



**KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

('A+' Grade NAAC Accredited)

No. DR(S)/OS-I/SA-I/8058-65

Dated: 24/02/2021

**CONFIDENTIAL**

To

The Principal/ Co-ordinator

**Subject: Guidelines for Evaluation of answer-books of UG Examinations (For Re-appear students of dis-affiliated colleges of Hisar/ Jind/ Panipat) to be held in March 2021.**

Dear Sir/Madam,

I am directed to inform you that your College/Institute has been approved as Nodal Evaluation Centre for the conduct and Evaluation of answer books for Undergraduate Examinations (for Re-appear students of dis-affiliated colleges) to be held in March 2021. As the examinations will be conducted strictly according to the guidelines of Govt. of India/ MHRD/ UGC/ Govt. of Haryana/ DHE/ KUK related to pandemic Covid 19, following procedures/ arrangements are to be adopted for the purpose:

1. **Chairperson/ Director/ Principal of the Institute/ College shall act as Coordinator in the Nodal Evaluation Centre and he/she will be responsible for maintaining secrecy, security and proper evaluation of Answer Books.**
2. The work should be got done in your College/Institute and all necessary arrangements for safe custody of answer books and for getting the answer books evaluated under your supervision may kindly be made. Despite sensitive nature of the answer books, some evaluators are not properly handling these documents which are quite disturbing. Hence, it needs to be reiterated that evaluators take this assignment very seriously and they may be advised to be careful in handling the answer books in the process of evaluation. Proper upkeep of the answer books is the sole responsibility of the evaluator concerned under your supervision and in case of any mishap, person concerned will be held liable.
3. Services of non-teaching official(s) of your College/Institute/, if required, may be utilized in the process strictly according to the guidelines.
4. Sometimes the teachers put on duty at Evaluation Centre try to get some other duties at the place of their choice without any reason at the Centre created at their place of posting. In such situation you are authorized not to relieve any teacher till he/she has completed the work assigned to him/her unless you have some alternative arrangement.
5. Rates of remunerations payable to the Coordinator, Assistant Coordinator, Clerk, Class-IV and norms of other expenses for the days centres actually function are given in the guidelines enclosed herewith.
6. Co-ordinator of Evaluation Centre will ensure that the consolidated statements of accounts along-with original bills/cash memos (strictly according to the guidelines) shall be submitted to the Secrecy Branch as early as possible after closing of evaluation centre and the payment of the same will be made by the Accounts Branch within 15 days.
7. **Coordinator will ensure that instructions may be noted from all the Evaluators & other staff on duty. If need be he/she can provide a softcopy to him/her. If the Guidelines/ Instructions are violated, then action will be taken as per orders of competent authority.**

I am further directed to inform you that evaluation work has to be done on priority particularly in view of the fact that all the examination duties have been made mandatory for all teachers as per letter No. 18/1/2011 UNP (4) dated 10.3.2011 received from the Assistant Director (UNP), Office of the Higher Education Commissioner, Haryana, Panchkula circulated to the Principals of all the affiliated Colleges/ Directors of various Institutes by Secrecy Branch of this University vide Endst. No. SAO/OS-I/SA-I/4224-4657 dated 29-3-2011.

All the above guidelines/instructions may be brought to the notice of all evaluators and other staff for strict compliance & adherence.

Hoping for your kind co-operation in this regard.

Yours faithfully,

*Uma Saini*  
Deputy Registrar (Secrecy)  
for Controller of Examinations

Encl: As above

*W*  
24/02/21

## Guidelines for Evaluation of Answer-Books for the UG Examinations (For re-appear students of dis-affiliated colleges) to be held in March 2021.

### Instructions for Coordinators

1. The examination will be conducted and evaluated in blended mode. The students may submit/ upload their attempted answer book(s) in PDF format alongwith Roll No. Slip through Google Form according to the guidelines already issued in this regard Vide Letter No.CT-III/21/17442-17631 Dated: 15-02-2021.
2. After receipt of the Answer Book of the candidates through Google Form in PDF format, the concerned Chairperson/ Director/ Principal of the Department/ Institute/ College will share the link of the folder of the drive of e-mail with the concerned Examiners immediately with entry in the Register maintained for this purpose. The responsibility of the safety of all answer books will be of concerned Chairperson/ Principal/ Director/ Co-ordinator and his/ her staff.
3. The Co-ordinator will ensure that the evaluation of answer books is done while distributing same equally among the teachers. **It will also be ensured that the work of evaluation will be got completed within 10 (Ten) days from the conduct of last paper. PDF Answer book without the signature(on each page) of the candidate will not be evaluated.**
4. The Co-ordinator will ensure that the evaluator will award question wise marks to the students and will deposit the record in the college/ institute and the marks of the candidate will be uploaded on the University Portal accordingly. **Hardcopy of award duly send by the evaluator and countersigned by the Principal/ Director of concerned college/ institute/Department will be submitted in the Secrecy Branch as per Performa “Annexure B”.**
5. The co-ordinator will preserve the soft copy of the answer books of the students date wise in one folder using WinZip/ WinRAR in the Google Drive of their official E-mail ID for the prescribed period i.e. **6 months after the date of declaration of the result.** The answer books of the same will be provided by you as and when the answer books will be demanded by the University for any purpose i.e. Re-evaluation, RTI, rectification of discrepancy etc.
6. **The Co-ordinator while evaluating the answer books will ensure that SOPs issued by the Govt. of India/ MHRD/ Govt.of Haryana/ DHE/ KUK from time to time will be followed in letter & script.**
7. The Coordinator is authorized to engage one Asstt. Coordinator, one Clerk and one Class-IV employee from his college/institute/department to assist him/her in getting the evaluation work done smoothly. Following remuneration as lump-sum will be paid to the following staff:

