



Kurukshetra University Kurukshetra

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

("A+" Grade, NAAC Accredited)

No. CP-III/2023/ 36473-36622
Dated: 29.11.2023

To

The Chairpersons/Directors/Principals of
all the UTDs / Govt. / Govt. aided Colleges
maintained / affiliated with Kurukshetra
University, Kurukshetra

Subject: Guidelines regarding conduct of practical examinations.

Sir/Madam,

This is with reference to the notification issued by the Academic Branch vide its office letter No. ACR-III/Pract. Exam./23/12242-12312 dated 09.10.2023 and its consequent letter No. ACR-III/Pract. Exam./23/13322-13401 dated 17.11.2023 (copy enclosed).

Further it has been decided that:

1. the practical examinations will be got conducted internally by the Chairpersons/Directors/Principals at their own level in light of the letters under reference.
2. No practical Date-sheet and list of practical Examiner(s) is required to be sent to the Conduct Branch for approval. Hence, the appointment letter will not be issued by the Conduct Branch.
3. Identity number to the Practical Examiner(s)/nominee will not be allotted by the Conduct Branch.
4. Remuneration bills of Practical Examiners and nominees duly verified by the concerned Chairperson/Director/Principal will be submitted to the Conduct Branch after completion of practical examinations in one lot (instructions regarding submission of remuneration bills are enclosed herewith).

Yours faithfully,

Assistant Registrar (Conduct)

D.A. As above

PTO

Endst.No. CP-III/23/ 36473-36622

Dated: 29.11.2023

Copy of the above is forwarded to the following for information and necessary action:

1. Finance Officer, K.U. Kurukshetra
2. Head, IT Cell, K.U. Kurukshetra with the request to upload the same on the University website.
3. Assistant Registrar (Academic), K.U. Kurukshetra
4. Assistant Registrar (R-I/R-II/R-III), K.U. Kurukshetra
5. Assistant Registrar (Secrecy Branch), K.U. Kurukshetra
6. Steno to Controller of Examinations-I/II, K.U. Kurukshetra

Assistant Registrar (Conduct)
29/11/23

KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
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NOTIFICATION

The Hon’ble Vice-Chancellor on the recommendations of the Standing Committee in its meeting held on 28.06.2023 has approved the following recommendations regarding On spot payment of TA/DA to the External Examiners appointed during the Practical Examinations with immediate effect, under Section 11(5) of the K.U. Act & Statutes, 1986 in anticipation of the approval of the Academic Council: -

“The Practical Examinations (except Dissertation/field work/ Training Report) for all Under-Graduate/Post-graduate/ Engineering courses (Traditional/Professional) shall be conducted internally by the Internal Staff of all UTD/Govt. Colleges/Govt. Aided Colleges only. However, the existing practice shall remain continue in SFS Colleges”.

Further necessary action may please be taken accordingly.


REGISTRAR

Endst. No. ACR-III/Pract.Exam./23/12242-12312 Dated: 9-10-23

Copy of the above is forwarded to the following for information and necessary action: -

1. Dean Academic Affairs, KUK
2. Deans of all the Faculties.
3. Directors/Chairpersons/Principals of University Teaching Departments/Institutes/ School.
4. Controller of Examinations-I&II.
5. Dean of Colleges (with the request to get circulate the above to all the affiliated Colleges of the University).
6. Director IT Cell (with the request to upload the same on the University website).
7. Deputy Registrar/Asstt. Registrar/Admn. Officer (R-I/II/III/Secrecy/Conduct/ Re-evaluation/Regn.).
8. Programmer/System Analyst, Computer Lab.
9. OSD to Vice-Chancellor (for kind information of the Hon’ble Vice-Chancellor).
10. Assistant Registrar o/o the Registrar (for kind information of the Registrar).
11. ACR-II (Academic Section)

D.A. As Above.


Assistant Registrar (Academic)
for Registrar



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NOTIFICATION

In continuation of this office earlier notification, issued vide Endst.No.ACR-III/Pract. Exam./23/12242-12312 dated 09.10.2023, the Hon'ble Vice-Chancellor on the recommendations of the Standing Committee has approved the following*guidelines for smooth & transparent conduct of Practical Examinations :

1. Regular teachers be appointed as Practical Examiner.
2. In case of University Teaching Departments/Institutes, the concerned Chairperson/Director will put up the detailed schedule of Practical Examinations i.e. Name of the Class/Semester, Name of the Subject, Date of Practical Examination & Time of Practical Examination to the concerned Dean & the concerned Dean will appoint his/her nominee from his/her faculty for smooth & transparent conduct of practical Examinations.
3. Similarly, the Principals of the concerned Colleges will appoint his/her nominee from the same college preferably from same faculty for smooth & transparent conduct of practical Examinations.
4. The remuneration to the nominee will be paid at par with the Practical Examiner and he/she will also put his/her signature on the hard copy of the practical awards lists.

Further necessary action may please be taken accordingly.

REGISTRAR

Endst. No. ACR-III/Pract. Exam./23/13322-13401

Dated: 17.11.2023

Copy of the above is forwarded to the following for information and necessary action :

1. Dean Academic Affairs, KUK
2. Dean of all the Faculties.
3. Directors/Chairpersons/Principals of University Teaching Departments/Institutes/School.
4. Controller of Examinations-I&II.
5. Dean of Colleges (**with the request to get circulate the above to all the affiliated Colleges of the University**).
6. Director, IT Cell (with the request to upload the same on the University website).
7. Deputy Registrar/Assistant Registrar/Admn. Officer (R-I/II/III/Secrecy/Conduct/Re-evaluation/Registration), KUK.
8. Programmer/System Analyst, Computer Lab, KUK
9. OSD to Vice-Chancellor (for kind information of the Hon'ble Vice-Chancellor), KUK.
10. Assistant Registrar o/o the Registrar (for kind information of the Registrar), KUK.
11. ACR-II (Academic Section).


Asstt. Registrar (Academic)
for Registrar

**INSTRUCTIONS/GUIDELINES REGARDING SUBMISSION OF REMUNERATION BILLS BY
UTDs/GOVT./GOVT. AIDED INSTITUTES/DEPARTMENTS/COLLEGES**

Proforma for Consolidated list of Remuneration Bills (Four copies of list only duly verified by the Chairperson/ Director/ Principal).

Sr. No.	Name of Examiners	Class with Sem./Year	Subject with Code	Date of Practical Exam.	No. of Students	Amount
1.						
2.						
3.						

1. All Remuneration bills must be in separate lot alongwith forwarding letter.
2. All bills must be attached in the series as mentioned in the Consolidate list as per proforma.
3. Page number on all bills only.
4. The Remuneration Bills must be completely filled by the Examiners concerned.
5. All Remuneration bills shall be verified by the Director/Chairperson/Principal concerned.
6. In case, the payment to the Internal Examiner/nominee are made or not on the spot, please mention on the forwarding letter.


Assistant Registrar (Conduct)