

University of Mumbai



FIRST HALF 2017

Guidelines for External Examiners (Jury members) for viva-voce examinations

B. Arch. and B.Arch. (Interior Design) Examinations First Half 2017.

External viva-voce examinations for Third year, Fourth year, and Final year B. Arch, B.Arch(Sem-VI , VIII & X)(CBSGS) and B. Arch (Interior Design) programs will be conducted . -

1. The names and details of external examiners who will attend viva-voce examinations for B. Arch. and B. Arch (Interior Design) courses for specific subjects from each college shall be sent by the principals of the respective colleges to the Controller of Examinations.
2. The principals of the respective colleges should ensure that the above examiners keep themselves free to conduct juries in other colleges in the period mentioned above, and shall be accountable for their absence from their duties. They should also ensure that each examiner who teaches in their own colleges attends at least 3 to 5 juries of their respective subjects in other colleges. Examiners may attend more juries, if possible.
3. The List of all approved external examiners for viva-voce examinations for B. Arch. and B. Arch (Interior Design) courses for specific subjects will be communicated to the respective colleges. Principals shall directly contact the external examiners and invite them to take juries for specific subjects in their respective colleges. **They shall only choose examiners from the subject list sent to them by the Controller of Examinations. Principals may not choose examiners associated with their own colleges. The examiners in this list are not transferable between subjects, and may not be replaced by other examiners not on the list.**
4. For Design subjects, two external examiners shall examine one candidate, while for the other subjects; one external examiner shall examine one candidate.
5. The viva-voce examinations should be co-ordinated and conducted by colleges of architecture under the supervision of the principals as per the given time table.
6. In the subject of Architectural Design, **only one architectural design project** shall be presented to the external examiners, who shall examine it in detail. This project shall be chosen at the discretion of the college teachers and the students appearing for the examinations.
7. Computer generated drawings shall be accepted as sessional work for all the subjects of all years, at the discretion of the colleges and teachers.
8. **All sessional work for the respective viva-voce examinations must be submitted until 5:30pm, one day prior to the viva. Colleges shall keep proper records of the submission, and present these before the external examiners on the day of the viva, prior to its commencement.**
9. In case the viva-voce examinations are scheduled on a Monday, or a day after a public holiday, candidates are allowed to submit the sessional work before 8.30 am on the date of viva-voce examination.
10. Commencement time for all viva-voce examinations is 9.00 am.
11. **All the students must be present half an hour prior to the commencement of the viva-voce examinations. They must register for viva-voce examinations by signing the attendance sheet, which shall be handed over to the external examiners as the final list of registered candidates. Students arriving for the viva-voce examinations more than half an hour after its commencement shall not be permitted to attend the viva-voce examinations, and shall be treated as *absent*. Records of attendance shall be strictly maintained by colleges themselves. Attendance at the viva-voce examinations is not at the discretion of the external examiners.**
12. The students should sign the subject wise attendance sheets as and when they enter the examination hall for the viva-voce examinations.
13. Internal teachers must be present at all times during the viva-voce examinations.

Mumbai - 400 098.

Director, Board Of Examinations and Evaluation