

EXAMINATION BRANCH, OSMANIA UNIVERSITY  
HYDERABAD - 500 007



*(A University with Potential for Excellence)*

No. 050/UG/YWS/Exams/2017

Dt: 15-02-2017

**C I R C U L A R**

All the U.G (YWS) College Principals are hereby informed that the following details are to be noted for smooth conduct of Practical examinations of II, III Year (Regular & Backlog) & I year only backlog students of UG courses offering under year wise scheme for the Annual Examinations 2017.

1. Examination duty is mandatory for all appointed examiners. So all the Principals are requested to relieve them to report the allotted colleges, otherwise necessary action will be initiated.
2. Disciplinary action will also be initiated against the examiners in case of not reporting to the duty as per schedule.
3. All the principals are requested to take the consent from the appointed external examiners for your college for each subject by informing the dates of examinations and timings well in advance. Appoint co-examiner (internal examiner) well in advance and also display the practical exam time table in the college notice board for the students well in advance.
4. During the practical examination the squad / Chairman BoS will visit the centre to monitor for smooth conduct of practical examinations.
5. Principals are not authorized to appoint or change the examiners for practical examinations without consent from the concerned Chair-Person, Board of studies. In case if the allotted examiners are not turning up inform to the concerned Chair-Person BoS well in advance, for re-allotment of examiners. If any other problem in conducting examination, inform to the Additional Controller, Confidential Section.
6. Without consent of Chairperson BoS appointing external examiners and conducting the Practical examinations is not entertained in any case. Such examinations will be cancelled.
7. **Instruct both the Internal and external Examiners for careful entry for the award of Practical exam marks online immediately after completion** and instruct them (both) to sign on the report of marks submitted.
8. Practical Examination time table may be prepared with the discretion of Principal during schedule of practical Examination (i.e., A- Group 16-02-2017 to 27-02-2017 & B- Group 02-03-2017 to 10-03-2017).

Sd/-  
Controller of Examinations