

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

(‘A+’ Grade, NAAC Accredited)

NOTICE

The Vice-Chancellor on recommendations of the Standing Committee has approved the following guidelines for smooth conduct of the Odd Semester Examinations of Campus Courses & Engineering Examinations (except 1st Semester) to be held in December/January, 2020-21:

1. The theory examinations in respect of the courses (**Annexure ‘A’**) will be got conducted in blended mode.
2. All the examinations of additional/improvement will be got conducted when the normalcy prevails.
3. The practical examinations of these courses will be got conducted internally by all the concerned Chairpersons/Directors/Principals through online/offline mode before the commencement of the theory examinations.
4. The question papers will be sent to all the Chairpersons/Directors/Principals through E-Mail **at 9:45 AM in the morning & 1:15 PM in the evening** and the Chairperson/Director/Principal will send the question papers to the concerned students using different electronic modes timely as per schedule of Examinations.
5. The Chairpersons/Directors/Principals will ensure that strict Proctoring/Invigilation during the online examination through **Google Meet** or **WhatsApp** is made by the teachers. The Chairpersons/Directors/Principals will ensure that the duties with regard to the Proctoring/Invigilation are assigned to the teachers equally as per their requirement.
6. The Chairpersons/Directors/Principals will prepare a Google Form and share the link of the same with the candidates for uploading of the Answer-Books. A demo in this regard will be given to Chairpersons/Directors/Principals through online mode.
7. 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 **3 months** from the conduct of examinations.
8. The candidate will be required to attempt 75% marks paper by choosing any question. However, the student shall ensure that he/she has attempted answers carrying 75% of maximum marks. The time allotted will be **¾ hours (i.e. 10:00 AM to 1:15 PM in the morning & 1:30 PM to 4:45 PM in the evening)** for examinations including time of downloading of question paper to sending the answer book to the concerned Chairperson/Director/Principal through Google Form.

9. The candidate will receive the Question Paper from the Chairperson/Director/Principal through Electronic Mode & will solve the question paper from their remote location on **A-4 size** paper in his/her own handwriting (as per specimen available on University Website) and maximum page limit would be preferably **20 (Twenty)**. **The student will attempt questions Serial No. wise and will write the Question No. in the centre of the Page so that the Question No. attempted is clearly visible. The candidate will also mark Page No. on the Answer-Book.** On the first page of the Answer-Book, he/she will fill the following details:

- (i) Univ. Roll No. (in figures) _____ (in words) _____
(ii) Name of the student _____ (iii) Class/Semester _____
(iv) Name of the Paper: _____ (v) Code of Paper: _____
(vi) Total No. of Pages written by candidate: ____ (vii) Date of Exam _____
(viii) Signature of the Student: _____

10. The candidate will write the above information and Roll No., Paper Code and Page No. at each page of the sheet used. The candidate must ensure that he/she has put his/her signature on each page of the answer-sheet used by him/her. Answer-sheet without signature of the candidate will not be evaluated.
11. He/she will be required to complete all the process & will save the PDF file by using **Microsoft Office Lens/Adobe Scan/vFlat App** with file name as his/her Roll No.
12. The candidate will then submit the soft copy of his/her Answer Book through **Google Form** to the concerned Department/Institute/College within the specified period i.e. **3¼ hours (3 hours & 15 minutes)** from commencement of examination. While sending the PDF Answer Book through Google Form, the candidate will ensure that he/she has also enclosed his/her Roll No. slip alongwith the Answer Sheet. The Answer Sheets received late will not be accepted.
13. While sending the Answer Book, the candidate will write his/her Roll No., Nomenclature & Code No. of Paper in the **subject** of Google Form.
14. While attempting the examination through pen & paper, the candidates will 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.
15. The candidate while attempting the paper should be ready to receive the **WhatsApp Video Call** from the invigilator during the course of the examination.

16. In case any student does not have mobile phones or facing network problem etc., and requests the Chairperson/Director/Principal of the concerned Department/Institute/College well in time to appear in offline mode, in that case he/she can seek help from his/her parent Department/Institute/College. The concerned Chairperson/Director/Principal will make necessary arrangement of Physical examination & will provide printed copy of question paper and University Answer Book to the candidate. While conducting the examinations of such candidates, the Chairpersons/Directors/Principals will ensure that the SOPs with regard to COVID-19 issued by the Government of India/MHRD/Government of Haryana/DHE/KUK from time to time will be followed in letter & spirit.
17. The candidate will not write his Mobile No. etc. except the particulars at point No. 9 otherwise Unfair Means Case will be made.
18. While attempting the paper, the candidate will use blue/black ball pen only.
19. The Chairperson/Director/Principal will ensure that the evaluation of the answer books is done by distributing the same equally among the teachers. It will also be ensured that the work of evaluation will be got completed within **10 (Ten) days** from the conduct of last paper.
20. The Chairperson/Director/Principal will preserve the soft copy of the Answer-books of the students date-wise in one folder **using Winzip/Winrar in the Google Drive** of their official E-Mail ID for the prescribed period i.e. **6 months** after the date of declaration of the Result.
21. The evaluator will award question-wise marks to the students & will deposit the record in Department/Institute/College & **the marks of the candidates will be uploaded on the KUK portal** accordingly as per guidelines of the University. Hard copy of award list duly signed by the evaluator and countersigned by the Chairperson/Director/Principal of the Department/ Institute/College will be submitted in the Secrecy Branch as per Performa (**Annexure 'B'**).
22. No remuneration on account of paper setting, conduct of examinations & evaluation of Answer Books etc. will be paid to the internal staff since all the examination duties have been made mandatory by the Higher Education Department, Govt. of Haryana.
23. A PPT for scanning & sending of answer books through Google Form will be prepared for the ready reference of the candidates and will be uploaded on the KUK website.
24. The students who want to apply for Re-evaluation will apply within prescribed time & the Answer-books of those students will be demanded accordingly.

Dr. Hukam Singh
Controller of Examinations

Endst. No. CT-III/20/ 14146-245

Dated: 07.12.2020

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

1. Dean, Academic Affairs, KUK
2. Dean, Research & Development, KUK
3. Dean of Colleges, KUK
4. The Chairpersons/Directors/Principals of the concerned University Teaching Departments/ Institutes/Colleges, KUK
5. All the Deans of the Faculties, KUK
6. Proctor, KUK.
7. Controllers of Examinations, KUK
8. Director, I.T. Cell, KUK with the request to upload it on University Website
9. Director, Public Relations, KUK for wide publicity.
10. Librarian, KUK
11. Chief Wardens, KUK (Male/Female)
12. Chief Security Officer, KUK.
13. Finance Officer, KUK
14. All the Deputy Registrars/Assistant Registrars of Examination Branches, KUK
15. Assistant Registrar (Academic), KUK
16. OSD to Vice-Chancellor, KUK (for kind information to the Vice-Chancellor)
17. Superintendent O/o the Registrar, KUK (for kind information to the Registrar)
18. Superintendent (Planning/Confidential Cell/Conduct (Theory & Practical), KUK
19. Programmer/System Analyst, Computer Lab, KUK.


Deputy Registrar (Conduct)