



University Of Kashmir, Srinagar

NOTIFICATION

It is notified for the information of all concerned that the examinations (Undergraduate and B.Ed) for the students enrolled in (Ladakh Division) at Govt. Degree College, Leh, Kargil, Nobra and Zanskar shall henceforth be held separately as per the new **Examination Policy** annexed to this notification.

Sd/-
Controller of Examinations

No: F(Leh & Kargil Campus/EW) KU /2017
Dated: 04-10-2017



New Examination Policy for Ladakh Division (Undergraduate and B.Ed.)

01. Examination Schedule:

Examinations of UG/B.Ed. courses carried out at Govt. Degree Colleges Leh, Kargil, Zaskar and Nobra shall be conducted separately after the completion of the courses to be certified by the concerned colleges. These examinations shall be de-linked from the UG and B.Ed examinations of Kashmir Valley.

02. Nodal Centres for the conduct of examinations:

Nodal Centres for the purpose of conduct of examinations in the Ladakh Region shall be established both at Leh and Kargil Campuses. These Centres shall be managed by the Coordinator examinations to be nominated by the Rector, Leh/Kargil Campuses.

03. Examination Related Material:

Examination stationery comprising of answer books etc. shall be sent to the Nodal Centres at Leh and Kargil and its stock thereof shall be maintained by the Coordinators.

04. Submission of forms and admit cards:

Before the link for submission of examination forms and depositing of fee is opened by the University, the coordinators of both the Nodal Centres shall inform in writing to the Controller of Examinations regarding the completion of the course/s and conduct of practical examinations after receiving feedback from the concerned colleges. IT link for the examination forms shall be made available by the Director, NAD&DA, University of Kashmir. Admit cards and allotment of Roll Numbers shall be provided to eligible students by the University through its website. The forms shall be accepted and verified by the University.

05. Date sheet and conduct of examinations:

The date sheet for UG/B.Ed. examinations shall be issued by the Controller of Examinations after receiving the tentative dates from the Coordinators of Nodal Centres who shall consult respective Principals in this regard.

06. Arrangement of question papers:

The question papers for the examinations to be conducted for UG/B.Ed examination in Ladakh Region shall be arranged by the Controller of



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Examinations and sent to the Coordinator/Nodal Centres for its onward transmission to the concerned colleges.

07. Collection of Answer Scripts:

Principals of all the four colleges shall deposit the answer scripts at the respective Nodal Centres at Leh and Kargil every day or as the case may be against a proper receipt from the Coordinator of the Nodal Centre.

08. Evaluation of Answer Scripts:

Coordinators of both the Nodal Centres shall arrange for evaluation of answer scripts after proper coding by engaging the Resource Persons / teaching staff available at the University Satellite Campuses at Leh/Kargil and the teaching staff available in all the four colleges of Leh/Kargil/Zanskar and Nobra. The evaluation process shall be governed by the policy notified by the University vide No. F(Leh & Kargil Campuses)KU/2017 dated 04-10-2017.

Sd/-
(Dr. M. Y. Bhat)
Controller of Examinations



New Evaluation Policy at UG Level for Ladakh Region

As a part of ongoing examination reforms, University of Kashmir has taken a new initiative with regard to evaluation of answer scripts of all UG examinations viz. annual, bi-annual, backlog and semester system with or without Choice Based Credit System. Under the new policy satellite campuses located at Leh and Kargil have been notified as nodal centres and with Coordinators to be designated for evaluation. Each Coordinator shall arrange evaluation of answer scripts on the basis of inter-college transfer of answer script parcels across all colleges falling within his/her jurisdiction. This policy shall become effective from October, 2017. Its main objectives are timely evaluation and declaration of result, optimum time utilization for a faculty member as teacher, supervisor and evaluator, full involvement of all the faculty members in the process of evaluation, elimination of time loss during the transit of answer parcels. Evaluation process will not be allowed to interfere with the normal class-work at the college level. Essential features of this scheme are:

