



# KERALA UNIVERSITY OF HEALTH SCIENCES

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## Instructions to the Chairperson of Practical and viva -voce Examinations of KUHS

1. A tentative budget for the conduct of the practical examination shall be prepared by the chairperson in the prescribed proforma and submitted to the Finance Officer with the countersignature of the Principal/Head of the Institution, sufficiently early, for the timely disbursement of advance funds (for regular examinations). The ready reckoner available on the University website shall be used for calculating remuneration, TA/HA etc. The budget proposal can also be submitted at the e-mail address: exam.finance@kuhs.ac.in. The advance amount will be credited to the account of the Principal/ Hol only.
2. Ensure to collect the sufficient number of practical answer books, covers and other stationery required for the examination from the Principal/Hol, well in advance.
3. During the examination ensure that the candidates are filling the required entries on the facing sheet of the practical answer book/s allotted to them.
4. Ensure that the component-wise statement of marks as per the course guidelines for both the practical and Viva-voce is prepared by the examiners. Component-wise statement of marks has to be made in the format supplied by the University (KUHS) bearing its emblem.
5. For the Practical examination One component means one task given to the candidate. For example (1) Long case (2) Short case (3) OSCE (4) OSPE (5) Thesis viva etc.
6. For the viva-voce examination one component is that part of the viva-voce examination conducted by one examiner. Thus the total maximum marks for the viva-voce block shall be divided by the number of examiners and each examiner shall award marks accordingly. For example, if the maximum mark for the viva-voce block is 40 (Forty) and if there are four examiners, each examiner will award marks for each candidate out of Ten (10) only, so that on adding up the marks awarded to the candidate by all the four examiners the grand total will be out of 40 (forty). If on the other hand, the total mark for the viva-voce block is a small number like ten (10) each of the four examiners can award marks separately out of a maximum of ten for each candidate and the final score of a candidate will be calculated as the average of all the four marks awarded to the candidate by each of the four examiners.
7. If there are decimals for the marks awarded for a component (either in practical block or viva-voce block) do not round it to a whole number at the component level instead, add up the component marks for that block and if the decimal point mark still exists it shall be rounded off to the nearest whole number.
8. Upload the total marks for the Practical Block and viva - voce block in the university portal for each candidate after making the entries in the space provided for the same in the answer book and also in the component statement of marks. (Upload as whole numbers only).
9. The Chairperson of the concerned practical examination shall be present during the online entry of marks of all examinations and also shall countersign the print-out of all such mark statements. The chairperson shall also countersign the component-wise statement of marks prepared together by the Internal and External Examiners.
10. Ensure that the total Mark of the practical examination awarded to the candidate is entered in both figures and words on the front sheet of the Practical answer book of the candidate and that they are signed by all the concerned Examiners. (The Convener of Practical Examinations in the subject concerned shall be contacted for any clarification regarding the mode of conduct of Practical Examinations).
11. Specific remarks on the cover sheet of the practical answer book of the candidate who fails to secure a pass mark is to be recorded by the concerned examiners in the space provided for the same, on the facing sheet of the practical answer books and also in the component-wise statement of marks. Ensure that all the examiners and chairperson have signed in all practical answer books as well as in the component-wise statement of marks indicating their names.





12. The duly signed Printout of the mark statement uploaded to the University portal and the attendance statement of each of these examinations shall be sent together to the Controller of Examinations on completion of the practical examinations of all subjects of the concerned examination.
13. The mark sheets of each subject shall be placed separately into yellow-coloured inner covers supplied by the University, superscribed with all the details of the examination concerned and sealed. All such yellow covers shall be placed together in the large pink cover supplied by the University and sealed.
14. Ensure that the answer books of all practical examinations are transferred to the Principal/Head of the Institution (examination centre) with due acknowledgement, for safe custody for a minimum period of one year by strictly maintaining the secrecy and sanctity of answer scripts. (The Principal/ Hol shall be informed that these answer scripts shall be shredded and disposed of by observing green protocol after one year if no litigations are reported in the meantime regarding the concerned examinations and that a register shall be maintained for the disposal of the answer books).
15. The Original downloaded mark statements along with the component-wise statement shall be forwarded to the Controller of Examinations and an authenticated true copy of all these shall be transferred in sealed covers to the Principal/Head of the Institution (examination centre) with due acknowledgement, for safe custody. (The Principal/Head of the Institution shall ensure that such sealed covers are not tampered with).
16. Remuneration to External Examiners for the conduct of practical examinations at the rates published by the University from time to time, shall be paid from the College, (with proper acknowledgement by filling in the acquittance form). The advance amount, if any, disbursed by the University shall be utilised for the same.
17. Ensure that the duly filled and signed remuneration and TA bill of the examiners of the practical examinations has been countersigned by the chairperson and submitted to the Finance Officer of KUHS immediately (**not later than one week**) on completion of the practical examinations. In the case of Postgraduate examinations for which accommodation charges at approved rates are permitted to be claimed, original accommodation bills in the name of the examiner (signed by the examiner and countersigned by chairperson) shall also be submitted along with the TA bills. In case of examinations for which air travel is permitted, copies of the to-and-fro air tickets with invoice and the boarding pass of the onward journey (all countersigned by the chairperson) shall be submitted along with the TA bill. In cases where travel by taxi is permitted, for claiming the taxi fare, the taxi trip sheet countersigned by the chairperson shall also be submitted along with the TA bill. It is mandatory to provide the bank details of the examiner including the account number, type of account, name of bank and the IFSC Code for claiming the TA bills. The duly filled acquittance of remuneration shall also be submitted by the chairperson along with the remuneration bills.
18. Care shall be taken to avoid lapses of any kind in the conduct of the examination to enable the University to publish the results on time.
19. Avoid doing examination-related duties in a hurry.

Controller of Examinations