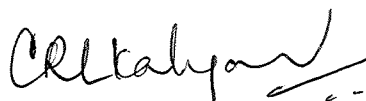


Instructions for submission of Practical Record Book

Students are instructed to follow the guidelines given below while preparing and submitting their practical record books.

1. Every student must maintain an individual practical record book for the subject.
2. Write all the Questions/Programs neatly, clearly, and legibly following the chronological order. Maintain proper spacing and margins.
3. Prepare an index in the practical record book, mentioning the question number, question/Program and Page Number.
4. Every Question/Program should start in a fresh page.
5. Write on only one side of each page.
6. Write the steps in a clear, systematic, and sequential manner.
7. Screenshots/outputs should be pasted on the left-hand side of the corresponding question.
8. Ensure that all programs, formulae, calculations, and practical outputs are as per the question/program.
9. Avoid overwriting and the use of correction fluid.
10. Complete the record work on time and submit it within the stipulated time.
11. The completed practical record book must be submitted for verification and evaluation as per the instructions of the concerned faculty member.
12. Signature on the practical record should be taken at least two days before the Practical Exam.
13. On the date of Practical Examinations, no record book should be submitted for signature.

Note: Do not use red or green ink pens in the Practical Record Book.


Controller of Examinations


**Dean
(Academic)**




Principal