointed as practical examiner, with exception for those courses, where Assistant Professor are not available in the University.



# SHRI GURU RAM RAI UNIVERSITY DEHRADUN (UTTARAKHAND)

(Form for obtaining the Name of Examiner for Practical Papers)

SGRR College of ..... Name of Examination .....

Year ..... Program Name .....

S. No.	Course With Semester	Subject Name with Paper Code		Name & Designation	College	Experience (In Years)	Contact No.	E-Mail Id.
1.			1					
			2					
			3					
			1					
			2					
			3					

Signature of Principal/HOD





# SHRI GURU RAM RAI UNIVERSITY

Patel Nagar Dehradun-248001, Uttarakhand

## Remuneration Policy for conducting End Semester/Annual/Professional/Supplementary/Entrance Examination for External Examiners

S.No.	Nature of Work	Remuneration
1	Question Paper Setting	Rs. 1000/- per Set
2	Practical Examination	Rs. 30/- per student
3	Project Viva/Evaluation	Rs. 100/- per student
4	TA	Rs. 10/-per km.
5	DA	Rs. 150/- (for Assistant Professor)
		Rs. 250/- (for Associate Professor and above)
6	Evaluation	Rs. 15/- per candidate
7	Invigilation	Rs. 250/- per shift
8	Supporting Staff	Rs. 100/- per shift