



**KURUKSHETRA UNIVERSITY KURUKSHETRA**  
(Established by the State Legislature Act-XII of 1956)  
(‘A+’ Grade NAAC Accredited)

**NOTIFICATION**

The Vice-Chancellor on recommendations of the Committee has approved the following guidelines for smooth conduct of P.G. 1<sup>st</sup> Semester & Engineering Examinations to be held in April, 2021:

1. The theory examinations of P.G. 1<sup>st</sup> Semester & Engineering courses commencing w.e.f. 01.04.2021 will be got conducted in blended mode.
2. The option regarding choice of mode i.e. offline/online will be taken from the students by the concerned Chairpersons/Directors/Principals upto 26.03.2021. In offline Mode, the students will be allowed to take examination in their respective Institutes/Colleges. In case any student doesn't have laptop/smart mobile phone/desktop with camera or not having internet connectivity or having poor internet connectivity, he/she is also required to request the Chairperson/Director/Principal of the concerned Department/Institute/College well in time to appear in offline mode. 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.
3. Proctoring through Google Meet is mandatory and the students who have opted to appear through Online Mode should have the proper Internet connectivity for the whole duration of the Examination. Disconnection/Disappearance from the Google Meet during Examination/Proctoring will be treated as use of Unfair Means by the candidate and the Invigilator will make UMC in such a case.
4. The practical examinations including Project Reports/Viva/Training/ Dissertation etc. will be got conducted internally by all the concerned Chairpersons/Directors/Principals through online/offline mode before the commencement of the theory examinations.
5. The candidate needs to enclose his/her Roll No. slip alongwith the Answer Sheet as first page and has saved the Answer Book in PDF format with his/her Roll No. as the file name. The Chairperson/Director/Principal will also make wide publicity among the students in this regard.
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.
7. The Ex-students or the students of shifted/disaffiliated/closed Institutes/Colleges will be required to register themselves in the Departments/Institutes/Colleges as allotted to them on their Admit Card by updating his/her details i.e. Name, University Roll No., Class/Semester, Subjects, mode of examinations, E-Mail ID, WhatsApp No. & other

required information. The Department/Institute/College will get the information filled from these students either in offline mode or through Google Form which will be uploaded on the College/Institute's Website. The registration fees of Rs. 20/- will also be charged by the concerned Department/Institute/College from such Ex-students of shifted/disaffiliated/closed Institutes/Colleges.

8. Before attempting the question paper, the candidate must ensure that the correct question paper has been supplied to him by the Department/College/Institute concerned.
9. No complaint for attempting wrong question paper by the candidate will be entertained later on.
10. The candidate will be required to attempt the paper as per instructions given in the question paper. The time allotted will be **4 hours (i.e. 09:30 AM to 01:30 PM in the morning & 1:30 PM to 5:30 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.
11. 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 **36 (Thirty Six)**. **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: _____	
12. 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.
13. The candidate will be required to complete all the process & will save the PDF file by using a scanner or mobile app like **Microsoft Office Lens/Adobe Scan/vFlat App** with file name as his/her Roll No. He/She will ensure that the written material is clearly visible.
14. The candidate shall affix his/her latest passport size photo and place his/her signatures on the Admit Card.
15. 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. **4 hours** 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.

16. While sending the Answer Book, the candidate will write his/her Roll No., Nomenclature & Code No. of Paper in the **subject** of Google Form.
17. 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.
18. The candidate will not write his/her Mobile No. etc. except in the particulars at point No. **11** otherwise Unfair Means Case will be made.
19. While attempting the paper the candidate will use blue/black pen only.
20. The students who want to apply for Re-evaluation will apply within prescribed time & the Answer-books of those students will be demanded accordingly.

**Controller of Examinations**

Endst. No. CT-III/21/ 1705-1884

Dated: 22.03.2021

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

1. Dean, Academic Affairs, KUK
2. Dean of Colleges, KUK
3. All the Chairpersons/Directors/Principals of concerned Departments/Institutes/Colleges, KUK
4. Director, I.T. Cell, KUK (with the request to upload on University Website)
5. Dean, Students Welfare, KUK
6. Proctor, KUK
7. Chief Wardens (Male/Female), KUK
8. Director, Public Relations, KUK for wide publicity
9. Librarian, KUK
10. Finance Officer, KUK
11. Chief Security Officer, KUK
12. XEN, KUK
13. OSD to Vice-Chancellor, KUK (for kind information of the Vice-Chancellor).
14. Superintendent O/o the Registrar, KUK (for kind information of the Registrar)
15. Senior Admin Officer (Secrecy), KUK
16. Senior Admin Officer (Re-evaluation), KUK
17. Assistant Registrar (Academic), KUK
18. Assistant Registrar (R-I, R-II & R-III), KUK
19. P.A./Steno to Controller of Examinations-I & II, KUK
20. Superintendent (Planning/Confidential Cell/Conduct (Theory, Practical & UMC), KUK
21. Programmer/System Analyst, Computer Lab, KUK
22. CT-I, CT-II, CT-IV (Conduct Theory), KUK

  
**Assistant Registrar (Conduct)**