



**Noida Institute of Engineering & Technology, Greater Noida
(An Autonomous Institute)**

Ref : NIET/exam/2023/197

Date: 20/11/2023

GUIDELINES FOR EXTERNAL PRACTICAL EXAM

ODD SEMESTER - 2023-24

1. The External Practical Exam Schedule should be prepared Branch/Batch wise separately.
2. External Practical Exam is to be conducted in presence of External Examiner with not more than 60 students per day.
3. At the time of Conduction of Practical Exam atleast one Internal Examiner along with External Examiner should be present.
4. Attendance should be prepared in hard copy (as per given format) & marked (ABSENT) with red pen for absent students. The dually signed attendance sheet should be submitted by Internal & External Examiner to the Controller of Examination through HOD's /Deans.
5. Marks should be submitted to Examination cell through HOD's/Deans on the same day of completion of practical Exam.
6. Time Duration – 3 hrs per Batch.
7. HOD's / Dean's / Internal Examiner are requested to Make a Schedule of their subject/Lab for External Practical Exam and communicate to the student well in time.
8. Dean's / HOD's are requested to ensure the conduction of practical exam as per schedule.
9. Dean's / HOD's are requested to submit the remuneration bill of External and Internal examiner on the same day of completion of practical Exam.

Dr. Rajesh Kumar

Controller of Examination

NIET, Greater Noida