



No. KU/UG.EX/PRACT.EX/2023-24/121

Date: 18-01-2024

To

All the Principals of affiliated/constituent colleges
offering UG degree Programmes of Kodagu University.

Sir/Madam,

Sub: First Semester (Fresher's) examinations of B.A./B.Sc./B.Com./BCA degree examinations
(NEP 2020) of January/February 2024 - Conduct of Practical examinations - reg.

Ref: No. KU/UG.EX/PRACT.EX/2023-24/120, Dated: 18-01-2024

With reference to the above, I am directed to inform that Practical Examinations of First Semester (Fresher's) examinations of B.A./B.Sc./B.Com./B.B.A/BCA degree programmes (NEP 2020) may be arranged at any time from 16.02.2023 to 29.02.2024. Practical Co-ordinated are appointed (list enclosed) in this regard for coordinating all the processes related to Practical Examinations for the smooth conduct of the exams.

1. Instructions to Practical Co-ordinators:

- Practical Co-ordinators shall communicate with the various Principals and obtain the time-table and the names of the staff members on the rolls of the college, qualified for appointment as examiners for practical examination in the subject.
- Practical time-tables shall be approved after necessary scrutiny and the same may be communicated to the respective Principals.
- Only qualified examiners as per the 2023-24 approved gradation list may be appointed for conducting the practical examination at various centres. Under no circumstances, examiners other than those in the Gradation List are to be appointed.
- There shall be two examiners for the practical examinations, one Internal and one External. The External Examiner shall be preferably from a college of the same town or a nearby place. If no qualified internal examiner is available, two external examiners may be appointed. Practical Examination should not be conducted with only two internal examiners.
- The examiners for practical have to be selected only from the Gradation list which is being supplied to you. g. After obtaining the provisional time table which would also give an idea of the total number of batches in various centres, the work may be assigned to the examiners in such a manner that the examiners get more or less equal remuneration (not applicable to UGC

Scale holders). To facilitate this equitable distribution, the time-table has to be got from the colleges, at least ten days earlier to the commencement of practical examination.

- f. The practical co-ordinators are strictly instructed abide by the rules and regulations of practical examination.

2. Instructions to the Examiners and Chief Superintendent

- a. The Practical marks shall be entered in UUCMS online confidentially on the same day using External/Internal Examiner's UUCMS login. After entering the marks the computer printout must be duly signed by both the internal and external examiners and put in the sealed cover and handed over to the Chief Superintendent.
- b. The marks are to be entered both in figures and words. Whenever the marks are in single digit a zero should precede the number to avoid any interpolation.
- c. The award of marks to the practical class record should not be recorded on the practical class record books of the candidates. The register making the entries of the class record marks duly signed by both the examiners is to be maintained in the respective colleges. The record marks are not be divulged to the candidates. The examiners may also be instructed to be more objective in the valuation of records.
- d. As per regulations of Examination, candidates shall not be admitted to the practical examination unless he/she produces the practical class record book duly certified by Head of the Department in the subject concerned at his/her first appearance. The concerned examiners will be held responsible for the violation of this provision.
- e. However, for the subsequent appearance, the submission of practical class record need not be insisted upon. But the Examiner concerned shall make a note in the mark list that the candidate's marks are held in the University.
- f. The answerscripts of practical examination may also be handed over to the Chief Superintendent, and the answer scripts should be sent to the Registrar (Evaluation).
- g. The Workdone statement in respect of Practical Examinations held in various subjects are to be prepared by the Chief Superintendent and they should send the same to the concerned Chairman/Co-ordinator/HoD for her/his counter signature and for onward transmission to the Registrar (Evaluation). However, one copy of the same may be sent in advance to the Registrar (Evaluation).
- h. The claim for T.A./ D.A, in connection with the practical examination may be sent directly to *the Registrar (Evaluation), Kodagu University, Kaveri Campus, Chikka Aluvara, Thorenoor Post, Kushalnagar Taluk, Kodagu*, along with the Attendance Certificate of Chief Superintendent of the College.
- i. The details of the Practical Examination, remuneration claim by the Examiner must include the date, the time, the number of candidates assigned, the number of candidates examined and the remuneration claimed for each batch. The remuneration bill of all practical examinations has to be sent directly to the Registrar (Evaluation) by the concerned examiner.

3. Contingent amount for co-ordinating Practical Examinations.

Co-ordinator /Chairman/HoD may claim bill on expenses towards obtaining the assistance of Clerk/Attender/Peon and also for purchasing of stationery and other requirements in connection with the arrangement of practical examination. This claim has to be made based on the number of candidates appeared, for the practical examination.

To be claimed by the Co-ordinator/Chairman to meet the expenses on clerical and menial staff purchase of stationery etc. Postage will be reimbursed separately on production of postal receipts etc.	1) Telephone charges: Maximum of Rs. 750.00 for boards of Computer Science and for other boards Rs.500.00, be subject to production of self-certified statement of calls made. 2) Contingent expenses: Claim of Rs. 1.25 per candidate subject to Min. Rs, 150.00; Max. Rs. 500.00.
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Note:

1. The relevant instructions given above may kindly be brought to the notice of the examiners appointed for practical examinations.