(a)	Coordinator	=	Rs. 4500/-
(b)	Assistant Coordinator	=	Rs. 3000/-
(c)	Clerk	=	Rs. 2800/-
(d)	Class - IV	=	Rs. 2000/-
(e)	Evaluator	=	Since the student is required to attempt only 75% marks question paper, hence, the rates of remuneration of evaluation of answer books will be paid Rs. 11/- per answer book.

### PAYMENT TO EXAMINERS

1. The payment to the examiners should be made by the Coordinator strictly according to rates given in the guidelines only after getting the payment from the Accounts Branch.

**Note: (a) All above expenditure including the bills of remunerations paid to examiners, should be mentioned in the consolidated statement of accounts along-with original bills/cash memos and be sent to Deputy Registrar (Secrecy).**

(b) It should be noted that no unauthorized payment be made other than the present examinations.
2. The evaluation work may be got done by the Co-ordinators in the Evaluation Centre in order of following preference:
  - (i) Regular teachers having three years experience in the concerned course/subject.
  - (ii) If regular teachers are not available, the full time contractual teacher having minimum three years teaching experience in their subject concerned in any affiliated colleges may be appointed for evaluation of answer books.
  - (iii) The teacher who will take the answer book from the concerned colleges will have to submit from his/her Principal certifying that he/she is having three years of experience in teaching profession in the subject concerned in the affiliated college/ institute as required for evaluation.

Following certificates be given by the Principal/Director/Chairperson (being Coordinator) to the University after completing the evaluation work;

**“This is to certify that the teachers who were engaged in evaluation of answer books are having three years of experience in teaching profession in the subject concerned in the affiliated colleges”**

3. The services of retired teachers can also be utilized.
  4. **Executive Council vide its Resolution No. 26 dated 1-12-2014 has approved rules for the inspection/ certified photocopy of the evaluated/re-evaluated answer book.** Accordingly, the Co-ordinator(s) will advise/ instruct the teachers concerned evaluating the answer books to be more vigilant while evaluating the answer books. **Besides in the past some omissions of totaling and unmarked questions were noticed in the evaluated answer books which were pointed out by the students after inspecting their answer books.**
  5. In case, for evaluation of answer books of any subject, you have no subject teacher, you can make alternate arrangements by deploying teachers from neighboring colleges. Teachers who do not have any teaching experience with regard to specialized papers should not be given evaluation work.
  6. **The Coordinator will rationally distribute the Answer Books for evaluation to the teachers in the Evaluation Centres with a view to give evaluation duties to maximum number of teachers, keeping in view according to the Haryana Govt. instructions A certificate to this effect will be taken by the Coordinator from the concerned teacher regarding total number of answer books evaluated by him/her during the session.**
  7. The Coordinator will arrange the payment to the examiners against remuneration bill properly filled and signed by examiner strictly according to the latest guidelines for the evaluation of answer books.
- Note: No deduction is to be made from the remuneration bills of the examiner on account of Holiday Home fee. However, 2% deduction on account of Teacher’s Club is to be made from the bills of teacher working on the University Campus.**
8. It needs to be reiterated that evaluators take this assignment very seriously and they may be advised to be careful in handling the answer books in the process of evaluation besides properly tallying the number of answer books with the paper slip illustrating the number of answerbooks while receiving and depositing the same. Proper upkeep of the answer books is the sole responsibility of the Evaluator.
  9. The evaluation work should be equally distributed to the teachers of a subject available at a centre. A teacher should not be given the assignment at two centers simultaneously.
  10. No teacher should be allowed to make selection of any particular answer-book(s) or to identify any answer-book for evaluation by him/her.
  11. Schedule of evaluation and the teacher(s) proposed to be invited for evaluation should preferably be finalized in advance, keeping in view the workload in hand.
  12. **No student/ outsider or any such person who is not associated with the evaluation work should be allowed to enter the premises where evaluation work is in progress.**
  13. The Principal/ Coordinator will inform the Deputy Registrar (Secrecy) about the class wise/ subject wise number of answer-books evaluated daily.
  14. As you are aware that the University has been striving hard to ensure timely and objective evaluation of answer books of University Examinations with kind co-operation of teaching fraternity. But increasing number of re-evaluation cases as also other related shortcomings reveal that we are failing somewhere in our sincere efforts with the concept of Inspection and providing

photocopy of evaluated answer books having been extended to students, a large number of discrepancies came to light.

