

KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
('A+' Grade NAAC Accredited)

No. :CT-III/22/10704-10903

Dated : 13.06.2022

To

All the Chairpersons/Directors/Principals of the
University Teaching Departments/Institutes/Colleges
affiliated with Kurukshetra University, Kurukshetra.

Subject: Guidelines for the conduct of U.G. 6th Semester, B.Ed. 2nd Year & Engineering (B.Tech.) Examinations June/July, 2022.

Dear Sir/Madam,

As you are aware that U.G. 6th Semester, B.Ed. 2nd Year & Engineering (B.Tech.) Examinations of the University are commencing w.e.f. 16.06.2022 onwards. For the smooth conduct of these Examinations, an Examination Centre has been created at your College. Since, these examinations are to be conducted in offline mode, hence, you are required to ensure that the following guidelines are strictly adhered to in letter & spirit:

1. The Supdt. Packets of the affiliated Institutes/Colleges will be delivered at the concerned Nodal Centre on 15.06.2022 which can be collected by you accordingly. However, the Supdt. packets of University Teaching Departments/Institutes will be collected by the authorized staff from the Conduct Branch on the said date.
2. The Director/Chairperson/Principal will ensure that the CCTVs are installed and working properly in the room of Centre Supdt. where the question papers packets are opened to check any untoward incidents. He/She will also ensure that all the CCTV Cameras are in working position and the footage of the same will be preserved for at least 03 months after the completion of the examinations so as to get the same checked/verified in case of any necessity. If there is no installation of the CCTV Cameras in the Examination Centre, then the Centre Superintendent will take a cognizance of the same and will make a report to the Assistant Registrar (Conduct)/Controller of Examinations immediately.
3. The Invigilating Staff ratio would be 1:40 (One Invigilator for every 40 candidates).
4. The Question Papers will be opened 15 minutes before the start of the examination in the presence of Director/Chairperson/Superintendent-in-Chief, Asstt. Supdt.-in-Chief, Centre Supdt. and Deputy Supdt.. Deviation, if any, would be viewed seriously.
5. The Centre Supdt. will not allow any student to appear in the examination without a valid Roll No. slip issued by the University. The Centre Supdt. will ensure that no student is allowed to sit in the examination, if his/her name is not mentioned in the cut-lists sent by the University. In case of two students having same Roll No., the Centre Supdt. should obtain a

clarification from the concerned Result Branch(s) telephonically before allowing him/her to sit in the examination so that separate Roll No. can be allotted to such student.

6. The Institute/College will provide University Answer Book to the candidate.
7. The candidate will be required to attempt any questions instead of attempting unit-wise questions.
8. The University has allowed the candidate to bring own sanitizer and transparent water bottle while appearing in the examination, hence, no restriction be imposed upon the candidate in this regard.
9. The Supdt.-in-Chief/Centre Supdt. will get ensure that no candidate carries any **electronic communication device such as Mobile/Pager/I-Phone etc.** in the Examination Hall. Moreover, such things be kept away from the Examination Hall. The Supdt.-in-Chief/Centre Supdt. will also give necessary directions to the supervisory staff in this regard.
10. In case, any student is found using any type of unfair means, then his/her UMC case may be made and the sealed envelope of the same be sent to the Assistant Registrar (Conduct), KUK immediately.
11. The staff put on examination duty will also deposit their **mobile phones/electronic gadgets** either with the Supdt.-in-Chief or the Centre Supdt. and in no case the staff except Supdt.-in-Chief, Observers and Centre Supdt. will be allowed to use **mobile phones/electronic gadgets** during the course of examinations. Centre Supdt. will be personally responsible if any teacher/invigilator on examination duty is found having mobile phones.
12. The Centre Supdt. will ensure that the signature chart of the student, attendance chart of the staff, KSF-4 and other required proformas are duly filled up.
13. After termination of the examination, the Centre Superintendent will ensure that all blank pages of the used answer sheet are crossed by the candidate in the presence of the Invigilator.
14. Thereafter, the Centre Superintendent will seal the used Answer Sheets in a cloth bag in the presence of one/two Invigilators and Centre Clerk after the examination is over and will handover the same to the Observer.
15. The Director/Chairperson/Principal will intimate the names of the Centre Supdt./Deputy Supdt. appointed at their Examination Centre alongwith the Mobile No. to the Assistant Registrar (Conduct Branch) at E-Mail arconduct@kuk.ac.in.
16. The Centre Supdt. will ensure that **Attendance Charts are sent class-wise in separate envelops** with the last Supdt. Packet to be sent to the Conduct Branch immediately after the termination of the examination. The concerned dealing official of the Practical Section will hand over the envelopes of the Attendance Charts to the officials of the Exam Enquiry against signature for further distribution to the concerned dealing official of the Result Branch directly.

17. The notifications uploaded at University website and sent through official E-mail ID of the University be considered only.
18. The Director/Chairperson/Principal will ensure that the above instructions are got noted from the Centre Supdt. & other invigilating staff for strict compliance of the same. In addition, the instructions laid down in the **"Book of Instructions"** may also be adhered to strictly for smooth conduct of the University Examinations.

Yours faithfully,

Har 13/06/2022
Assistant Registrar (Conduct)

CC:

1. A copy of the above is forwarded to all the Centre Supdts. with the request to ensure that the above instructions/guidelines are followed strictly while conducting the University examinations.
2. Senior Admin Officer (Secrecy), KUK.
3. Steno to Controller of Examinations-I & II (for kind information of Controller of Examinations-I & II), KUK.