

General guidelines of availing canteen facility for examiners of University Practical Examination

1. College will provide tea, coffee,snacks, cold drinks, Lunch for examiners of University Practical Examination through our college canteen.
2. College has collected data of the practical examination of all departments that includes, names of examiners, subject, class, etc .
3. Canteen personnel will carry a file having preprinted forms for all practical examinations of all departments along with food menu card and approved rates.
4. In the file mentioned above , seperate space is provided for each practical examination with preprinted names of examiners.
5. All internal examiners are required to fill the description of the item ordered in the format in the allotted space for the subject. A sample format is attached.
6. All details are to be filled and signed by the internal examiner only and canteen personnel is not expected to write anything on the form.
7. *Even though college is not inclined to put any limit/ restriction on the expenses, it is desirable to order items for examiners and reasonable number of guests who might be present or wish to accompany the external examiners.*