



Guidelines for Practical Examiners/ Centre Superintendents during practical examination of AITT January 2019

1. The Practical Examiners will reach the allotted ITI half an hour before the commencement of Examination.
2. They will allow the trainees having valid NCVT MIS portal generated Hall Tickets.
3. They will ensure assignment of the jobs to each trainee as per the Question Papers received from DGT, New Delhi.
4. They will ensure non-interference of the staff and management during the examination.
5. They will continuously supervise the job done by the trainees.
6. They will take photos and 2 min. video clips of each trainee in their smart phone during the practical examination and submit later as per instruction of the Council. If they do not have Smart Phones, they may take assistance of the Principal of the institute.
7. The Principal will arrange for video recording of the practical examination and submit the CD at the Nodal Centre along with mark foils.
8. They will conduct the Viva-voce of each trainee within the stipulated time frame.
9. The Principal will prepare/submit offline attendance of the trainees in presence of the examiner.
10. They will evaluate the jobs and award marks in the mark foil (sample copy enclosed) and submit the sealed mark foils to the Centre Superintendent after affixing Signature on the sealed cover.
11. **In the mark foils the examiners must write the correct roll numbers neatly in sequential order i.e. in ascending order.**
12. The examiners will ensure that the jobs are sealed, signed on the top by the ITI Principal (Centre Supdt.) & by himself/herself and preserved for submission at the Nodal Centre along with the Mark Foils. **Necessary instructions for submission of practical jobs & mark foils at the Nodal Centres will be issued shortly.**
13. Deviation in the process or negligence of duty shall be treated as violation Examination Rules of AITT as well as SCTE&VT.
14. The Examiners may contact the Controller of Exam., SCTE&VT, Odisha or Dr. P. R. Hathy (Mob.7008943716) for any clarification/query relating to Practical Examination.

[Handwritten Signature]
18/1/19