

MANGALORE UNIVERSITY

Accredited by NAAC with 'A' Grade

No. MU/EXB/CR.07/2020-21/E.12

Office of the
Registrar (Evaluation)
Mangalagangothri-574 199.
Date: 28.01.2021.

To:

Mrs. Dhanya C. Menon
Asst. Professor
Sarosh Institute of Hotel Admn.
Kodakal, N.H. 17, Kannur
Mangalore-575007

Sir,

Sub: B.H.M. VII Semester And B.Sc.(H.S.) V Semester Degree
Examinations of March 2021 - Conduct of Practical
Examinations - reg.

With reference to the above, I am directed to state that you are appointed as the Co-ordinator for conducting B.H.M./B.Sc.(H.S.) degree Practical Examinations of March 2021.

In this connection, I request you to communicate with various Principals and obtain the time-table and the names of the staff members on the rolls of the colleges, qualified for appointment as examiners for practical examination in the subject. Kindly approve the same after necessary scrutiny and communicate the same to the respective Principals.

You are also requested to appoint only *qualified examiners found in the approved gradation list of 2019* for conducting the practical examinations in various subjects.

The following instructions may kindly be followed :

1. Practical Examinations may be arranged at any time during 15.02.2021 to 01.03.2021 and a compliance report be sent to the University soon after the completion of the examination.
2. There shall be two examiners for the practical examination 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.
3. The examiners for practicals have to be selected only from the Gradation List. If found necessary, the examiners having 3 or more years of teaching experience may be appointed with the prior approval of the Registrar (Evaluation), and a final list be sent to the University at the end of the examination for references.
4. 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 quantum of work. To facilitate this equitable distribution, the time-table has to be got from the colleges, positively by 12.02.2021.

5. The following instructions may kindly be given to the Examiner/Chief Superintendent.
- a. The practical marks shall be entered online confidentially on the same day by both the examiners. After entering the marks, the computer print out must be duly signed by both the internal & external examiners, put in the sealed cover & handed over to the chief Superintendent.
 - b. The unique user ID which was assigned during previous theory examination will be considered for the present practical examination also and the Password(OTP) will be sent to the registered Mobile No. on the day of exam. If not registered, the examiners shall be informed to enroll to the registration process through the Practical Co-ordinator.
 - c. The answer scripts of practical examination may also be handed over to the chief superintendent, and it should be sent to the Registrar (Evaluation) only after announcement of results. The candidates whose names are found in the admission approval list/candidate list be allowed for the practical examination.
 - d. The award of marks to the practical class record should not be recorded on the practical class record books of the candidates. The register of class record marks duly signed by both the examiners is to be maintained in the respective colleges and the record marks shall not to be divulged to the candidates. The examiners may also be instructed to be more objective in the valuation of records.
 - e. As per Regulations 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. It has come to the notice of the Registrar (Evaluation) that some examiners have permitted the candidates to take practical examination without practical class record. The examiner will be solely responsible for the violation of this provision.
 - f. For the subsequent appearance, the practical class record marks shall also be entered in the practical mark list.
 - g. The Claim of T.A/D.A in connection with the practical examination may be sent directly to the Registrar (Evaluation), Mangalore University, Mangalagangothri, D.K. - 574 199 along with the Attendance Certificate of Chief-Superintendent of the College.
 - h. The work done statement in respect of Practical Examinations held in the various centres are to be prepared by the Chief Superintendent and they should send the same to the concerned Chairman/Co-ordinator for his countersignature and for onward transmission to the Registrar (Evaluation). However, one copy of the same may be sent in advance to the Registrar (Evaluation).
 - i. The details of the Practical Examination and remuneration claim by the Examiners in case of NON-UGC/AICTE scale holders shall 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 examination have to be sent directly to the Registrar (Evaluation) by the concerned examiner.

6. A contingent expenditure of Rs.1.25 paise per candidate actually taking the practical examination subject to a minimum of Rs. 150/- and maximum of Rs. 500/- is payable to the Chairman/Co-ordinator 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.
7. Contingent amount for Co-ordinating the Practical 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 Rs. 500.00 sub. to self certified statement of calls made.
- 2) Rs. 1.25 Paise per candidate.
- 3) Min. Rs. 150.00 Max. Rs. 500.00

Yours faithfully,


REGISTRAR (EVALUATION)
REG ✓

Copy to:

The Principals of following affiliated colleges offering B.H.M./B.Sc.(H.S.) degree course with the following instructions.

- a) Principals are requested to send the provisional time-table and names of staff members working at present in the concerned subject and whose names are included in the approved list of examiners/name of teachers having 3 or more years of teaching experience to the Co-ordinator under copy to this office so as to reach him on or before 12.02.2021. Principals are also requested to send the service certificates of the teachers whose names are not included in the gradation list to the coordinator clearly mentioning their qualification, subject, year of passing and the No. of years of teaching experience while suggesting their names as examiners.
 - b) Further, the principals are also requested to circulate the relevant instructions given above to the examiners at the time of the Practical examinations at their centre.
 - c) Practical examinations may be arranged during 15.02.2021 to 01.03.2021.
1. The Principal, Moti Mahal College, Falnir, Mangalore.-575002.
 2. The Principal, Sri Devi College of Hotel Management, Ballalbagh, Mangalore-575003.
 3. The Principal, Srinivas College of Hotel Management, Pandeshwara, Mangalore-575001.
 4. The Principal, Sarosh Institute of Hotel Administration, Kodakkal, Kannur Post, Mangalore-575007.
 5. The Principal, Udupi Institute of Hotel and Tourism Science, KHB Colony, Ananthanagar, Shivalli, Manipal-576104
 6. The Principal, Karavali College, Near Kottara Chowki Junction, NH-17, Kukur, Mangalore-575013.
 7. The Principal, Alva's College, Moodabidri-574227
 8. The Principal, Vijayalaxmi Institute of Hospitality Science, Pandeshwar, Mangalore-575001.
 9. The Principal, Laxmi Memorial College of Hotel Mgt., P.V.S. Kalakunj Road, Kodialbail, Mangalore-575003
 10. The Principal, Coorg Institute of Hosp.Sc., General Thimmaiah Circle, Madikeri-571201
 11. The Principal, Pana Institute of U. G Studies, Kolambe, Bajpe, Mangalore-574142
 12. The Principal, Meredian College, Someshwara Road, Ullala-575020
 13. The Principal, Mangalore Academy of Prof. Studies(MAPS), Chinmaya Lane, Kadri Road, Mangalore-575003.
 14. The Principal, Vidyalaxmi Group of Institution, Madhuvana Comm. Complex, Brahmavar-576213

