



# FRANCIS XAVIER ENGINEERING COLLEGE

(Autonomous)

Accredited by NBA | DST-FIST Supported | ISO Certified Institution | Approved by AICTE and Affiliated to Anna University  
ISO 9001 : 2008 Certified Institution | Recognized under Section 2(f) & 12(B) of the UGC Act, 1956

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## Office of the Controller of Examinations

**FXEC/ COE/ ES PRACT ORDER - NOV 2022 /HIGHER SEM/UG & PG/ NOV 02/ 2022-2023**

**Dated: 24.11.2022**

### Circular

**Sir/Madam,**

Sub: Appointment of External Examiners for Practical (Project based Learning) / Project Viva-voce NOV/DEC-2022 Examinations. - Higher Semester of UG/ PG students and passout batch arrear students - Reg

The Appointment of External Examiners for Practical (Project based Learning) / Project Viva-voce NOV/DEC-2022 Examinations for Higher Semester of UG/ PG students and passout batch arrear students has been attached.

The following instructions should be follows during the Offline mode Examinations of Practical Courses- Nov/Dec 2022 for Higher Semester of UG and PG:

1. Practical slots have to be prepared by each department in the prescribed format, get approval from professor academics and display the slots in the department Notice Board.
2. The marks have to be verified by the HoDs and the internal examiners have to ensure a Gaussian distribution for awarding the marks (A Bell shape).
3. HoD should ensure the hundred percent attendances.
4. Students involved in any malpractice, have to be booked and that case should be brought to the notice of the CoE.
5. Students must follow the COVID-19 precaution protocol.
6. Students must follow the dress code.
7. Students are instructed to adhere the schedule of lab slot.
8. Should not overlap the session.
9. HoD asked to send the Practical/Project slot to students' official mail ID and group.
10. Students should complete the Project Report before entering the project exam.

11. End Sem Practical Examinations Claim form, Covers, Attendance sheet and token to be collected on 25.11.2022, 10.00 am.

12. Documents to be maintained in the Department during the End Sem Practical Exam:

- End Sem Practical Examination Question Paper (Higher order thinking questions only) from CoE section
- Signed Practical Slot
- Answer sheet
- Mark split up
- Attendance sheet
- Hard Copy of practical proforma

HoDs are asked to instruct the internal Examiners in the above mentioned details

  
**CONTROLLER OF EXAMINATIONS**

