



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

NOTICE

In supersession of the Notice Endst. No. CT-III/21/16736-935 dated 09.02.2021, the Vice-Chancellor on the recommendations of the Committee has approved the following guidelines for smooth conduct of U.G./P.G. Odd Semester Examinations to be held in Feb/March, 2021:

1. The theory examinations of UG/PG courses commencing w.e.f. 01.03.2021 will be 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. 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 Director/Principal. Printed copy of the question paper will be provided by the Director/Principal and University Answer Book will also be provided to them to take their respective examination.
3. 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.
4. 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.
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 training 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 **3¼ hours (i.e. 09:30 AM to 12:45 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 **30 (Thirty)**. **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. 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 a scanner or mobile app like **Microsoft Office Lens/Adobe Scan/vFlat App** with file name as his/her Roll No. He/shall ensure that the written material is clearly visible.

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 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 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.

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 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 examination duties performed as supervisory staff will be paid. However, the remuneration for paper-setting and evaluation of answer books will be paid as per University norms.

23. The students who are suffering from COVID-19 or are having symptoms of COVID-19 will appear in the examination through online mode only.
24. The Foreign/other state students will appear through online mode.
25. 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/21/17442-17631

Dated: 15.02.2021

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

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


Assistant Registrar (Conduct)