



KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

('A++' Grade, NAAC Accredited)

No. CT-III/26/20450-20649

Dated: 16.04.2026

To

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

Subject: **Guidelines for the conduct of U.G./P.G. (NEP) Even Semester Examinations to be held in May/June, 2026.**

Sir/Madam,

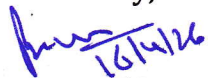
As you are aware that the U.G./P.G. (NEP) Even Semester Examinations are to be held in May/June, 2026. For the smooth conduct of these Examinations, an Examination Centre has been created at your Department/Institute/College. You are required to ensure that the following guidelines are strictly adhered 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 in NEP courses will be notified by the University.
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 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 Vocational/Pool Courses Examinations (Theory/Practical) will be conducted on the pattern of SEC, VAC & AEC in NEP courses.

5. The Theory examinations of MDC will be conducted on the dates as notified by the Department/Institute/College at their own level. 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.
6. Teaching, Paper setting, conduct of examination and evaluation of Constitutional Human & Moral Values and IPR (CHM) course of P.G. 2nd Semester (NEP) will be held at Department/Institute/College level following the same guidelines as applicable for the MDC courses.
7. The examination in the paper of Open Elective Subject in P.G. 3rd Semester (NEP) will be conducted by the Department(s)/Institute(s)/College(s) concerned at their own level as per guidelines notified by the Deputy Registrar (Academic) vide Notification Endst. No. ACR-I/OEC/25/13394-13463 dated 01.12.2025 (**copy enclosed**). Further, the examination in the paper of Employability & Entrepreneurship Skills Course (**EEC**) in P.G. 4th Semester (NEP) will also be conducted on the same pattern as in case of Open Elective Subject in P.G. 3rd Semester (NEP).
8. In case, Examination Centre has not been created at any Department/Institute/College and the students have been seated at other Department/Institute/College then 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.
9. 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 examiners and countersigned by the Chairpersons/Directors/Principals will be submitted to the Secrecy Branch. It is further clarified that while conducting the practical examinations in Major, Minor, SEC, VAC & AEC subjects if any, the Answer Sheet provided by the University will be used. However, in the practical examinations of MDC subjects, the Answer Sheet will be arranged & provided to the students by the Department/Institute/College at their own level.

10. During the Examinations, all Supervisory Staff including Centre Supdt. & Deputy Supdt. will be appointed as per guidelines issued vide letter No. CT-III/26/19822-19971 dated 11.04.2026. 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.
11. 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.
12. The used Answer Sheets of VAC, SEC, AEC & MDC courses will be shown to the students before uploading the awards on the University portal and the same will be preserved by the Department/Institute/College for a period of 06 months after the declaration of the final result. The Answer Sheets of VAC, SEC & AEC will be returned to the University Secrecy Branch only after obtaining the counter signature of the students to avoid them to raise any query at a later stage. However, 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.
13. No Re-evaluation will be allowed in SEC, AEC, VAC and MDC papers of NEP courses.
14. In case, 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 will 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 the 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 and the 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. A copy of the above is forwarded to the Centre Supdts. of the concerned Department(s)/Institute(s)/College(s) with the request to ensure that the above instructions/ guidelines are followed strictly while conducting the University examinations.
2. Assistant Registrar (Secrecy), KUK.
3. Supdt. (Conduct Practical/UMC/Confidential Cell), KUK.
4. Steno to Controller of Examinations (for kind information of the Controller of Exams), KUK.
5. CT-I, CT-II & CT-IV, Conduct (Theory), KUK.

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

('A++' Grade NAAC Accredited)

No: CT-III/26/19822-19971

Dated : 11.04.2026

To

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

Subject: **Guidelines for the conduct of U.G./P.G./B.Ed./Engg. Annual/Semester (Regular & Re-appear) Examinations April/May/June, 2026.**

Dear Sir/Madam,

As you are aware that the University Examinations of various courses of U.G./P.G./B.Ed./Engg. Annual/Semester (Regular & Reappear) are commencing w.e.f. 15.04.2026 onwards. Accordingly, an Examination Centre has been created at your Institute/College for smooth conduct of these examinations. You are required to ensure that the following guidelines are strictly adhered to in letter & spirit for smooth conduct of these Examinations:

