



# KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act-XII of 1956)

("A+" Grade, NAAC Accredited)

CP-VI/2023/ 9567-666

Dated:- 02-05-2023

## TIME BOUND

To

All the Principals/Directors,  
of the Colleges/Institutes,  
Affiliated/Maintained with,  
Kurukshetra Universtiy, Kurukshetra.

**Subject: - Supply the Blank Answer Books and other exams materials for the next upcoming Examinations will be held from May, 2023.**

**Dear Sir/Madam,**

This is to inform you that the next upcoming Annual/Re-appear/Semester systems examinations will be held from May, 2023 in all Exams centre(s) created by the University. For smooth conduct of Exams, the University has to supply blank Answer Books and other relevant material to all the Examination Centre(s) from 11.05.2023 onwards. For the purpose, office requires some related information from their Institutes/Departments/Colleges as per Performa attached herewith.

You are, therefore, requested to provide the required information on the attached proforma through E-Mail at [conductpractical@kuk.ac.in](mailto:conductpractical@kuk.ac.in) latest by 08.05.2023, failing which the office will be unable to supply the Blank Answer Books and other exams related material well in time and the concerned Deptt./College / Institute will be responsible for delay in supply <sup>the same</sup> and to take the answer sheets from the university at their own level.

**This may be treated as Most-Urgent, please.**

**Encls:- as above**

Yours faithfully,

*Har*  
02/05/2023  
Assistant Registrar (Conduct)



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Name of the Deptt./College/Institute: - \_\_\_\_\_

College E-Mail ID \_\_\_\_\_

Name of Incharge (Exams.) \_\_\_\_\_ Designation \_\_\_\_\_ Mob. No. \_\_\_\_\_

Sr. No.	Name of Item	Balance as on 31.03.2023	Approx. Consumption during the exams to be held from May, 2023 to July/August, 2023.	Approx. Requirement up to August, 2023.
1.	Blank Answer Books (40 Pages).			
2.	Blank Answer Books (08 pages)			
3.	Packing Cloths			
4.	Graph Paper.			
5.	Drawing Sheets			
6.	Wrapping paper			

- Note: -
- 1). All the Columns are filled up carefully and no column be left blank.
  - 2). The Director/Principal is requested to ensure that the information filled in the above Performa is correct as per requirement during the period under reference because it is not feasible and practically possible to supply the materials again and again.

Signature of the Principal/Director  
with office stamp.

Mob. No. \_\_\_\_\_