KURUKSHETRA UNIVERSITY KURUKSHETRA



(Established by the State Legislature Act XII of 1956) ("A+" Grade, NAAC Accredited)

Notice

The Vice-Chancellor on the recommendations of the Committee has approved the following guidelines regarding for smooth conduct of University examinations:-

- In continuation of this office notice No. CT-III/2020/7723-7972 dated 26.8.2020, it has been decided that the examinations of the students of affiliated Institutes/Colleges will be conducted in offline as well as blended mode. The Director/Principal of Institute/College will take option from the students upto <u>5th</u> <u>September, 2020</u> in <u>Google Form</u> or any other electronic mode regarding choosing option to appear in the examinations either in Online Mode or Offline Mode.
- 2. 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 Chairperson/Director/Principal of the Department/Institute/College will ensure that strict proctoring/invigilation during the online examination through <u>Google Meet</u> or <u>Whatsapp</u> is made by the teachers. The Chairperson/Director/Principal will ensure that the duties with regard to proctoring/invigilation are assigned to the teachers equally as per their requirement.
- 4. The candidate while attempting their examination through pen & paper have to 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.
- 5. The candidate while attempting the paper should be ready to receive the **Whatsapp Video Call** from the invigilator during the course of the examination.
- 6. 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 three months from the conduct of examinations.

- 7. The University shall appoint Observers in the respective Institutes/Colleges to check overall arrangements for smooth conduct of examinations.
- 8. The Chairpersons/Directors/Principals while conducting the examinations will ensure that the SOPs issued by the Government of India/MHRD/ Government of Haryana/DHE/KUK from time to time will be followed in letter & spirit.
- 9. The Ex-students of non-affiliated Institutes/Colleges (with KUK) of Hisar & Jind district will download their question papers from University website and will deposit their answer-book at the Nodal Evaluation Centres which will be intimated at the University website <u>www.kuk.ac.in</u>

REGISTRAR

Endst No. CT-III/2020/8971-9170

Dated: 3.9.2020

Copy of the above is forwarded to the following for information and necessary action:

- 1. Dean Academic Affairs, KUK.
- 2. All the Director/Principals of all the Institutes/Colleges.
- 3. Controllers of Examinations, KUK.
- 4. Director, Directorate of Distance Education, KUK.
- 5. Director Public Relations, KUK.
- 6. Director, IT Cell, KUK (with the request to get it uploaded on the University Website)
- 7. All the Deputy Registrar/Assistant Registrar of Examination Branches.
- 8. Assistant Registrar (Academic).
- 9. O.S.D. to the Vice-Chancellor (for kind information of the Vice-Chancellor).
- 10. Superintendent O/o the Registrar (for kind information of the Registrar).
- 11. Supdt. (Planning/Confidential Cell/Conduct (Theory & Practical).

Registrar (Conduct)