Delhi Technological University

(Formerly Delhi College of Engineering)
Shahbad Daulatpur, Bawana Road, Delhi-110042

F.No.(6)/DTU/Exam/Lab. Based Exam/5765/1093 Dated: 11.06.2026

NOTIFICATION

The competent authority has approved the Standard Operating Procedure (SOP) for the conduct of Practical/ Laboratory Examinations for all Undergraduate, Postgraduate and Doctoral Programme at Delhi Technological University (DTU).

Further, the SOP will be applicable from next Academic Year, and the SOPs shall be applicable to all academic batches admitted in Academic Year 2024-25 onward.

This issues with the approval of the competent authority

11/06/2026
(Dr. Nupur Srivastava)
Controller of Examination

F.No.(6)/DTU/Exam/Lab. Based Exam/5765/1093 Dated: 11.06.2026

Encl: :-

1. Standard Operating Procedure (SOP) for the conduct of Practical/ Laboratory Examinations for all Undergraduate, Postgraduate and Doctoral Programme at Delhi Technological University (DTU).

Copy to: -

1) PA to Vice Chancellor for information of the Hon'ble Vice Chancellor.
2) PA to Registrar, for kind information to Registrar, DTU.
3) Dean (Academic UG & PG)
4) All HODs of Academic Departments.
5) Guard File
6) Head, CC for uploading on the website

11/06/2026.
(Dr. Nupur Srivastava)
Controller of Examination

Notification No. FNo(6)/DTU/Exam/Lab. Based Exam/5765/10913, dt. 11.06.2026.

Standard Operating Procedure (SOP) for the Conduct of Practical / Laboratory Examinations at Delhi Technological University (DTU)

Applicability: All Undergraduate, Postgraduate and Doctoral Programmes

1. Introduction

Delhi Technological University (DTU) has long maintained rigorous standards for the conduct of External Practical Examinations to ensure the integrity of technical assessments. With the recent changes in the evaluation criteria of the Practical Sessional (PRS) component mandating assessment by an external examiner and assigning a 60% weightage to it, there arises a need to formalize and clarify these processes.

2. Purpose

This Standard Operating Procedure (SOP) is a comprehensive consolidation of the existing standard practices followed by the University to establish a uniform and transparent framework for the conduct and evaluation of Practical Examinations at Delhi Technological University, ensuring consistency, fairness, and academic integrity across all departments.

This SOP shall apply to all courses involving laboratory/practical components across undergraduate, postgraduate and doctoral programmes of the University.

3. Definitions

- **Internal Examiner:** Teaching faculty of the concerned department responsible for conducting the laboratory course.
- **External Examiner:** Expert nominated by the University to ensure objectivity and academic rigor.
- **Terminal Practical Evaluation:** Terminal assessment of students' hands-on competence, analytical ability, experimental understanding, and technical communication. It corresponds to either Practical Examination (PRE) component or 60% of Practical Sessional (PRS) component, as applicable.
- **Viva-Voce:** Structured oral examination to assess conceptual clarity and application

4. Objective and Scope

The SOP outlines the standardized procedures governing the Terminal Practical Evaluation applicable to the following courses:

(i) **Category A: Courses having both L and P components** (e.g., 3–0–2, 2–1–2, etc.) with course evaluation components as either (i) CWS (ii) PRS (iii) MTE (iv) ETE **or** (i) PRS and (ii) ETE.

Here, the terminal practical evaluation refers to culmination of continuous assessment of PRS/STS/CMS component evaluated by an external examiner for 60% of the Practical Sessional (PRS) component.

(ii) **Category B: Purely/Majorly Hands-on Laboratory Courses** (Courses with **major P component** under L–T–P scheme, e.g., 0–0–2, 1–0–4) with course evaluation components as (i) PRS (ii) PRE.

Here, the terminal practical evaluation refers to the Practical Examination (PRE) Component.

Note: The scope excludes the courses with 60% PRE Component like B.Tech Project I, B.Tech Project II, Minor Project, Major Project, Dissertation, Capstone Project, Jury etc. as guidelines for these have been detailed in the scheme of teaching and examinations.

5. Assessment Rubrics with weightage

This SOP provides a uniform framework for effective assessment of hands-on skills, ensuring that practical skills are validated with transparency, objectivity, and professional rigour.

Thus, to ensure a comprehensive assessment of student performance, the evaluation must be based on the following mandatory components:

S. No.	Component	Description	Weightage
(i)	Practical Performance / Skill Assessment Task	Execution of assigned experiment(s) / task	40%
(ii)	Answer Book of Practical Performance / Quality of Outcome & Results	Observation, calculations, plots, inference, task completeness, accuracy, and adherence to requirements	30%
(iii)	Viva-Voce (Oral Examination)	Conceptual understanding, interpretation, communication of findings / explanation of task	30%

6. Benchmarking of External examiners

(i). External Examiners should be external to DTU, having a minimum of 3 years of teaching or research experience post Ph.D. / PG. They should be invited from institutions of repute (e.g., IITs, NITs, SPA, Central/State Universities with minimum NAAC 'A' accreditation /programs with NBA accreditation or recognized R&D laboratories (DRDO, CSIR, ISRO etc.).

