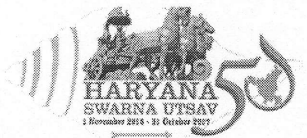




**KURUKSHETRA UNIVERSITY KURUKSHETRA**  
(Established by the State Legislature Act-XII of 1956)



TRANSFORMING HARYANA - PROGRESSING HARYANA

No. CT-II/2017/ 46684  
Dated: 14/7/17

To

The Controller of Examinations,  
Ch. Ranbir Singh University,  
Jind.

**Subject: Regarding Proformas and Remuneration Rate, instructions of Nodal Centres created for theory examinations of KUK.**

Sir,

In reference to your E-Mail dated 03.07.2017 on the subject cited above.

In this regard, it is stated that the following guidelines have been approved by the Vice-Chancellor for the creation of Nodal Centres for the smooth conduct of University Examinations of KUK:

1. The Nodal Centres for distribution of question papers and collection of Answer-books in the Colleges which will comprise of the following support system:
  - (i) One Co-ordinator (Principal/Director)
  - (ii) One Asstt. Co-ordinator (Nominated by the Principal/Director concerned)
  - (iii) Two Clerks (One for distribution of Question Papers and One for receipt of Answer-Books)
  - (iv) Two Peon-cum-Securityman
2. The Director/Principal of the Institute/College where the Nodal Centre will be created will act as Co-ordinator of the Nodal Centre and will get the Question Papers received. He/She will ensure the delivery of question papers to the examination centres allotted to his/her Nodal Centre and will also receive the answer-books from these Examination Centres as well.
3. The University will supply the question papers to the Nodal Centre from time to time and the staff deputed at the Nodal Centres will receive the same with a certificate that all the Question Papers are received in a sealed confidential cover and intact in all respect.

4. The staff deputed at the Nodal Centre will also ensure that the question papers received by them are arranged in order and kept safe in steel almirah(s) having double lock immediately on the same day.
5. There will be two locks of the room where the confidential material/question papers will be kept. Key of 1<sup>st</sup> lock will remain with the Co-ordinator and the key of 2<sup>nd</sup> lock with the Asstt. Co-ordinator.
6. The Co-ordinator will ensure that sufficient Nos. of CCTV Cameras must be installed in the Nodal Centre where the Question Papers/Answer Books are kept and will also ensure the proper functioning and recording of CCTV cameras be maintained from the first day of receiving of examination material and lifting of answer books etc. by the University upto one month from last examination.
7. The Co-ordinator of the Nodal Centre will ensure safe delivery of Question Papers to the Examination Centres allotted to his/her Nodal Centre well in time and will ensure copying free examinations.
8. There will be 2 or 3 examination centres attached in a single route to make easier the distribution of question papers and collection of bundles of used answer-books by the Observers and accordingly, the University will supply the Route Chart to the Co-ordinator concerned for supplying the question papers to the concerned college(s)/examination centre(s) and on the basis of the Route Chart, the Co-Ordinator will constitute teams of the Senior regular teachers who will receive the Question Papers from the Nodal Centre well in time on the day of examination and will proceed to the colleges attached with it. 1<sup>st</sup> teacher out of the team will be left in the allotted examination centre alongwith question papers and the other will also be left at their respective allotted Examination Centre. Thus the last teacher in the team will stay at the last examination centre of the route. The Co-ordinator will ensure that the eligible teachers having 10 years of experience must be appointed as Observers. These teachers shall also act as Observers upto 4 days in that allotted examination centre and will submit their report in the prescribed proforma regarding functioning of examination centre to the concerned Co-ordinator on daily basis



and will also make entry in the '**Inspection Book**' of the Centre. If the Centre report is negative, then the Observer will report the matter to the Co-ordinator and who will further report the matter to the Controller of Examinations for further necessary action. These teachers will collect the Answer Sheets for both the sessions of their respective examination centre and come back on the same route carrying back the other teachers of the team and will deposit the same in their respective Nodal Centre. If any change is required in the Route Chart, the prior approval of the same will be obtained by the Co-ordinator concerned from the Conduct Branch.