1. The Question Paper Packets and Supdt. Packets will be delivered at the concerned Nodal Centre on **13.04.2026**. The Supdt. Packets will be collected by the authorized staff of your Institute/College from the concerned Nodal Centre well in time before the commencement of Examinations.
2. The Supdt.-in-Chief will provide the requisition of Question Papers of the forthcoming examinations to the concerned Nodal Centre through E-mail two days in advance in the prescribed proforma and will impress upon the Center Supdt. to check up whether the question papers received by them on the day of examination are as per date-sheet, cut-list & date-wise list or not. Any confusion in this regard should be clarified well before the date of examinations from the University at **Mob. No. 70821-13168, 70821-13175**. The Director/Principal and Centre Supdt. would be personally responsible if he/she fails to point out deficiency and receipt of question papers and other examination material well in advance.
3. The University will make appointment of Centre Supdts. in all the Examination Centres created at various Institutes/Colleges in morning & evening session for the University Examinations commencing w.e.f. 06.05.2026 onwards.
4. In case:
 - (a) The Examination is scheduled in a single session, then the Centre Supdt. will be required to collect the question papers as per date sheet from the Nodal Centre on daily basis well in time so as to enable him/her to reach his/her allotted Examination centre half an hour before the scheduled time of examination. After the termination of the Examination, he/she will be required to submit the sealed bundles of used Answer Books at the concerned Nodal Centres on the same day. For the purpose, TA will be paid as per University Rules for which no separate sanction will be required. He/she will be required to submit the RC alongwith the bill.

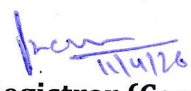
- (b) The Examination is scheduled in both sessions, then the Centre Supdt. appointed in the morning session will collect the question papers for both the sessions as per date sheet from the Nodal Centre on daily basis well in time so as to enable him/her to reach his/her allotted examination centre half an hour before the scheduled time of examination. The question papers of the evening session will be handed over to the Supdt.-in-Chief who will keep them in the safe custody and will hand over the same to the Centre Supdt. of the evening session half an hour before the commencement of the examination.
- (c) Simultaneously, Centre Supdt. of the morning session will hand over the sealed bundles of used answer books after termination of the examination to the Supdt.-in-Chief who will keep them in the safe custody and will hand over the same to the Centre Supdt. of the evening session who will deposit the same alongwith used answer books of the evening session at the concerned Nodal Centre after termination of the examination on the same day. For the purpose, TA will be paid separately to both of the Centre Supdts. for single side as per University Rules for which no separate sanction will be required. They will be required to submit the RC alongwith the bill.
- (d) On any particular day, if the Centre Supdt. of the morning session is on leave, then the Supdt.-in-Chief will make necessary arrangement by deputing Additional Supdt.-in-Chief/Deputy Supdt. to collect the question papers from the Nodal Centre and if the Centre Supdt. of the evening session is on leave, then the Supdt.-in-Chief will make necessary arrangement on the same pattern to deposit the answer sheets of both the sessions at the Nodal Centre. For the purpose, TA will be paid as per University Rules for which no separate sanction will be required. He/She will be required to submit the RC alongwith the bill.
5. The Superintendent-in-Chief will ensure that the CCTV cameras have been installed and are in working position in the room where the sealed bundles of used answer books will be kept. Provision of Generator/Inverter will also be made by the Colleges for the purpose of functioning of CCTV cameras in case of power failure.
6. In order to check any untoward incident, the Director/Principal will ensure that the CCTVs are also installed and working properly in the room of Centre Supdt. where the Question Paper Packets are opened as well in the corridors of the College. He/She will also ensure that all the CCTV Cameras are in working position and **the footage of the same will be preserved for at least 03 months after the termination of the examinations** so as to get the same checked/verified in case of any necessity. If there is no installation of the CCTV Cameras in the Examination Centre, then the Centre Superintendent will take a cognizance of the same and will make a report to the Assistant Registrar(Conduct)/Controller of Examinations immediately.
7. The Director/Principal will ensure that the above instructions are got noted from the Centre Supdt. & other invigilation staff for strict compliance of the same. In addition, the instructions laid down in the **"Book of Instructions"** may also be adhered to strictly for smooth conduct of the University Examinations.
8. The Director/Principal will ensure that nothing is written on the walls & benches and if anything is written there then the same be got cleaned/whitewashed well before the commencement of examinations. **The washrooms should also be checked properly before the commencement of examinations.**