(ii). Distinguished industry experts in related fields with a proven track record can also be invited as external examiners provided, they have a minimum of 10 of years of relevant industry experience post UG.

(iii). In the interest of operational efficiency and adherence to the academic schedule and to minimize time delays, they may preferably be selected from within the Shatabdi range.

(iv). The viva-voce evaluation component has to be compulsorily evaluated, awarded and endorsed by the external examiner.

(v). They will be entitled for remuneration as per University norms.

7. Process of appointment of external examiners

(i). The pool of external examiners for each of relevant courses will be approved by the concerned BOS. Thereafter, the examiner will be appointed by the concerned HOD.

(ii). The letter of invitation to the external examiner signed by the HOD, along with the other details, must reach the respective examiner at least 5 days prior to the scheduled exam.

(iii). The list of appointed examiners must be intimated to the COE with a copy to Dean. The intimation will be in the form of a consolidated, semester wise, list containing all such courses of the respective department along with the names of the external examiners (including their affiliation and designation) and corresponding internal examiners.

(iv). An **external examiner once appointed, cannot be re-appointed for the same course for the succeeding academic year.**

8. Procedure of Conduct

(i). The minimum duration of the terminal practical evaluation will be 2 hours per group. The group size must be equal to the class group size or must have maximum of 20 students, as applicable.

(ii). It will include all the evaluation components as detailed in the assessment rubrics with mandatory practical performance / experimental task wherever applicable.

(iii). The following records must be documented and retained by the department, for record:

(a). Attendance Sheet along with the name and signatures of internal and external examiners.

(b). The award sheet for Terminal practical Evaluation including marks awarded as per assessment rubrics along with the name and signatures of internal and external examiners. (Note: For category A Courses it corresponds to 60% of the Practical Sessional (PRS) component and for category B courses it corresponds to the Practical Examination (PRE) component.)

The award sheet for terminal practical evaluation, in original, has to be submitted to examination branch through HOD and a copy has to be retained in the respective department.

9. Key Considerations

(i) A Laboratory Readiness Checklist shall be prepared and duly verified as complete by the Laboratory In-charge at least 48 hours prior to the commencement of the examination

(ii) On the day of the examination, the internal examiner must brief the external examiner about the batch size, course objective, time allotted, assessment rubrics and other details. Thereafter, conduct and viva methodology may be decided by the external examiner.

(iii) All students, for a specific course, must be assessed using a uniform criterion.

(iv) No procedural deviations shall be permitted. Any exception must be formally documented and approved in writing by the Head of Department.

10. Compliance and Monitoring

All the departments shall ensure strict adherence to this SOP. The HODs must ensure that these examinations are conducted effectively and impartially. Laboratory In-charge shall ensure the availability of updated laboratory manuals and logistical readiness of laboratories during the conduct of laboratory classes. Laboratory readiness prior to examination shall also be verified by the Lab In-Charge.

Respective course instructor responsible for conduct of practical/laboratory classes shall ensure that student laboratory records are systematically maintained and regularly evaluated.

Students shall ensure timely submission of laboratory records and assignments. Students shall adhere to examination guidelines, discipline, and academic integrity.

Any violation of this SOP may invite disciplinary action as deemed appropriate by the competent authority.

11. Conclusion

This SOP provides a standardized and accountable framework for conducting Terminal Practical Examinations at Delhi Technological University. Its effective implementation will ensure uniformity in evaluation, academic integrity, and enhanced credibility of assessment processes.

Annexures

(a). Terminal Practical Evaluation Award Sheet

Annexure

Delhi Technological University

Terminal Practical Award Sheet

Semester:
Course Code:
Course Name:

Exam Month/Year:
Program:

S.No.	Roll No.	Name	Component 1	Component 2	Component 3	Total	Converted Total
			MM:	MM:	MM:	MM:	MM:
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
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21							
22							
23							
24							
25							

Component 1 : Practical Performance / Skill Assesment Task (40%), **Component 2** : Answer Book of Practical Performance/ Quality of Outcome & Results (30%), **Component 3** : Viva-Voce (Oral Examination) (30%), **MM** : Maximum Marks

Note: The maximum marks for each component may be decided as per the weightage. The converted total reflects the actual maximum marks allotted to Terminal Practical Evaluation.

Signature of Faculty/Internal Examiner:
Name :
Contact No :

Signature of External Examiner:
Name :
Contact No :

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