



KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act-XII of 1956)

('A+' Grade NAAC Accredited)

No. CT-III/21/ 1889-2048

Dated 24-03-2021

To

All the Chairpersons/Directors/Principals of the
Concerned Departments/Institutes/Colleges Affiliated to
Kurukshetra University, Kurukshetra.

Subject: **Guidelines/Instructions regarding conduct of University Examinations
of P.G. 1st Semester & Engineering Examinations to be held in
April, 2021.**

Dear Sir/Madam,

As you are aware that the University Examinations of P.G. 1st Semester & Engineering Courses are commencing w.e.f. 01.04.2021. While conducting the examinations, the Chairpersons/Directors/Principals of the Departments/Colleges/Institutes will ensure that the following guidelines be adhered to for smooth conduct of the University Examinations:

1. The theory examinations of P.G. 1st Semester & Engineering courses commencing w.e.f. 01.04.2021 will be got conducted in blended mode.
2. Choice of mode i.e. offline/online will also be taken from the students by the Principal/Chairperson/Director of College/Department/Institute concerned upto 26.03.2021. In offline Mode, the students will be allowed to take examination in their respective Institutes/Colleges. Necessary arrangements for the examination will be made by the concerned Chairperson/Director/Principal. Printed copy of the question paper will be provided by the Chairperson/Director/Principal and University Answer Book will also be provided to them to take their respective examination.
3. Proctoring through Google Meet is mandatory and the students will ensure that they have the proper Internet connectivity for the whole duration of the Examination. The students who have no or have poor Internet connectivity are required to appear through Offline Mode in the Examination.
4. The Chairpersons/Directors/Principals will appoint a Centre Supdt. who will prepare Seating Plan & will also depute one Invigilator on 20 candidates for Proctoring.
5. The Chairpersons/Directors/Principals will ensure that strict Proctoring/ Invigilation during the online examination through **Google Meet** 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. Disconnection/Disappearance from the Google Meet during Examination/Proctoring will be treated as use of Unfair Means by the candidate and the Invigilator may make UMC in such a case.

6. 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.
7. The question papers will be sent to all the Chairpersons/Directors/Principals through E-Mail **at 9:15 AM in the morning & 01:15 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.
8. The Chairperson/Director/Principal will make wide publicity among the students that the candidate need 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.
9. 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.
10. The Ex-students or the students of shifted/disaffiliated/closed Institutes/Colleges will be required to register themselves in the Colleges/Institutes 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 College/Institute 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 be charged by the concerned Institute/College from such Ex-students of shifted/disaffiliated/closed Colleges/Institutes.
11. 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.
12. 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.
13. No complaint for attempting wrong question paper by the candidate will be entertained later on.

14. 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 and sending the answer book to the concerned Chairperson/Director/Principal through Google Form.
15. 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: _____ | |
16. 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.
17. 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.
18. The candidate shall affix his/her latest passport size photo and place his/her signatures on the Admit Card.
19. 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.
20. While sending the Answer Book, the candidate will write his/her Roll No., Nomenclature & Code No. of Paper in the **subject** of Google Form.

21. 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.
22. 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 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.
23. The candidate will not write his/her Mobile No. etc. except in the particulars at point No. 15 otherwise Unfair Means Case will be made.
24. While attempting the paper the candidate will use blue/black pen only.
25. The Chairperson/Director/Principal will ensure that the link is opened one hour before the termination of the Examination and will be closed soon after the examination is over so that no Answer Book is accepted beyond the prescribed time limit as mentioned in the Guidelines issued by the University. In case, the Answer Book is not deposited by any student within the stipulated time period & the candidate requests the concerned Chairperson/Director/Principal with a valid reason then his/her case will be decided in a judicious manner by the Chairperson/Director/Principal. The Chairperson/Director/ Principal can seek the opinion of the Staff Council in this matter also.
26. Since, the Answer Books will be received by the Chairperson/Director/Principal on Google Drive, hence, the link of the folder of the Answer Books should be shared with the teacher concerned immediately so as to enable the evaluation process speedily. The hard copy of the 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 Proforma (**Annexure 'B'**). The Chairperson/Director/Principal will ensure that sufficient space is kept in the Google Drive by the concerned Department/Institute/College and for the purpose, they will download all the Answer Books

received on Google drive on daily basis but not later than **02 days** of the termination of the concerned Paper. It will also be ensured that the work of evaluation will be got completed within 10 **(Ten) days** from the conduct of last paper.

27. 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.
28. 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'**).
29. No Remuneration on account of examination duties performed as supervisory staff will be paid. The Remuneration for evaluation of answer books will be paid as per University norms.
30. The students who want to apply for Re-evaluation will apply within prescribed time & the Answer-books of those students will be demanded accordingly.

Yours faithfully,

DA: As above


Assistant Registrar (Conduct)

CC:

1. Prof. Anil Vohra, Dean of Colleges, KUK
2. Senior Admin Officer (Secrecy), KUK
3. Senior Admin Officer (Re-evaluation), KUK
4. Assistant Registrar (R-I, R-II & R-III), KUK
5. Programmer, Computer Lab, KUK
6. OSD to Vice-Chancellor, KUK (for kind information of the Vice-Chancellor).
7. P.A./Steno to Controller of Examinations-I & II, KUK