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

No. CT-I/22/ 4339-4388

Dated: 03-3-2022

To

All the Directors/Principals of the
Concerned Institutes/Colleges affiliated to
Kurukshetra University, Kurukshetra

Subject: **Guidelines/Instructions regarding conduct of University Examinations of B.Tech./B.Arch./M.Tech. Ist Semester commencing w.e.f. 10.03.2022 onwards.**

Dear Sir/Madam,

As you are aware that the University Examinations of B.Tech./B.Arch./M.Tech. Ist Semester are commencing w.e.f. 10.03.2022 onwards. While conducting the examinations, the Directors/Principals of the Institutes/Colleges will ensure that the following guidelines/instructions be adhered to for smooth conduct of the University Examinations:

1. The theory examinations of B.Tech./B.Arch./M.Tech. Ist Semester commencing w.e.f. 10.03.2022 onwards will be got conducted **in blended mode**.

2. **Choice of mode i.e. offline/online will also be taken from the students through Google Form** by the Directors/Principals of Institutes/Colleges concerned upto 07.03.2022.

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 Directors/Principals of the concerned Institute/College well in time to appear in offline mode.** The concerned Directors/Principals of the 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 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. The Director/Principal will appoint a Centre Supdt. who will prepare Seating Plan & will also depute one Invigilator on 20 candidates for Proctoring/Invigilation.

5. **The Director/Principal will ensure that strict Proctoring/Invigilation during the online examination through <u>Google Meet</u> is made by the teachers. In case of disability of recording facility of Google Meet, the following free/open source softwares for the purpose of screen recording with audio during Proctoring can be used while using Google Meet:**

   i. VokoscreenNG screen recorder
   ii. Ultra VNC Screen Recorder
   iii. FreeCam
   iv. Freeseer
   v. OBS studio
   vi. CamStudio

   These softwares are compatible for windows OS. For Linux and Mac OS, similar softwares are also available on internet for free of cost.

6. The Director/Principal 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 Proctor may make UMC in such a case.**

7. The practical examinations including Project Reports/Viva/Training/Dissertation etc. of above said courses will be got conducted internally through online mode by all the concerned Director/Principal before the commencement of the theory examinations in the light of letter No. CP-V/22/2028-2230 Dated 25.01.2022 already issued by the Conduct Branch.

8. The question papers will be sent to all the Director/Principal through E-Mail at **9:15 AM in the morning and 1.15 P.M. in the Evening** and the Director/Principal will send the question papers to the concerned students using different electronic modes timely as per schedule of Examinations.

9. The 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.

10. The Director/Principal will prepare a Google Form and share the link of the same with the candidates for uploading of the Answer-Books.

11. The Ex-students or the students of shifted/disaffiliated/closed Institutes/Colleges will be required to register themselves in the College/Institute 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. The Result Branches will send a list of such Ex-students allotted to different colleges/institutes timely so that the Colleges/Institutes could make necessary arrangement for the smooth conduct of the University Examinations.

12. Proper record of daily Proctoring/Invigilation duty of students will be prepared & maintained in the Institute/College. University can inspect/demand any record within a period of 3 months from the conduct of examinations.

13. Before attempting the question paper, the candidate must ensure that the correct question paper has been supplied to him/her by the College/Institute concerned. 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. 9:30 AM to 01:30 PM in the morning and 1.30 P.M. to 5.30 P.M. in the evening** for examinations including time of downloading of question paper and sending the answer book to the concerned Director/Principal through Google Form.

15. The candidate will receive the Question Paper from the 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 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 & Paper Code 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. The candidate will not write his/her Mobile No. etc. except in the particulars at point No. 14 otherwise Unfair Means Case will be made.

23. While attempting the paper the candidate will use blue/black pen only.

24. The 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 Director/Principal with a valid reason then his/her case will be decided in a judicious manner by the Director/Principal. The Director/Principal can seek the opinion of the Staff Council in this matter also.

25. Since, the Answer Books will be received by the 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 Director/Principal of the Institute/College will be submitted in the Secrecy Branch as per Proforma (**Annexure 'B'**). The Director/Principal will ensure that sufficient space is kept in the Google Drive by the concerned 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 the last paper.

26. The 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.

27. The evaluator will award question-wise marks to the students & will deposit the record in the Institute/College & **the marks of the candidates will be uploaded on the KUK portal** accordingly as per guidelines of the University. Hard copy of the award list duly signed by the evaluator and countersigned by the Director/Principal of the Institute/College will be submitted in the Secrecy Branch as per Performa (**Annexure 'B'**).

28. No remuneration on account of evaluation of Project Reports/Viva/Training/ Dissertation/practical examination duty performed as supervisory staff etc. will be paid. However, the remuneration for evaluation of answer-books & paper setting will be paid as per University norms.

29. 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,

Assistant Registrar (Conduct)

DA: As above

Endst. No. CT-I/22/ 4339-4388   **Dated:** 3|3|2022

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. Prof. Sunil Dhingra, Director, IT Cell, KUK
4. Assistant Registrar (Re-Evaluation), KUK
5. Assistant Registrar (Secrecy), KUK
6. Assistant Registrar (R-I/R-II/R-III), KUK
7. System Analyst/Programmer, Computer Lab, KUK
8. OSD to Vice-Chancellor, KUK(for kind information of the Vice-Chancellor)
9. Stenos to Controller of Examinations-I & II, KUK
10. CT-II, CT-III, CT-IV of Conduct(Theory), KUK

Assistant Registrar (Conduct)