9. The Observers so deputed for the purpose if travel by own car within city **OR** upto 20 KMs(one side) will be paid conveyance charges @ Rs. 100/- (minimum) **OR** actual per session. If the Observers perform the duty by own car within city **OR** upto 20 KMs(one side) for both the sessions, then they will be entitled for the conveyance charges @ Rs. 200/-(minimum) per day **OR** actual. The Observers deputed outside the city if travel by own car will be entitled for the conveyance charges @ Rs. 500/-(minimum) **OR** actual per session and @ Rs. 750/-(minimum) **OR** actual per day for both the sessions(morning & evening). Moreover, in case of non-availability of own car, the Co-Ordinator of the concerned Nodal Centre has been authorised by the University to provide taxi to the Observers on actual hired charges to the maximum extent of Rs. 1200/- per route for both the sessions. The receipt of payment made for taxi alongwith the copy of RC will be submitted to the University with the remuneration bills. The Co-ordinator will ensure that the payment of the Taxi so hired for the purpose will be made through Account Payee Cheque only.

10. The teachers deputed for delivering the question papers will deliver the question papers packets to the Supdt.-in-Chief and Supdt.-in-Chief will provide the requisition of question papers of the forthcoming examinations to the concerned Observer in the prescribed proforma after obtaining the same from the Centre Supdt. two days in advance and the Observer will supply the same to the concerned Nodal Centre immediately. The staff of the Nodal Centre will

check the requirement and if the question papers of any subject of the concerned centre is not available with the Nodal Centre OR there is shortage of question papers, then the Co-ordinator will intimate in the prescribed proforma to the Conduct Branch through E-Mail or through Fax No. or Mob. No. and the action in this regard will be taken up on top priority by the Conduct Branch.

11. The Packets of used answer books received by the Nodal Centres will be collected by the University Officials through University Vehicles from time to time.

12. The teaching staff deputed at the Nodal Centres by the concerned Co-ordinator/Principal for receiving the question papers will remain present in their own college and will make necessary preparation for the distribution of question papers for the next day. The teaching staff of the Nodal Centre will also ensure that the packets of used answer-books are collected by them in the evening.

13. The rates of remuneration to the teaching/non-teaching staff deputed at the Nodal Centre will be paid as under: -

a.	Co-ordinator (Principal/Director)	Rs. 350/- per day.
b.	Asstt. Co-ordinator	Rs. 350/- per day.
c.	Teacher deputed for delivery of Question Papers(He will also act as Observer at that Examination Centre)	Rs. 220/- per session
d.	Clerk	Rs. 280/- per day.
e.	Peon-cum-Securityman	Rs. 220/- per day.

14. The above remuneration/honorarium will be admissible on the actual day of examination. The double remuneration will be allowed to the Asstt. Co-ordinator, teachers deputed for the delivery of Question Papers & allied vocational staff including Clerk and service staff for the duties performed at the Nodal Centre during vacations as well as on Sundays and Holidays. The Conveyance Charges will also be admissible to these officials during the vacations.

15. A temporary advance will also be provided to the Nodal Centre for the payment of the Conveyance Charges. The Co-ordinator of the Nodal Centre will ensure that the bills of the adjustment of the temporary advance are

submitted in the Conduct Branch of this University within 15 days of the termination of the University Examinations.

16. An amount of Rs. 1500/-(Rupees One Thousand and Five Hundred Only) will be admissible as a Contingent Expenses at the Nodal Centres which will be incurred out of the temporary advance given by the University.
17. The instructions contained in the '**Book of Instructions**' must also be followed strictly.
18. The Principal/Co-ordinator will send the list of the teaching staff deputed at the Nodal Centre alongwith Contact Nos. immedietaly to the Conduct Branch so that they may not be deputed for other duties.
19. The Nodal Centre will start functioning one day before the commencement of the examinations and one day after the termination of the Examination Centres.

The performas being used for the purpose & the guidelines for the spot evaluation centre of answer books are also being attached herewith.

**Yours faithfully,**



**Assistant Registrar(Conduct)**

**Encl. As above.**