9. The Director/Principal will ensure that the guidelines for conducting written examinations for persons with benchmark disabilities/persons with disabilities issued already vide letter No. CP-IV/23/923-1172 dated 09.01.2023 are scrupulously followed while conducting their examinations.
10. The Director/Principal will intimate the names of the Centre Supdt./Deputy Supdt. appointed at their Examination Centre alongwith their Mobile Nos. to the Assistant Registrar (Conduct) at E-Mail arconduct@kuk.ac.in.
11. The notifications uploaded on the University website and sent through official E-mail ID of the University be considered only.
12. The Seating Plan be displayed **25 minutes** before while the Examination Rooms be opened only **15 minutes** before the commencement of examinations.
13. The Question Papers will be opened **15 minutes** before the start of the examination in the presence of Superintendent-in-Chief, Observer, Asstt. Supdt.-in-Chief, Centre Supdt. and Deputy Supdt. Deviation, if any, would be viewed seriously.
14. The Invigilation Staff ratio would be **1:40** (One Invigilator for every 40 candidates).
15. The Centre Supdt. will not allow any student to appear in the examination without a valid Roll No. slip issued by the University. The Centre Supdt. will ensure that no student is allowed to sit in the examination, if his/her name is not mentioned in the cut-lists sent by the University. In case of two candidates having same Roll No., the Centre Supdt. should obtain a clarification from the concerned Result Branch(s) telephonically before allowing him/her to sit in the examination so that separate Roll No. can be allotted to such candidate.
16. The University has allowed the candidate(s) to bring own transparent water bottle while appearing in the examination, hence, no restriction be imposed upon the candidate(s) in this regard.
17. The Supdt.-in-Chief/Centre Supdt. will ensure that no candidate carries any **electronic communication device such as Mobile/Pager/I-Phone etc.** in the Examination Hall. Moreover, such things be kept away from the Examination Hall. The Supdt.-in-Chief/Centre Supdt. will also give necessary directions to the supervisory staff in this regard.
18. The Supdt.-in-Chief(s) will educate their students w.r.t. the particulars to be filled by the candidate(s) on the title page of the Answer Book such as Roll No., Question Paper Code, Name, Date & Medium of Examination etc. and will also display a dummy of the Title Page of the Answer Book duly filled in along with Seating Plan for the convenience of the students to avoid any complication in evaluation of Answer Book and declaration of result at a later stage.
19. It is further to inform you that the Additional Assistant Supdt. appointed by the Superintendent-in-Chief will remain present in the Examination Centre during the full duration of the Examination and will not leave the Examination Centre till the closure of the Centre. In case, the Additional Assistant Supdt. appointed by the Superintendent-in-Chief leaves the Examination Centre before the closure of the Centre then the Centre Supdt./Deputy Supdt. will take the cognizance of the same and will report to the Conduct Branch immediately to enable the University to take disciplinary action in the matter.

20. In case, the strength of the candidates is less than 200 in an Examination Centre on any particular day then the outsider will not be appointed by the Centre Supdt. and the Additional Assistant Supdt. appointed by Superintendent-in-Chief will assist the Centre Supdt. in day to day functioning of the Centre.
21. In case, there is no examination scheduled at any Examination Centre for consequently 2 working days (excluding holidays) then the concerned faculty appointed by the University will report to their parent Institute/College.
22. In case of shortage of regular Centre Clerk, the services of Lab Staff (who are having the same pay scale as of the Clerk) may be utilized by the concerned Institute/College during various examinations for which no prior approval will be required and they will be entitled for double remuneration during vacations/ holidays, if otherwise eligible. However, the concerned Institute/College will intimate the same to the University to maintain the office record.
23. Since, the Question Papers are distributed to the concerned Examination Centres through Nodal Centres, hence, the Institutes/Colleges will no longer be required to appoint Securityman at the Examination Centres. Furthermore, no waterman will be appointed at the Examination Centre on the day when the strength of the students appearing in the examination is less than 40. In such cases, Daftri will perform the duty of Waterman in addition to his own duties. Simultaneously, the Deputy Supdt. will also perform the duty of invigilator on the day when the strength of the students appearing in examination is less than 40.
24. The Institute/College will provide University Answer Book to the candidate and the candidate will have to follow the instructions written on the University Answer Book.
25. The candidate will be required to check the number of pages, stitching of the Answer Book supplied to him/her immediately after getting the Answer Book and report to the Invigilator if the same is not in order.
26. The candidate will be required to attempt the question paper as per instructions mentioned on the question paper.
27. The Centre Supdt. will ensure that the particulars filled by the candidate(s) on the title page of the Answer Book such as Roll No., Question Paper Code, Name, Date & Medium of Examination etc. are in proper & correct manner. The Invigilator will carefully check the particulars and countersign the Answer Book only if the above particulars filled by the candidate(s) are correct in all respects. In case, any discrepancy is revealed later then the invigilator concerned would be held responsible.
28. If any Mobile Phone, Smart Watch, Tablet, Bluetooth device or any prohibited device is found with any candidate during the examination then in such cases, only the printout of the screenshot(s)/photo(s) of the gadget(s) or device(s) containing any incriminating material duly countersigned by the Detector/Observer/Centre Supdt./Student concerned should be attached and submitted to the University alongwith Unfair Means Case(s). However, **the device be returned to the candidate concerned immediately** after completing all formalities relating to Unfair Means Case by the Centre Superintendent.

