



# KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

('A+' Grade NAAC Accredited)

No: CT-III/23/31001-31203

Dated: 29.12.2023.

To

All the Chairperson(s)/Director(s)/Principal(s) of the concerned Department(s)/Institute(s)/College(s) affiliated with Kurukshetra University, Kurukshetra.

Subject: **Guidelines for conduct of Under-Graduate NEP Exams to be held in Jan., 2024.**

Dear Sir/Madam,

As you are aware that the Under-Graduate NEP Examinations of the University are commencing w.e.f. **13.01.2024** onwards. For the smooth conduct of these Examinations, an Examination Centre has been created at your Department/Institute/College. You are required to ensure that the following guidelines are strictly adhered to in letter & spirit:

1. As notified by the Academic Branch vide Endst. No. ACS-I/II&IX/2023/14369-14438 dated 06.12.2023, the Mid Term Examinations in NEP courses will be got conducted by the concerned Department/Institute/College at their own level before the theory examinations and the awards of the same will also be uploaded at IUMS portal by the concerned Department/Institute/College.
2. The date sheet of all the subjects including AEC, VAC, SEC & MDC in NEP courses will be notified by the University. The Examinations of NEP courses of 1<sup>st</sup> semester will be held in evening session i.e. 1:45 PM to 4:45 PM.
3. All the Theory Examinations of Major, Minor, SEC, VAC, AEC in NEP Courses will be got conducted by the University. Accordingly, the Question Papers & Answer Sheets will be supplied by the University. After termination of the Examinations, the used Answer Sheets of Major & Minor subjects will be collected by the University through Nodal Centers created for the purpose. However, the used Answer Sheets of VAC, SEC & AEC will be kept by the Department/Institute/College for evaluating the same internally. After evaluation, the final awards will be uploaded on the IUMS portal and the hardcopy of the same duly signed by the Evaluator(s) and the Chairperson/Director/Principal of concerned Department/Institute/College will be sent to the Secrecy Branch.
4. The Theory Examinations of MDC subjects in NEP courses will be got conducted at Department/Institute/College level as per date sheet notified by the University. The Question Papers & Answer Sheets will be got printed and provided to the

students by the Department/Institute/College at their own level. The Answer Sheets should contain at least 24 pages which can be increased up to 40 pages only in case, if any student requires. However, the used Answer Sheets of MDC will be kept by the Department/Institute/College for evaluating the same internally. After evaluation, the final awards will be uploaded on the IUMS portal and the hardcopy of the same duly signed by the Evaluator(s) and countersigned by the Chairperson/Director/Principal of concerned Department/Institute/College will be sent to the Secrecy Branch.

5. In case, if any Examination Centre has not been created at any Department/Institute/College and the students have been seated at other Department/Institute/College. In such a case, these Departments/Institutes/Colleges will collect the Answer Sheets of SEC, AEC, & VAC of NEP courses from that Examination Centre for evaluating the Answer Sheets of these students. However, the examinations of MDC subjects of such Departments/Institutes/Colleges will be got conducted at their respective Departments/Institutes/Colleges. The final awards will be uploaded by the concerned Department/Institute/College on IUMS portal and the hardcopy of the same duly signed by the Evaluator & countersigned by the Chairperson/Director/Principal will be submitted to the Secrecy Branch.
6. The Practical Examinations of Major & Minor subjects will be got conducted in the light of earlier Notifications issued by the Academic Branch vide Endst. Nos. ACR-III/Pract. Exam/23/12242-12312 dated 09.10.2023 & ACR-III/Pract. Exam/23/13332-13401 dated 17.11.2023. However, the practical examinations in MDC, SEC, AEC & VAC, if any will be got conducted internally by all the Department/Institute/College (Govt./Govt. Aided & SFS) and the awards will be uploaded on the IUMS portal of the University and hard copy of the same duly signed by the examiner(s) and countersigned by the Chairpersons/Directors/Principals will be submitted to the Secrecy Branch.
7. During the Examinations, all Supervisory Staff including Centre Supdt. & Deputy Supdt. will be appointed internally. However, the Nodal Centres will be created by the University for the distribution of Question Papers/collection of Answer Sheets. The Observers will be appointed by the University to check out the Examination Centres regularly.
8. The used Answer Sheets of VAC, SEC, AEC & MDC subjects of NEP courses will be preserved by the Department/Institute/College for 06 months after the declaration of the final result. After the said period, the used Answer Sheets of VAC, SEC & AEC courses will be collected by the Secrecy Branch and the Answer Sheets of MDC subjects will be disposed off by the concerned

Department/Institute/College at their own level after the termination of the said period.

9. The remuneration of all Supervisory staff, evaluators, paper-setters etc. for Major, Minor, SEC, AEC & VAC subjects of NEP courses will be paid by the University. However, the payment of supervisory staff, evaluators, printing of Answer Sheets & paper-setters in MDC subjects will be paid by the Department/Institute/College concerned. For the purpose, an amount of Rs. 80/- will be charged from the students for the purpose. The remuneration of practical examiners in SEC, VAC, AEC & MDC, if any will also be paid out of the said amount.
10. No Re-evaluation will be allowed in SEC, AEC, VAC and MDC papers of NEP courses.
11. In case, if any candidate wants to inspect or demands certified photocopy of the Answer Sheet under RTI Act, then he/she will give a request in this regard with a fee as prescribed by the RTI Act, 2005. The Chairperson/Director/Principal take necessary action in this matter and will allow the inspection of the Answer Sheet or provide the certified photocopy of the Answer Sheet as per request. The Chairperson/Director/Principal will also charge documentation fee from the candidate as prescribed by the RTI Act, 2005 and State Govt. from time to time. If the candidate raises any objection w.r.t. unmarked question or wrong total, then the same will be rectified & revised awards along with supportive documents will be sent to the Secrecy Branch by the concerned Chairperson/Director/Principal.

Yours faithfully,

  
Assistant Registrar (Conduct)

CC:

1. Dean of Colleges, KUK
2. Finance Officer, KUK
3. Assistant Registrar (Secrecy), KUK.
4. Supdt. (Conduct Practical/UMC), KUK.
5. OSD to Vice-Chancellor (for kind information of the Vice-Chancellor), KUK
6. Steno to Controller of Examinations-I & II (for kind information of Controller of Examinations-I & II), KUK.