

EXAMINATION BRANCH, OSMANIA UNIVERSITY  
HYDERABAD - 500 007



(A University with Potential for Excellence)

No. 040/UG/CBCS/Sem/Exams/2016

Date: 22-11-2016

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

All the U.G (CBCS) College Principals are hereby informed that the following details are to be noted for smooth conduct of Practical examinations for UG courses offering under CBCS Semester system for the academic year 2016-2017:

1. Practical examination duration is 2 (two) hours and maximum marks is 25 for all UG practical courses.
2. Practical examination will be conducted by internal examiner appointed by the Principal of the concerned college; remuneration will be paid as per University norms.
3. In view of technical issues, practical marks to be uploaded without Nominal Roll also, the same may be updated online in due course.
4. Practical marks should be entered in the given excel format (award list), which can be downloaded from OU website: (College Logins).

**Example:**

College Code	Course Code	Name of Subject	Sl. No.	Name of the Student	Marks Obtained	H.T.No.
1010	401	IT	101	S. Anand	15	
1010	401	IT	102	V. Kumar	20	
1010	401	IT	103	Md. Ahmed	12	
1010	401	IT	104	P. Satheesh	22	
1010	401	IT	105	L. Rakhi	AB	
1010	401	IT	106	N. Laxmi	18	
1010	401	IT	107	M. Radha	22	

5. Absent should be marked as “AB” in the marks column and no field should be left empty, except hall ticket number; after entering all the fields, excel file should be saved with name shown as under:

College code \_ Course name \_ Course code \_ Subject name:  
“1010\_BCom\_401\_Informationtechnology”

6. The above file should be saved and the same to be send to the following email ID on the same day:  
email ID: **ugcbcspracticals@gmail.com**
7. Change of groups and course not allowed as per DOST website data.
8. Principals will be held responsible for any mistakes in entries made in the practical award lists.
9. The information provided by the colleges is subject to final approval of DOST and Director, Academic Audit cell, Osmania University, Hyderabad.
10. After allotting student Hall Ticket Numbers, you are requested to enter hall ticket numbers against the student name. Finally, soft copy of excel sheet should be send to above email address and hard copy of practical award lists should also be submitted to the Examination branch in due course.

**Sd/-**  
**Controller of Examinations**