KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

("A" Grade, NAAC Accredited)

No. ACS-II/11/73733-812

Dated: 26/5/11

To

The Chairpersons/Directors of
University Teaching Department/Institutes/Centres,
Kurukshetra University,
Kurukshetra.

Dear Sir/Madam,

It is to inform that in the meeting of Vice-Chancellors' held on 28.01.2011 under the Chairmanship of Financial Commissioner & Principal, Secretary to Govt. Haryana, Higher Education Department at Kurukshetra University it was interalia recommended to Increase the Internal Assessment from 10% to 20% w.e.f. 2011-12.

The above recommendation was considered by a committee constituted by the Vice-Chancellor which has recommended as under :-

Increase in internal assessment from 10% to 20% w.e.f. 2011-12:

Internal Assessment in all UG Courses may be increased from 10% to 20% in each theory paper w.e.f. 2011-12 based on the following criteria:

(i) Two Handwritten Assignments   :   10%
(Ist Assignment after one month &
IInd Assignment after two months)

(ii) One Class Test   :   5%
(one period duration)

(iii) Attendance   ... :   5%

Marks for Attendence will be given as under :

(1) 91 % onwards :   5 Marks   (4) 70% to 75% :2 Marks*

(2) 81% to 90% :   4 Marks   (5) 65% to 70% :1 Mark*

(3) 75% to 80% :   3 Marks

*For students engaged in co-curricular activities of the colleges only/authenticated medical grounds duly approved by the concerned Principal.

In M.A. courses also where there is no provision of internal assessment, 20% marks will be earmarked for the internal assessment to be awarded on the above based criteria w.e.f. 2011-12. In M.Sc. and other courses wherein the provision of internal assessment of 20% or above is already in existence, the status-quo may be maintained.

the online examination portal.

Instructions/Steps to fill Internal Assessments & Practical Awards through Online Mode

1. Visit www.kuk.ac.in> Click on the link Online Exam Forms > Click on Univ. /College Login.

2. Go to Students and click on the link Internal Marks Entry Form or Practical Marks Entry Form whichever is applicable.

3. Fill all the requisite fields like class, exam type (Full Papers or Reappear), semester, subjects, range of university roll no.(s), examiner id (in case of practical

only) etc. and select the populate button that will display all the records of that particular class.

4. Enter the awards and click on 'Save as Draft' to save the awards. Kindly note that the awards will be saved as draft/rough and is editable as many times until finally submitted using 'Final Submission' button.

5. For printing or previewing, first populate the awards and then, take the draft printout through print button for checking/verifying from the concerned teacher.

6. Mark the student as 'Absent' by enabling the checkbox being provided, if a student is absent in Internal Assessment OR Practical Awards.

7. The Internal Assessment and Practical Awards shall be finally submitted by clicking the 'Final Submission' button upon duly verification by the concerned College/Institute/Department.

8. Kindly note that internal awards can be changed or entered after the Final Submission and before the expiry of the last date of Internal Assessments with the prior permission of the Principal/Chairperson/Director of the College/Department/Institute only. For obtaining the permission to edit/enter the Internal Assessment and Practical Awards, click on Edit button; an OTP will be sent on the registered mobile number of the Principal/Chairperson/Director of the College/Department/Institute; upon entering which, the editing can take place. Once the requisite editing has been made, click on 'Save as Draft' and then click on 'Final Submission'.

9. The College/Department/Institute shall ensure that the Internal Assessments for no student be left blank as it will not be accepted by the system.

10. Further, to save the document in .pdf format, first click on the populate button and then click on 'pdf' button.

11. After the expiry of the last date, the .pdf report of Internal Assessment and Practical Awards for selected session can also be obtained by using the tab Reportings> Internal Assessment Reports Or Practical Awards Report.

We solicit your kind cooperation.

System Analyst/Programmer
For Controller of Examinations