



J. C. Bose University of Science & Technology YMCAs Faridabad

(formerly YMCA University of Science & Technology)

Sector 6, Faridabad (HARYANA) – 121006

A State Govt. University established vide State Legislature Act 21 of 2009



Ref. COE/Conduct/Notice/July-2022/329

Dated: - 16.06.2022

Subject: - Evaluation of Project work / Viva-Voce for B. Tech 8th & MCA 4th / 6th Final semester students July-2022 & filling of Internal & External Awards on the web-portal (for Affiliated Institution's only)

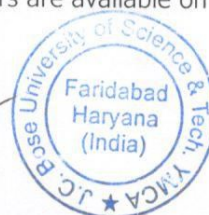
All the Students of B. Tech 8th Semester and MCA 4th / 6th (final) Semester are required to submit their project reports (as per given format) in their respective Institute by 10.07.2022. There will be a presentation before the departmental committee for evaluation of the report. The presentation schedule will be issued by the concern Institute. The final Evaluation/Viva-Voce of project report will be carried out from 16.07.2022 to 22.07.2022. The web-portal will be enabled / opened for filling of Internal and External awards (Theory & Practical Subjects) from **15.07.2022 to 25.07.2022. External examiner for final semester viva-voce will be invited by the Director/Principal from UTDs of JCBUSTYMCA (only).**

All affiliated Institutions are required to submit **all attendance sheets, award sheets & Remuneration Bills to the Examination Branch of the University by 26.07.2022 with signature & stamp of Head of Institution.** This may kindly be treated as most urgent for early declaration of result for final semester passing out students.

Important Notes:-

- I. Students must deposit the following documents with final project reports failing which their result will be withheld.
 - a) Internship / Training offer letter issued by the Industry / Department
 - b) Assessment letter from mentor
 - c) Internship / Training Completion Certificate issued by the Industry / Department
 - d) Training report file with candidate declaration (two copies)
- II. All Examiners are requested to check/verify the students Admit card for Practical Exam issued by the University before starting of Exam.
- III. Payment of remuneration for External and Internal examiners is to be made by the University after receiving the bills through DBT in examiners account. UTD's / Institutes are requested to submit signed copies of Remuneration bills to the University attested by the Head of Institution / UTD.
- IV. The practical examinations of Re-appear students shall be conducted in their respective Institution / UTDs.
- V. Practical examinations can be conducted by the Institution on any Saturday / Sunday **(No double remuneration is allowed in case of Practical Examination is conducted on holidays).**
- VI. While submitting traveling bills (if any) the practical examiner must be required to clearly mention their full name, designation of parental Institution, FPL, name of practical exam and semester and enclose a attendance letter issued by the Chairperson / Head of Institution where practical exam was conducted. **Traveling allowance (by own Car/taxi) will be payable to external examiner (only) within the 100 kms from the University/Institute or actual fare of public transport (train/bus etc.), if destination is above 100 kms from the University/Institute after providing the copies of tickets.**
- VII. Attendance sheets & award lists can be down loaded from your login on the portal www.jcboseustymca.co.in. Director-Principal of Affiliated Institutions / Chairperson of UTDs is requested to ensure that admit cards are issued only to those students who fulfill the eligibility criteria to appear in examinations and have filled their examination form.
- VIII. External examiners will fill the awards in hard form and same will be uploaded on the University portal by the internal examiners / Institution.
- IX. Rate of remuneration for external/internal examiners are available on the University web-site

Ashtavme
16/06/2022



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16.06.22

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{Page-02}

X. Hard Copy of the following is to be submitted to COE office up to **26.07.2022** in two separate envelopes as:

A) Attendance chart / Hard copy of awards (duly signed by the Head of Institute) & Summary sheet in the format

Please make the following detail/bill for external & internal examiners (separately).

Sr. No.	Course Name	Subject name & Code	Date of practical exam.	Name of External examiner with address	No. of students allotted / examined	@ Rate of Rs./- per candidate	Remuneration amount of external examiner	Bank A/c No & IFSC Code (External)
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Sr. No.	Course Name	Subject name & Code	Date of practical exam.	Name of Internal examiner with address	No. of students allotted / examined	@ Rate of Rs./- per candidate	Remuneration amount of Internal examiner	Bank A/c No & IFSC Code (External)
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Head of the Institute / Chairperson UTD
(With Stamp)

- b) Remuneration bills as per University format
- c) Please note TA by own vehicle has to be paid only when claimant submits copy of RC of the vehicle. (if any), **Journey if performed by own vehicle R.C. should be in the name of self or spouse only and self-attested R. C should be attached with TA Bill. (Shortest route for the journey will be considered.)**
- d) All the Performa should be filled in completely. Incomplete remuneration / TA or DA forms will be summarily rejected. All envelopes being submitted to this office should be super scribed with the contents of the envelope.
- e) Submit all the bills related to a particular practical exam collectively like remuneration of internal / external / technical / supporting and TA/DA in a single bunch duly attested by the Head of Institution / UTD.
- f) If journey performed by Taxi, a valid taxi bill duly verified by concerned employee/officer/expert need to be submitted and duly attested by the Chairperson / Head of concerned Department / Institute.
- g) Original tickets/toll receipts/boarding pass of journey performed through public transport or own vehicle needs to be submitted along with TA Bill.



[Signature]
Assistant Registrar (Exams),
for Controller of Examinations

- The Chairpersons / CBCS Coordinators UTDs
- The Director/Principal of affiliated Institutions / Academic In-Charge NITTTR Chandigarh

[Signature]
16/06/2022

Copy to

1. System analyst, to open the portal, accordingly
2. PA to the VC / Registrar for kind information