

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 various Law & Pharmacy Examinations to be held in December, 2020:

1. The examination of regular students of B.A.LL.B. (2nd, 4th, 6th & 8th Semester), B.B.A.LL.B. (2nd, 4th, 6th & 8th Semester), LL.B. (2nd & 4th Semester), LL.M. (2nd Semester) and B. Pharmacy (2nd, 4th & 6th Semester) will be conducted in blended mode.
2. The examinations of all these courses will commence w.e.f. **04.12.2020**.
3. The practical examinations, if any will be got conducted internally by all the concerned Chairperson/Director/Principal through online mode (i.e. Virtual Presentation/Viva-Voce).
4. Roll Nos. of regular students will be got uploaded on the University Examination Portal and the concerned students will be able to download the same after getting the No Objection Certificate from the Department/Institute/College. However, the Roll Nos. of the reappear students who have filled the offline examination form will be sent to the concerned College E-mail ID.
5. The question papers will be sent to all the Chairperson/Director/Principal through E-Mail at **9:45 AM in the morning & 1:45 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.
6. The Chairperson/Director/Principal 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 the Proctoring/Invigilation are assigned to the teachers equally as per their requirement.
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 50% paper by choosing any question. However, the student shall ensure that he/she has attempted answers carrying 50% of maximum marks. The time allotted will be **3 hours (i.e. 10:00 AM to 1:00 PM in the morning & 2:00 PM to 5:00 PM in the evening)** for examinations including time of downloading of question paper to emailing of answer book to the concerned Chairperson/Director/Principal.
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 **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) Sign. 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. **He/she will be required to complete all the process & will save the PDF file with file name as his/her Roll No.** The candidate will then submit the soft copy of his/her answer book through E-Mail to the concerned Department/Institute/College within the specified period i.e. **3 hours** from commencement of examination. While sending the PDF answer book through E-Mail, the candidate will ensure that he/she has also enclosed his Roll No. slip alongwith the Answer Sheet. The Answer Sheets received late will not be accepted.
11. While sending the Answer Book, the candidate will write his/her Roll No., Nomenclature & Code No. of Paper in the **subject** of E-Mail ID.
12. While attempting the examination through pen & paper, the candidate 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.
13. The candidate while attempting the paper should be ready to receive the **WhatsApp Video Call** from the invigilator during the course of the examination.
14. 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.
15. The candidate will not write his Mobile No. etc. except the particulars at point No. 9 otherwise Unfair Means Case will be made.
16. While attempting the paper the candidate will use blue/black ball pen only.
17. 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 **07 (Seven) days** from the conduct of last paper.
18. 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

their E-Mail drive for the prescribed period i.e. **6 months** after the date of declaration of the Result.

19. 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 University portal i.e. Online Theory Award Portal** accordingly. 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 **(enclosed)**.
20. Candidates 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.
21. No remuneration on account of all type of examination duties including question paper setting, conduct of examinations & evaluation etc. will be paid to the Staff as these examinations will be conducted in working days and all the examination duties have been made mandatory by the Higher Education Department, Govt. of Haryana.
22. 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/20/13968-997

Dated: 23-11-2020

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, Faculty of Engg. & Technology, KUK
4. Dean of Colleges, KUK
5. Controllers of Examinations, KUK
6. Director, I.T. Cell, KUK with the request to upload it on University Website
7. The Chairperson/Directors/Principals of the Deptt. of Law/Inst. of Law/Inst. of Pharmaceutical Sciences, KUK/Colleges concerned affiliated with KUK
8. Director Public Relations, KUK for wide publicity.
9. Finance Officer, KUK
10. All the Deputy Registrars/Assistant Registrars of Examination Branches, KUK
11. Assistant Registrar (Academic), KUK
12. OSD to Vice-Chancellor, KUK (for kind information to the Vice-Chancellor)
13. Superintendent O/o the Registrar, KUK (for kind information to the Registrar)
14. Superintendent (Planning/Confidential Cell/Conduct (Theory & Practical), KUK
15. Programmer/System Analyst, Computer Lab, KUK


Deputy Registrar (Conduct)