- 1. Nodal Centre:** Two satellite campuses of the University at Leh and Kargil have been designated as nodal centres.
- 2. Jurisdiction:** Leh campus shall have jurisdiction of the colleges running in district Leh whereas Kargil campus shall have jurisdiction over the colleges of district Kargil.
- 3. Coordinator Evaluation:** Assistant Professor / Assistant Registrar of the campus shall be designated as Coordinator evaluation by the Rector of the campus. His/her main responsibility is to ensure timely and credible evaluation of answer scripts.
- 4. Obtaining Vital Information:** Before the evaluation process starts, Coordinator should obtain course-wise information of all students enrolled for a semester/annual class. However, this is not needed in case of backlog/bi-annual examination. It is also necessary to get information regarding certain important particulars of each faculty member. It includes name, designation, subject/specialization, mobile number, e-mail address etc. This information is also needed about superannuated faculty likely to be engaged in the evaluation process.
- 5. Maintaining, Receipt Record of Answer Parcels:** There has to be an accurate record of answer script parcels received from each examination centre for each day and date of examination, if possible. Principals of colleges have to be given clear instructions that each parcel must contain legible and exact information about the contents of each parcel. In no



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case answer scripts of two different subjects/courses/papers/media (English vs Hindi) should be packed in one and the same parcel.

6. **Evaluation of Answer Scripts:** Once received, parcels without opening/coding should be dispatched for evaluation among the eligible evaluators of constituent colleges. Establishment of evaluation centre / table evaluation within the campus is appreciated if possible. The Principal of inter-college transfer of parcels must be followed in letter and spirit. If there are say 3 colleges A, B, C falling within the jurisdiction of a nodal centre, total number of colleges will be 4. Answer scripts of college A for each and every subject/course have got to be evaluated through the faculty members of college B or C. If the number of answer scripts is large two or even all the three colleges could be involved.
7. **List of Eligible Evaluators:** All the permanent faculty members of the subjects concerned evaluation of answer scripts. Academic arrangement with at least 2 years of teaching experience could also be involved in the evaluation process. Superannuated faculty wherever available within the jurisdiction of nodal centre can also participate in the evaluation of answer script. Coordinator is at liberty to explore any other source. However, prior approval followed by written intimation to the University must be strictly adhered to.
8. **Evaluation of Specialized College Specific Course:** Answer scripts of all such courses must reach the office of Coordinator who shall invite the concerned faculty member to his/her office and get the answer scripts evaluated. Services of any other eligible expert available within or outside the jurisdiction of nodal college could also be utilized in this regard.
9. **Record of Dispatched Parcels:** Once received from an examination centre, answer parcel has to be dispatched for evaluation within 24 hours by the Coordinator. There has to be proper record of all the parcels and the destinations where these parcels are dispatched for evaluation. Number of parcels received from all examination centres must exactly match the number of parcels dispatched with respect to each subject/course/paper. If any evaluator gets lesser number of answer scripts in a given examination, he/she should be compensated during the next examination. In no case a parcel should be opened simply to ensure equal distribution of answer scripts among evaluators. For effective implementation of compensation criteria, accurate record of answer scripts across evaluators of a subject/course/paper becomes very important.
10. **Evaluation Period:** Every evaluator has to complete the evaluation assignment within a maximum of 15 days after the receipt of answer parcel(s). Each evaluator is exclusively responsible for safety of answer scripts during his/her custody.
11. **Opening of Parcels:** Once a parcel is opened, every evaluator has to



ensure that the number of answer scripts contained in the parcel exactly matches the number written on the face of the parcel. Other particulars including subject, course title, course code etc. Should also match. Presence of memo within a parcel should also be checked. Its contents must be thoroughly examined with reference to the roll numbers of students whose answer scripts are contained in the parcel. Any disciplinary/deficiency noticed in the parcel/memo must be immediately brought to the notice of the Coordinator evaluation who shall investigate the matter without any delay.

