



# KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

("A+" Grade, NAAC Accredited)

## Notice

The Vice-Chancellor on the recommendations of the Committee has approved the following guidelines regarding for smooth conduct of University examinations:-

1. In continuation of this office notice No. CT-III/2020/7723-7972 dated 26.8.2020, it has been decided that the Chairperson/Director/Principal of the Department/Institute/College will ensure that strict proctoring/invigilation during the online examination through **Google Meet** or **Whatsapp** is made by the teachers. The Chairperson/Director/Principal will ensure that the duties with regard to proctoring/invigilation are assigned to the teachers equally as per their requirement.
2. The candidate while attempting their examination through pen & paper have to make themselves available to sit in front of Webcam running through **Google Meet** for the full duration of the paper at their place of examination. The position of the Webcam has to be adjusted in such a way that the full view of the candidate attempting the paper is visible to the invigilator. The candidate will put his/her microphone in "off" mode during the Google Meet except the webcam.
3. The candidate while attempting the paper should be ready to receive the **Whatsapp Video Call** from the invigilator during the course of the examination.
4. Proper record of daily proctoring/invigilation duty of students will be prepared & maintained in the Department/Institute/College. University can inspect/demand any record within a period of three months from the conduct of examinations.
5. The Chairpersons/Directors/Principals while conducting the examinations will ensure that the SOPs issued by the Government of India/MHRD/ Government of Haryana/DHE/KUK from time to time will be followed in letter & spirit.

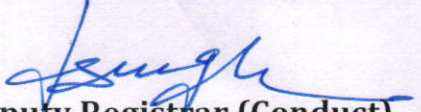
**REGISTRAR**

**Endst No. CT-III/2020/9171-9220**

**Dated: 3.9.2020**

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

1. Dean Academic Affairs, KUK.
2. Dean Research & Development, KUK.
3. All the Deans of the Faculties, KUK.
4. Chairpersons/Directors of all the University Teaching Departments/Institutes.
5. Controllers of Examinations, KUK.
6. Director, IT Cell, KUK (with the request to get it uploaded on the University Website)
7. Director Public Relations, KUK with the request to issue press release.
8. O.S.D. to the Vice-Chancellor (for kind information of the Vice-Chancellor).
9. Superintendent O/o the Registrar (for kind information of the Registrar).

  
**Deputy Registrar (Conduct)**