



04.04.2026

CIRCULAR

It is hereby informed to all the HODs that the **B.Tech (R23/R20) - III Year - VI Semester and B.Tech (R23/R20) - II Year - IV Semester End Practical Examinations (Regular / Supplementary) & (Honor & Minor Degree)** will be conducted from **13.04.2026 to 18.04.2026**. All HODs are requested to prepare the detailed schedule and conduct the practical examinations in accordance with the rubrics prescribed by the department. Further, the HODs are instructed to inform the concerned examiners to submit the required practical examination particulars to the Examination Section on or before **21.04.2026**.

Instructions to the Examiners:

1. Examiners are instructed to conduct the examinations in accordance with the prescribed academic regulations.
2. For computing-related practical exams, a maximum of **30 candidates** per batch are permitted per session. For other core-related practical exam, a maximum of **15-20 candidates** per batch are permitted per session.
3. Three sessions per day are scheduled as follows: **Batch I: 9:00 AM to 12:00 Noon, Batch II: 11:30 AM to 2:30 PM & Batch III: 2:00 PM to 5:00 PM**
4. If necessary, exams may also be conducted on Sundays/Holidays. In such cases, prior intimation to be given to the Exam Section for necessary arrangements.

In Cloth Cover:

1. Evaluated Answer Scripts (verified and signed by both examiners)
2. External Lab Attendance Sheet (signed by both examiners)
3. Practical Exam Questions – Consolidated (signed by both examiners)
4. Viva-Voce Questions (signed by both examiners)
5. Copy of the Practical Examination Schedule (batch-wise/section-wise)

In Envelope Cover:

1. D-Form
2. Award List – Detailed External Evaluation for Practicals
3. External Lab Award List – Consolidated (Yellow Sheet)

In Department Examination File (for Academic Audit):

1. Academic Calendar
2. Circulars/Notifications for Internal & External Practical Examinations
3. Appointment Orders of Examiners – Internal & External Practical Exams
4. Sample Lab Records, DTI Project Report and Lab Attainment Course File


Controller of Examinations


Principal

Copy to:

1. The Chief Executive
2. Copy to all HODs, Circulation among faculty members and to the Department File