

**Circular Regarding Practical/Viva Work Evaluation
&
Submission of CSE, IA, TW Marks online and hard copy**

Marwadi University (MU) has been decided that the practical work (along with viva-voce) will be evaluated along with the current practice of viva for all the subjects in which there is credits of **practical/tutorial** from the academic year 2017-18 onwards. The summary for Practical Work Evaluation as under:

Course	Semester	Practice for Practical & Viva	Remarks/Note
UG, PG & Diploma	All Semesters except Final Year	Practical & Viva Examination by Department Level in the last week of academic Term End	<ol style="list-style-type: none"> 1. Dept. has to decide External Examiner (within Inst.), prepare schedule and inform students. 2. Submit Print out of Marks after entry in work space "MU-Viva (practical via)". (handwritten, computer generated, attendance) with both examiners and HOD signatures 3. Above documents to be submit on last day of Academic Term.
UG, PG & Diploma	Final Year (last 2 Semesters)	With Final University Exam. Schedule will provided by Exam Section	<ol style="list-style-type: none"> 1. Dept. has to submit list of External Examiner (within Inst.), if examiners are from outside Inst. Prior permission from COE and Registrar office required. 2. Submit Print out of Marks (hand written, computer generated, and attendance) with both examiners signatures after completion of viva.

Submission of CSE, IA, TW Marks:

It is compulsory to submit **MU-CSE** (rubrics data will fetch by exam section), **MU-IA** (for subjects in which Mid exam not conducted by exam section) and **MU- TW marks [online in work space \(as per Teaching scheme\)](#)** in the last week of Academic Term end and submit below mentioned prints **by Department Coordinator in one file- compilation of all subjects on the last day of academic term in all course, all semesters:**

- Hand written marks + Report Print after marks entry (with signature of faculty + HOD)
- Attendance record copy

It is also required to keep one copy of above documents at department level.