15. **As soon as the evaluation work is completed in the Evaluation Centre, Principal/ Co-ordinator will submit consolidated statements of accounts along-with original bills/cash memos (strictly according to the guidelines) as early as possible of the close of the centre and the payment of the same will be made by the Accounts Branch within 15 days.**

### **Instructions/Duties of Assistant Coordinators**

The Assistant Coordinators will be appointed by the Co-ordinator and he will do the work as will be assigned by the Coordinator from time to time.

### **Instructions/Duties of Evaluators**

1. All the Examiners/Evaluators after taking answer books from the Evaluation Centre should ensure that before starting evaluation work, the answer-books and the question papers are checked thoroughly and if there is any discrepancy the same should be pointed out immediately to the Deputy Registrar (Secrecy) and after that he will start evaluation.
2. It must be ensured that the answer-books against any specific identity are evaluated by a single examiner. It must be ensured that each answer-book should be thoroughly evaluated and no part/ portion/ question of the answer-book left unchecked. In case of such a mistake, penalty of Rs. 5/- per mistake will be recovered from him/her.
3. **The evaluator will award question-wise marks to the students and will deposit the record in the Department/ College and the marks of the candidates will be uploaded on the University portal accordingly. Hardcopy of award list duly signed by the evaluator and countersigned by the Chairperson/ Director/ Principal of the Department/ College will be submitted in the Secrecy Branch. Specimen of the Award List is enclosed herewith.**
4. Sometimes some students' leave some (2-3) pages blank and thereafter attempt the paper-leaving such part of Answer Books unmarked by the evaluator which leads to confusion. It may therefore, be ensured that the entire Answer Book is gone through and blank pages crossed by the evaluator. In some cases, objective marking of answer books is not done.
5. Glaring mistakes in evaluation of answer books disappoint the candidates and they have to resort to re-evaluation besides seeking copies of the evaluated Answer Book as per University rules. This not only tarnishes the image of the University but increases work load at all levels. In fact the Secrecy Branch of this University always sends 'General Instructions for Examiners' along-with the answer-books. If the examiners go through these instructions thoroughly, most of the lapses in evaluation of answer-books can be avoided. Some of these instructions are re-produced below which must be kept in view while evaluation of answer books :-
  - a) Marks for each question or part thereof be indicated in the margin on the left hand side of the answer-books and shown on the title cover in the prescribed columns. Whenever the marks are awarded in single digit, zero must be prefixed. For example, the figure 1,2,3....9 should be written as 01,02, 03, 09. The examiner should also append his/her signatures at the appropriate place.
  - b) **The marks awarded for each answer must be carried over on the title cover of the answer-book correctly. It should also be ensured that the total marks mentioned on the title cover of the answer books are correctly posted on the award list. In some cases only marks of last question (instead of total of all questions) are posted in the award list. Grand total of all the questions should also be checked.**
  - c) Instead of rushing through the evaluation work, the teacher(s) will evaluate the answer-books carefully and objectively so that the candidates are awarded marks commensurate with their performance.

d) Use of white fluid is not allowed while preparing the award list.

### **Duties of Clerk**

1. The Clerk will be appointed by the Coordinator and he will do the work as assigned by the Coordinator.
2. The Clerk appointed by the Coordinator shall maintain a Register for record regarding the number of answer-books given to each examiner date-wise and the remuneration paid to him/her. Further, the entire statement of accounts will be prepared by him/her in duplicate and the same be submitted to the Deputy Registrar (Secrecy) along with the remuneration bills filled by teachers, immediately after the close of the Centre but not later than a week's time.
3. A proper record of answer-books delivered to each examiner for evaluation and the return of evaluated answer-books must be maintained by the Centre Clerk. He/she must obtain signature of the Examiner on each transaction (delivery and return) every day.
4. He will ensure the day-to-day receipt and return of all answer-books by the examiners.

I hope, with careful implementation of these instructions/guidelines, we shall be able to accomplish the job of evaluation of answer books smoothly and without mistakes.

In case of any difficulty faced by the Principal/Coordinator, he/she may contact on the following telephone numbers:-

**DEPUTY REGISTRAR (Secrecy)**

**CONTROLLER OF EXAMINATIONS**

**01744-238068 (O)**  
**70821-13120, 01744-238410 Ext. 2453 (O)**  
**E-mail: [arsecrecy@kuk.ac.in](mailto:arsecrecy@kuk.ac.in)**  
**01744-238377 (O)**

**Deputy Registrar (Secrecy)**



