



**CHAITANYA BHARATHI
INSTITUTE OF TECHNOLOGY**

An Autonomous Institute | Affiliated to Osmania University
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COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

47
years

Academic and Examination Cell (AEC)

No. 580/CBIT/AEC/IC/ 2025

Date: 11-12-2025

CIRCULAR

Subject: Conduct of Practical Examinations – Mandatory Requirements

It is hereby informed that the **commencement of any Practical Examination must take place only in the presence of the officially appointed External Examiner**. Under no circumstances should any practical examination begin without the designated External Examiner being present and duly verified.


In case of **non-availability of the External Examiner due to unavoidable situations**, any request for a change of examiner **must be initiated by the concerned Internal Examiner**, strictly following the **defined procedure** before the commencement of the particular examination. No exam shall begin until the change is formally approved.

Further, **all BoS Chairpersons are hereby reminded to nominate External Examiners only after obtaining their prior consent/approval**. This is to ensure availability and to avoid last-minute changes during the examination process.

It is also reiterated that **the same instructions have been communicated several times during the meetings and recorded in the minutes of the Time Table In-charges meetings**, specifically to address and resolve any issues related to the scheduling of Practical Examinations.

All Heads of the departments and concerned staff are instructed to strictly adhere to these directives to ensure the integrity and smooth conduct of the practical examination process.

Non-compliance with these instructions will be viewed seriously.


Prof. C. V. Narasimhulu
Principal



Copy to:

- All Head of the Departments for information and circulation among the faculty under their control.
- Vice – Principals, Advisors, Directors, Associate & Assistant Directors, CoE, Librarian, Head – HR, Head - Accounts for information.
- WBC to upload in the institute website.