UNIVERSITY INSTITUTE OF ENGINEERING & TECHNOLOGY

KURUKSHETRA UNIVERSITY, KURUKSHETRA

BLENDED-MODE CREDIT-BASED ODD-SEMESTER EXAMINATION 2022 GUIDELINES

All the students of Credit-Based UG/PG Courses (Regular and Reappear) (B Tech. 1st Semester (Regular and Reappear)(Batch 2018 Onwards), M Tech 1st Semester, B, Tech 1st, 3rd, 5th, 7th and 8th Semester Special (Old Scheme 2014-2017 batch students) may follow the undermentioned guidelines for appearing in the Odd Semester Credit-Based Examinations to be held from 7th March, 2022 onwards.

1. The question papers as per date-sheet will be uploaded on UIET website (www.uietkuk.ac.in) at 1.30PM.
2. The candidates will be required to attempt the paper as per instructions given in the paper. The time allotted will be **four hours** for examinations including time of downloading of question paper, writing answers, scanning answer-sheets and uploading the sheets as PDF files in the attendance cum answer sheet uploading google form which will be provided at the time of examination. **Proper attention should be given while uploading the answer sheet and it should be checked by the student before uploading whether the appropriate sheet is being sent and the sheet should not be hazy and no discrepancy should be found.**
3. **The sheets should be uploaded in correct Google form link and should not be sent to some other link. The students should save the response received after submission of the sheet for future reference. They should carefully fill the details like name, email-ID etc in the google form. If they will not write the correct email ID in the form, they will not receive the response after the submission of answer sheet.**
4. **The students without UIET email accounts will not be allowed to enter the google meet link. If any student does not have UIET email account, the request may be sent to the email pjain2015@kuk.ac.in before the commencement of exams. The ex-students should show their reappear fee transaction slip and UIET ID card if they do not possess UIET email IDs, to the invigilator present over the google meet.**
5. The candidate will download/note down the question paper and will solve the question paper from their remote location on A-4 size paper in the prescribed format (**sample available on the UIET webpage**) as per past practice, in his/her own handwriting and maximum page limit will be 36 (Thirty Six). The student will attempt questions serial-wise and will mark Page No. on the answer book. On the first page of the Answer book, he/she will fill the following details:

   Roll No. (In Figures)…………………………………….. (In words)…………………………………………………………

   Name of the Student…………………………………..Class/Semester…………………………………………………..

   Name of the Paper…………………………………….Paper Code………………………………………………………..

Total No. of Pages written by the candidate……………Date of Exam…………………………………………

Signature of Student…………………………………………………..

The candidate will write the Roll No., Paper Code and Page No. at each page of the sheet used. He/she will be required to complete all the process and upload the soft copy of his/her answer book in PDF format in the attendance cum answer sheet uploading google form within the specified period, i.e. 4 hours from commencement of examination. **The PDF files should be saved as Roll No. and Subject Code**. Students are advised to download the PDF scanning App in their mobiles and the scanned images should be clear.

6. The students should ensure that they have the proper internet connectivity for the whole duration of the examination. In case any student does not have mobile phone or have network problem etc., in that case, he/she can seek help from UIET, KUK regarding availability of question paper as well as deposit of hard copy of answer book. **Disconnection/Disappearance from the Google Meet during Examination will be treated as use of Unfair Means by the candidate. The students should join the whatsapp group through link provided on the day of exam and should avoid chatting in the group as it is an official exam group. After the exam is over, the students should leave the group.**

7. While attempting the examination through pen and 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 students should attempt paper in their own handwriting. Unfair Means Case will be conferred if any change in handwriting is found while evaluation by the evaluator**.

8. If the examination in two subjects opted by a candidate falls on the same date, then the candidate will be required to attempt both the question papers on the same date within the prescribed time period.

9. The candidates should not write their Mobile No. etc., except the particulars at Point No. 3 otherwise Unfair Means Case will be made.

10. While attempting the paper, the candidate will use blue ball pen only.

11. Before attempting the paper, the candidate will ensure that he/she has downloaded the correct question paper. **No complaint for attempting wrong question paper by the candidate will be entertained later on**.

12. Candidates must ensure that he/she has put his/her signature on each page of the answer sheet used by him/her. Answer sheet without the signature of the candidate will not be evaluated.

13. All the students are required to deposit all their pending (semester fee, as per rules), otherwise would not be allowed to give exams at all. Kindly treat it very seriously. For any issue/ query regarding the fee, the student may contact Mr. Ram Niwas, Accounts official (WhatsApp mobile# 7206625951).

COE (Conduct), UIET (FOR, DIRECTOR, UIET, KUK)