

KURUKSHETRA UNIVERSITY, KURUKSHETRA

No. Exam Enq/15/945-1400

Dated: 22.04.2015

To

All the Chairpersons/Principals/Directors  
of University Teaching Departments/ Colleges of  
Kurukshetra University, Kurukshetra

**Sub: Submission of Internal Assessment and Examination Forms**

Sir/Madam,

I am desired to convey the decision of the Executive Council, Kurukshetra University, Kurukshetra with regard to submission of Internal Assessment by the UTDs/Colleges/Institutes affiliated with this University and filling up Examination forms, taken vide its Resolution No. 10 dated 30.03.2015 for implementation with effect from the session 2014-15:

- (i) The Internal Assessment/Sessional marks should be supplied by the Chairpersons of the Departments/Principals of the Colleges/Heads of the Institutes invariably within 20 days after commencement of the relevant examination.
- (ii) Thereafter, a late fee @ Rs.25/- per candidate per subject shall be charged from the Department/College/Institute concerned.
- (iii) Instead of sending Examination Forms for Even Semester Examinations i.e. II, IV and VI etc., the Chairpersons/Principals/Directors of UTDs/Colleges/Institutes will submit a list of students on the format indicating the subjects of each student (examinee), if otherwise eligible, along with examination fees for Even Semester Examinations by the last dates as prescribed by the University.

In view of the above, you are requested to take necessary action accordingly.

Encl: format

Yours faithfully,

Assistant Registrar (Enquiry)

Endst. No. Exam Enq/15/1401-1450

Dated: 22.04.2015

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

1. All the Heads of the Teaching/Non-Teaching offices, KUK
2. Finance Officer, KUK
3. PS to the Vice-Chancellor/Registrar, K.U., Kurukshetra

Assistant Registrar (Enquiry)