29. The staff put on examination duty will also deposit their **mobile phones/electronic gadgets** either with the Supdt.-in-Chief or the Centre Supdt. and in no case the staff except Supdt.-in-Chief, Observers and Centre Supdt. will be allowed to use **mobile phones/electronic gadgets** during the course of examinations. Centre Supdt. will be personally responsible if any teacher/invigilator on examination duty is found having mobile phones.
30. After termination of the examination, the Centre Superintendent will ensure that all blank pages of the used answer sheet are crossed by the candidate in the presence of the Invigilator.
31. The Centre Supdt. will ensure that the signature chart of the candidate, attendance chart of the staff, KSF-4 and other required proformas are duly filled in.
32. After the examination is over, the Centre Superintendent will seal the used Answer Sheets in a cloth bag in the presence of one/two Invigilators and Centre Clerk.
33. The Centre Supdt. will ensure that the Attendance/Signature Charts of the candidates shall be **submitted directly at the Examination Enquiry Counter immediately after termination of examinations** as per instructions issued vide letter No. CP-II/25/8291-8500 dated 07.11.2025.
34. The Supdt.-in-Chief will countersign the Inspection Book on daily basis.
35. The remuneration to the staff for performing examination duty will be paid as per rules. The Centre Superintendent is required to submit the remuneration bills of the staff who performed examination duty with the Director/Principal within a week after termination of examinations for onward transmission to the University immediately.
36. In case of any deviation in performing duties by any faculty, the matter may immediately be brought to the notice of the Conduct Branch through email.

Yours faithfully,


Assistant Registrar (Conduct)

CC:

1. A copy of the above is forwarded to all the Centre Supdts. with the request to ensure that the above instructions/guidelines are followed strictly while conducting the University examinations.
2. Assistant Registrar (Secrecy), KUK.
3. Supdt. (Conduct Practical/UMC/Confidential Cell), KUK.
4. Steno to Controller of Examinations (for kind information of the C.O.E.), KUK.
5. CT-I, CT-II & CT-IV, Conduct (Theory), KUK.

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NOTIFICATION

The Hon’ble Vice Chancellor on the recommendations of the Committee in its meeting held on 20.11.2025 has approved the Guidelines for conduct of examination for Open Elective Subject in P.G.3rd Semester (NEP) Examinations as follows: -

Guidelines of Open Elective Subject in P.G.3rd Semester (NEP) :-

1. The examination for Open Elective Subject will be conducted by the Departments/Institutes/Colleges at their own level according to their own schedule.
2. Paper Setting and Evaluation will be carried out by the Departments/Institutes/Colleges at their own level.
3. After the evaluation, the answer sheet are to be shown to the candidate & their signature should be taken on answer sheet.
4. Revaluation is not allowed in Open Elective Subject.
5. Final award will be uploaded on the portal as per the schedule notified by the Examination Branch.
6. Modalities with respect to fee & remuneration will be in accordance with as already notified in case of Multidisciplinary Examination (MDC) examination by the examination branch.

REGISTRAR

Endst.No.ACR-I/OEC/25/ 13394-13463 Dated: 01.12.2025

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

1. Dean Academic Affairs.
2. All the Deans/Directors/Chairpersons/Principals of the University Teaching Departments/Institutes/School and Heads of Non-Teaching Offices, K.U.K.
3. Controller of Examinations, KUK.
4. Dean of Colleges **(with the request to get circulate the above to the Affiliated Colleges of the University).**
5. Deputy Registrar/Asstt. Registrar/Admn. Officer (R-I/II/III/Secrecy/Conduct/ Re-evaluation/Regn.).
6. Director, IT Cell (with the request to upload the same on the University website).
7. OSD to the Vice-Chancellor (for kind information of the Hon’ble Vice-Chancellor).
8. Deputy Registrar o/o Registrar (for kind information of the Registrar).

Deputy Registrar (Academic)
for Registrar