



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:-

1. 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 **5th September, 2020** in **Google Form** 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 **Google Meet** or **Whatsapp** 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 www.kuk.ac.in

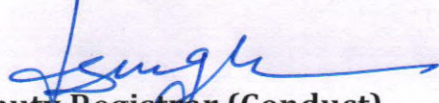
REGISTRAR

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)).


Deputy Registrar (Conduct)