12. **Return of Evaluated Parcels:** Answer scripts once evaluated within the stipulated time have to be returned to the office of Coordinator, University of Kashmir shall not directly accept any parcel from any evaluator. Before returning the answer scripts the mouth of the parcel must be stitched again or closed by a strong material that can ensure physical safety from home to nodal centre and withstand further transportation from nodal college to Examination Wing.
13. **Submission of Award:** Along-with each evaluated parcel, there has got to be a separate award roll showing marks of the allotted roll numbers of a subject/course/paper. Award roll must be neat and clean, free from mistakes, mutilation and omission of any roll number. Number of candidates whose award has been prepared must exactly match the number of any answer scripts contained in a parcel. Extreme care should be exercised while writing the name/title of subject/course/paper, subject/course/code, maximum/minimum marks etc. There is no scope of any mistake while writing these particulars. Each page of the award roll has to be signed by the evaluator himself/herself. Evaluator must ensure that both the parcel as well as the award roll is received and entered into the receipt register by the office of the Coordinator.
14. **Mid-term Appraisal:** Every Coordinator shall seek formally or informally a mid-term report from each evaluator at the expiry of half of the evaluation period. It will help him/her to effectively monitor the pace and progress of evaluation and ensure completion of evaluation process within the stipulated period of time.
15. **Coordination Among Coordinators:** Coordinators of evaluation will informally remain in constant touch with each other. If at all there is any problem confronting the process of evaluation, same needs to be discussed and resolved without causing any delay in the timely completion of evaluation.
16. **Sanctity of Evaluation:** Credible evaluation is the hall mark of an examination system. It has to be maintained and ensured religiously. No compromise is acceptable in this regard. Coordinator shall initiate immediate action if at all there is any credible evidence or complaint against the evaluation of an evaluator. Coordinator can seize all the



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answer scripts from the evaluator, cancel the evaluation and send the evaluated papers for fresh evaluation by a second evaluator, and debar the evaluator from any future assignment.

17. **Supporting staff:** Coordinator, Nodal Centre shall manage the evaluation through the teacher working in the participating colleges with the help of following supporting staff/remuneration:

S.No	Designation	Staff strength	Remuneration per examination
01.	Coordinator	One	3,500.00
02.	Assistant Coordinator	One	3,000.00
03.	Centre Assistant	One	2,000.00
04.	Store Keeper	One	2,000.00
05.	Orderly	One	2,000.00
06.	Chowkidar	One	1,000.00
07.	Other charges stationery/contingencies	xx	Rs. 500/- per examination for each Nodal College

18. **Instructions to Evaluators:** Coordinator will instruct the evaluators to evaluate the answer scripts as per guidelines made available by the University to each Coordinator (copy enclosed).
19. **Start of Evaluation:** The evaluation shall be commenced as per the date sheet issued by the University, it should begin within 24 hours after the start of examination.
20. **Remuneration Rates:** Evaluation rate shall be Rs. 10/- per answer script under CBCB system and Rs. 15/- in case of other examination. Besides the evaluation charges, the evaluators shall be paid a lump sum amount of Rs. 300/- per examination as convenience allowance.
21. **Computerisation of Awards:** After receiving back the evaluated answer scripts from the teachers the Coordinator shall get awards/marks computerized through the IT staff of the nodal centre and ensure that awards have been signed by the concerned evaluators. Necessary training to IT professionals will be imparted by the University of Kashmir, if required.



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22. **Online Submission of Awards:** The IT staff of Nodal centre shall send the awards of each examination online to the University strictly as per the software module to be supplied by the University.
23. **Collection of Answer Scripts:** Once the evaluation is completed, the evaluated answer scripts have to be deposited in the nodal centre by each evaluator. The university shall arrange the collection of evaluated answer scripts from the nodal centre after the evaluation is completed.
24. **Evaluation Bills:** Evaluation bills will be generated online, downloaded bills must be endorsed by the Coordinator. He/she shall submit the bills of all evaluators to the Controller of Examinations after the completion of evaluation process of a given examination.
25. **Evaluation Report:** After the completion of evaluation, Coordinator Nodal Centre shall submit a statement showing particulars of an evaluator, number of answer scripts evaluated, subject and the name of the college whose answer scripts have been evaluated. It should also include any other general/specific issue faced during the process of evaluation.
26. **Conveyance charges:** The following structure of rates as conveyance charges shall be paid for the carriage of parcels from Examination Centres of a college/institution to the office of Coordinator, Nodal Centre:

Distance	Rate per day of Examination
Upto 10 kms	Rs. 200.00
11 to 20 kms	Rs. 250.00
Above 20 kms	Rs. 350.00

Sd/-
(Dr. M. Y. Bhat)
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