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

NOTIFICATION

The Vice-Chancellor on the recommendations of the Standing Committee has approved the following guidelines for smooth conduct of the theory examinations of UG/PG(Semester)/B.Ed.(Regular) commencing w.e.f. 13.07.2021 onwards: -

1. The theory examinations of UG/PG(Semester)/B.Ed.(Regular) commencing w.e.f. 13.07.2021 onwards will be got conducted in blended mode.

2. Choice of mode i.e. offline/online will also be taken from the students by the Chairpersons/Directors/Principals of Departments/Institutes/Colleges concerned upto 10.07.2021.

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. 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 Chairpersons/Directors/Principals of the concerned Department/Institute/College well in time to appear in offline mode. The concerned Chairpersons/Directors/Principals of the Department/Institute/College will make necessary arrangements of Physical examination & will provide printed copy of the question papers 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 in spirit.

4. Disconnection/Disappearance from the Google Meet during Examination/Proctoring will be treated as use of Unfair Means by the candidate and the Proctor may make Unfair Means Case(UMC) in such a case.

5. The practical examinations including Project Reports/Viva/Training/Dissertation etc. of UG(Semester) will be got conducted internally through online mode by all the concerned Chairpersons/Directors/Principals before the commencement of the theory examinations in compliance of the letter No. ACR-2/9(vi)/21/10246-10325

Principal
Govt. College for Women
Karnal

09.06.2021 issued by the Academic Branch. Moreover, the practical examinations including Project Reports/Viva/Training/Dissertation etc. of PG(Semester) will be got conducted internally through online mode by all the concerned Chairpersons/Directors/Principals within 1 week after the termination of the theory examinations.

6. 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.

7. 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.

8. 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 online mode or through Google Form/website link which will be uploaded on the College/Institute's Website. The registration fees of Rs. 50/- will be charged by the concerned Institute/College from such Ex-students of shifted/disaffiliated/closed Colleges/Institutes.

9. 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.

10. No complaint for attempting wrong question paper by the candidate will be entertained later on.

11. 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.

12. 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 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:

iiv. Roll No. (in figures)_____
Name of the student_____ (in words)_____
Name of the Paper:_____ (iii) Class/Semester_____
Total No. of Pages written by candidate:_____ (v) Code of Paper:_____
Sign. of the Student:_____ (vii) Date of Exam_____

3. 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.

14. 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.

15. The candidate shall affix his/her latest passport size photo and place his/her signatures on the Admit Card.

16. 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 Roll No. slip alongwith the Answer Sheet. The Answer Sheets received late will not be accepted.

17. While sending the Answer Book, the candidate will write his/her Roll No., Nomenclature & Code No. of Paper in the subject of Google Form.

18. 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.

19. The candidate will not write his/her Mobile No. etc. except in the particulars at point No. 12 otherwise Unfair Means Case will be made.

Principal
Govt. College for Women
Karnal

Scanned By Scanner Go

20. While attempting the paper the candidate will use blue/black pen only.
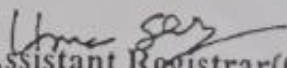
DR. HUKAM SINGH
CONTROLLER OF EXAMINATIONS

Endst. No. CT-1/21/ _____4610-30_____   Dated: ___06/7/2021___

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

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

Assistant Registrar(Conduct)

Principal
Govt. College for Women
Karnal