2. For the attention of the Principals:

a) Principals are requested to send the provisional time-table and names of staff members working at present in the concerned subject whose names are included in the Gradation list of examiners to the respective co-ordinators under copy to this office so as to reach them on or before **2.02.2024**

b) Further, the Principals are also requested to circulate the relevant instructions given above to the examiners at the time of the Practical Examination at their centre.


Registrar (Evaluation)
ಕುಲಸಚಿವರು (ಮೌಲ್ಯಮಾಪನ)
ಕೊಡಗು ವಿಶ್ವವಿದ್ಯಾಲಯ
ಚಿಕ್ಕ ಅಕುಮಾರ-571232
ಉಪಾಲಯಕ ತಾ, ಕೊಡಗು, ಕರ್ನಾಟಕ

Copy to:

1. The Practical Co-ordinators of various Practical subjects, through the Principals.
2. The Finance Officer, Kodagu University, Kodagu.
3. P.S to Vice Chancellor, Kodagu University, Kodagu.
4. The Registrar (Evaluation), Mangalore University, Mangalagangothri.
5. The Co-ordinator, UG Degree Examinations, Kodagu University, Kodagu.

ಕೊಡಗು



ವಿಶ್ವವಿದ್ಯಾಲಯ

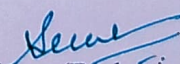
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UNIVERSITY

**PRACTICAL CO-ORDINATORS FOR UG DEGREE PROGRAMME (NEP 2020)
PRACTICAL EXAMINATIONS OF JANUARY/FEBRUARY 2024**

Sl.No.	Subject/Course	Name of the Practical Co-ordinator and Address
1	Physics	Dr. Nagaraja K.P Professor of Physics FMKM Cariappa College, Madikeri.
2	Chemistry	Dr. J.G Manjunatha Assistant Professor of Chemistry FMKM Cariappa College, Madikeri.
3	Mathematics	Dr. Rajendra R Assistant Professor of Mathematics F.M.K.M.Cariappa College, Madikeri
4	Computer Science/Applications	Ms. Prabhavathi M Assistant Professor of Computer Science FMKM Cariappa College, Madikeri
5	Botany	Dr Soumya K Assistant Professor of Microbiology F.M.K.M.Cariappa College, Madikeri
6	Zoology	Dr Krishna M P Professor of Zoology F.M.K.M.Cariappa College, Madikeri
7	Microbiology	Dr. Geethanjali P A Assistant Professor of Microbiology F.M.K.M.Cariappa College, Madikeri
8	Journalism	Dr. Nayana K S Associate Professor of English FMKM Cariappa College, Madikeri.
9	Geography	Dr Krishna M P Professor of Zoology F.M.K.M.Cariappa College, Madikeri


Registrar (Evaluation)

ಕುಲಸಚಿವರು (ಮೌಲ್ಯಮಾಪನ)

ಕೊಡಗು ವಿಶ್ವವಿದ್ಯಾಲಯ

ಚಿಕ್ಕ ಅರಸೀಕೆರೆ-571232

ಕುಲಸಚಿವರ ಕಛೇರಿ, ಕೊಡಗು, ಕರ್ನಾಟಕ



LIST OF COLLEGES OFFERING UG DEGREE PROGRAMMES (NEP 2020) WITH PRACTICAL COURSES

SlNo	Name of the College	Programmes/Courses with practical
1	Field Marshal K M Cariappa College, Madikeri	B.Sc : Physics, Chemistry, Mathematics, Computer Science, Botany, Zoology, Microbiology BCA/B.Com: Computer Applications B.A: Journalism, Geography
2	Govt. First Grade College Kushalnagar.	BCA: Computer Applications
3	Anugraha First Grade College Kushalnagar.	BCA: Computer Applications
4	MGM Degree College Kushalnagar	BCA: Computer Applications
5	St. Joseph's Degree College Somwarpet	BCA: Computer Applications
6	First Grade College Murnad	B.Com: Computer Applications
7	Markaz Halima Al Kindi Degree College, Kottamudi	BCA: Computer Applications B.Sc: Physics, Chemistry, Mathematics
8	Cauvery College, Gonikoppal	B.Sc : Physics, Chemistry, Mathematics, Computer Science, Botany, Zoology BCA: Computer Applications
9	St. Anne's Degree College Virajpet.	B.Sc: Chemistry, Mathematics BCA: Computer Applications


Registrar (Evaluation)

ಕುಲಸಚಿವರು (ಮೌಲ್ಯಮಾಪನ)

ಕೊಡಗು ವಿಶ್ವವಿದ್ಯಾಲಯ

ಚಿಕ್ಕ ಅಳವಾರ-571232

ಕುಶಾಲನಗರ ತಾ, ಕೊಡಗು, ಕರ್ನಾಟಕ