



Kurukshetra University, Kurukshetra

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

(A+ Grade, NAAC Accredited)

Subject: Regarding submission of the online theory awards for the examinations held in September 2020.

In furtherance to the previous notifications No.COE/LAB/2020/711 dated 28/09/2020 and OS-I/SA-I/3318-3417 dated 07/10/2020 in respect of the online submission of theory awards pertaining to September 2020 examinations, following may kindly be noted by the Departments/Colleges/Institutes/Nodal Evaluation Centres:

1. The portal for entering of external theory awards for UG III year Annual System/6th semester, PG Regular 4th semester, B.Ed Part-II shall get closed 21/10/2020. Further, the hard copies of the award list shall be received by **The Deputy Registrar, Secrecy Branch Counter, Kurukshetra University, Kurukshetra** till 23/10/2020.
2. The portal for entering of external theory awards for even intermediate semesters (reappear) and B.Ed Part-I shall get closed on 31/10/2020. Further, the hard copies of the award list shall be received by **The Deputy Registrar, Secrecy Branch Counter, Kurukshetra University, Kurukshetra** till 03/11/2020.
3. The portal for entering of external theory awards for UG (Annual System) Part-I and Part-II and PG (Annual System) Part-I and Part-II shall get closed on 06/11/2020. Further, the hard copies of the award list shall be received by **The Deputy Registrar, Secrecy Branch Counter, Kurukshetra University, Kurukshetra** till 10/11/2020.
4. If, for any valid reason, any Departments/Colleges/Institutes/Nodal Evaluation Centres are unable to enter the online external theory awards within the stipulated dates; then in such cases, the proforma (Annexure-D) placed below shall be filled by the Departments/Colleges/Institutes/Nodal Evaluation Centres and sent to the examlab@kuk.ac.in; after which the portal shall be opened for the concerned Departments/Colleges/Institutes/Nodal Evaluation Centres for a period of 2 days.

Annexure-D

Subject: Request for the opening of the portal for online submission of external theory awards for September 2020 examinations	
Name of the Department/College/Institute/Nodal Evaluation Centres	
Examination System (Annual/Semester)	
Class	
Semester/Year	
Subject Code	
Subject Name	
Name of the Examiner/Evaluator	
Examiner ID	
Mobile Number	
Valid Email ID	
Specify the valid reasons for not entering the awards within stipulated dates	

5. All the Departments/Colleges/Institutes/Nodal Evaluation Centres shall use their existing Departments/Colleges/Institutes/Nodal Evaluation Centres login ID's and passwords and shall mandatorily create the online examiner id before entering the awards.
6. The Departments/Colleges/Institutes/Nodal Evaluation Centres who have not been assigned the login ID and password shall sent the request to obtain the same by emailing Name of the College, College Code, Name of Principle, Mobile No., E-Mail-ID, Details of courses at examlab@kuk.ac.in.
7. All the Departments/Colleges/Institutes/Nodal Evaluation Centres shall maintain proper record of evaluated answer-sheets as per the university instruction already conveyed vide letter no. CT-III/2020/7723-7972 dated 26-08-2020 as the same can be demanded for re-evaluation purpose etc. as per requirement.

8. If roll no./particulars of any student is not available on the university examination portal and the candidate has the submitted his/her answer book in the nodal evaluation centre then in such cases, the information as per performa (Annexure-B) will be prepared/filled by the concerned evaluator and the hard copy of the evaluated answer-book will be sent along with this Performa to **The Deputy Registrar, Secrecy Branch Counter, Kurukshetra University, Kurukshetra.**
9. All the Departments/Colleges/Institutes/Nodal Evaluation Centres will maintain the list of examiner id (s) in the prescribed format (Annexure-C) in hard copy and will send the same to **The Deputy Registrar, Secrecy Branch Counter, Kurukshetra University, Kurukshetra.**
10. While feeding the awards, the Departments/Colleges/Institutes/Nodal Evaluation centres shall enter the range of Roll numbers of 50 students in at a time; as it would allow smooth entering of awards, their saving and unnecessary traffic congestion on the server.
11. Evaluators/Examiner shall not update any roll number on the online examination portal whose answer sheet has not been evaluated by him/her.

Therefore, keeping in view the above, the Departments/Colleges/Institutes/Nodal Evaluation Centres are requested to expedite the work of entering the awards accordingly.

We solicit your kind cooperation.