



**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 PG 3<sup>rd</sup> Semester (CBCS) including Law Courses in UTDs/Institutes commencing w.e.f. 08.12.2021 onwards: -

1. The theory examinations of PG 3<sup>rd</sup> Semester Courses (CBCS Only) including Law Courses in UTDs/Institutes Examinations commencing w.e.f. 08.12.2021 will be held in **blended mode**.
2. **Choice of mode i.e. offline/online will also be taken from the students** by the Director/Chairperson/Principal of Institute/Department/College concerned upto 03.12.2021 through google form.
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 Director/Chairperson/Principal of the concerned Institute/Department/College well in time to appear in offline mode.** The concerned Director/Chairperson/Principal will make necessary arrangements of Physical examination & will provide printed copy of the question papers and University Answer Sheet to the candidate. While conducting the examinations of such candidates, the Directors/Chairpersons/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 Invigilator may make UMC in such a case.**



5. The practical examinations including Project Reports/Viva/Training/Dissertation etc. will be got conducted internally by all the concerned Directors/Chairpersons/Principals through online/offline mode before the commencement of the theory examinations in the light of **Endst. No. ACR-2/9(viii)/21/19844-943 dated 25.10.2021 issued by Academic Branch.**
6. The Director/Chairperson/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 Director/Chairperson/Principal 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/Re-appear students will be required to register themselves physically in the Institute/Department/College as allotted to them on their Admit Card. The Institute/Department/College will get the required information such as Name, University Roll No., Class/Semester, subjects in which appearing, mode of examinations, E-Mail ID, WhatsApp No. & other required information. The registration fees of Rs. 50/- will be charged by the concerned Institute/Department/College from such Ex-students/Re-appear students.
9. Before attempting the question paper, the candidate must ensure that the correct question paper has been supplied to him by the Institute/Department/College concerned. 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. 10:00 AM to 02:00 PM in the morning)** for examinations including time of downloading of question paper to sending the answer book to the concerned Director/Chairperson/Principal through Google Form.
11. The candidate will receive the Question Paper from the Director/Chairperson/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 Institute/Department/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.
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.



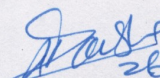
18. The candidate will not write his/her Mobile No. etc. except in the particulars at point No. 11 otherwise Unfair Means Case will be made.
19. While attempting the paper the candidate will use blue/black pen only.
20. The students who want to apply for Re-evaluation will apply within prescribed time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

### CONTROLLER OF EXAMINATIONS

Endst. No. CT-I/21/ 3701-80 Dated: 29-11-2021

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

  
26/11/21  
Assistant Registrar(Conduct)