



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

No. CT-I/21/ 6129-6208
Dated: 03-8-2021

To

All the Principals of the
Concerned Colleges affiliated to
Kurukshetra University, Kurukshetra

Subject: Guidelines/Instructions regarding conduct of University Examinations of Distance Education/Private Candidates of UG/PG(Annual System) 1st & 2nd Year/Diploma etc. commencing w.e.f. 10.08.2021 onwards.

Dear Sir/Madam,

As you are aware that the University Examinations of Distance Education/Private Candidates of UG/PG(Annual System) 1st & 2nd Year/Diploma etc. are commencing w.e.f. 10.08.2021 onwards. While conducting the examinations, the Principals of the Colleges concerned will ensure that the following guidelines/instructions be adhered to for smooth conduct of the University Examinations:

1. The Theory examinations of Distance Education/Private Candidates of UG/PG(Annual System) 1st & 2nd Year commencing w.e.f. 10.08.2021 will be conducted in **blended mode**. The Date-Sheets of all the courses/classes are available on the University Website i.e. www.kuk.ac.in.
2. The concerned Result Branch will ensure that the Roll Nos. are uploaded on the University website at least one week before the commencement of examinations alongwith necessary instructions to the students for the examinations and the students will download the same from the University Portal. If there is any type of discrepancy/query of candidates, then they can make correspondence at the E-Mail ID: rollnoenquiry@kuk.ac.in or can contact to the Result Branches on the Helpline Nos. **70821-13076, 70821-13164 and 70821-13073**.
3. It will be mandatory for all the candidates to register **themselves 48 hours before the commencement of examinations of that particular course after getting the Admit Card/Roll Nos. downloaded from the University Portal**. The candidates who wish to give their examinations through online mode will have to register themselves at <https://kukonlineexam.com> and the students who want to opt

offline examination will be required to register themselves at the Examination Centre mentioned on their Admit Card/Roll No. Slip by paying a fee of Rs. 50/- as registration fee so that the necessary arrangement for offline examination be made by the concerned Examination Centre. **The student will be allowed to change the option i.e. Online to Offline mode OR Offline to Online mode during the whole Examination duration once. Hence, the candidates are advised to opt it carefully.**

4. The students who will opt for Online Examinations are required to follow the following guidelines:-

- a. He/she must have a laptop/smart phone/desktop with camera with latest configuration.
- b. The students must have high speed internet (minimum 512 KBPS) and have proper internet connectivity for the whole duration of the Examination.
- c. **The students are required to register to get themselves registered on the online portal i.e. <https://kukonlineexam.com> and will have to follow these guidelines/instructions: -**
 - i. **It will be mandatorily for the candidate to undergo through the Mock Test as it would be helpful for the candidates who are appearing first time in the Examination.**
 - ii. **They are also required to see the video having complete process of Online Examinations which is available on the Kurukshetra University Website i.e. www.kuk.ac.in.**
- d. While attempting the examination, the candidates will make themselves available to sit in front of webcam running through examination web portal 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.
- e. The students who will opt for online mode examination will be strictly monitored by the Remote proctoring Examination Software.
- f. The following activities by the candidate during the online examination will be treated as use of Unfair Means Case: -

- i. While attempting the paper, they will not move away from the main screen of the smart phone/laptop/desktop.
 - ii. They will also not be allowed to talk to anyone during the examinations.
 - iii. The candidates will also not be allowed to cover the screen of the mobile/laptop/desktop.
 - iv. The candidates will also not be allowed to start the exam from multiple devices.
 - v. The candidate will also not write his/her personal information such as mobile no. etc. on the Answer-Sheet.
 - vi. Opening of any other application on laptop/mobile during examination.
 - vii. Disconnection/Disappearances during the online examination will also not be allowed. All such kind of activities of the candidates will be treated as use of Unfair Means Cases.
- g. The candidate will be required to login his/her account 20 minutes before the commencement of the examinations.
- h. The candidate will not be allowed to login his/her account after 30 minutes of commencement of Examination.**
- i. Before attempting the question paper, the candidates must ensure that the correct question paper has been supplied to him/her. No complaint for attempting wrong question paper by the candidates will be entertained later on.
 - j. While attempting the paper, the candidate will use blue/black pen only.
 - k. The candidate will be required to attempt 100% paper as per instructions given in the question paper. The time allotted will be **4 hours** (i.e. 9.30 A.M. to 1.30 P.M. in the morning shift and 1.30 P.M. to 5.30 P.M. in the evening shift) for online examinations including time of uploading of the Answer-Sheet at their Login.
 - l. The candidate will receive the question paper in his/her login ID & will solve the same from their remote location on A-4 size paper in his/her own

handwriting(as per specimen available on University Website i.e. www.kuk.ac.in) and maximum page limit would be 36 (Thirty Six).

- m. 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. He/she will ensure that the written material is clearly visible.
- n. The candidate will be required to write his/her Roll No., Page No. & Paper Code on each page of Answer Sheet. The candidate will also 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.
- o. While uploading the Answer-Sheets at the Portal, the candidate will ensure that he/she has also enclosed his/her Admit Card as First Page alongwith the Answer-Sheet and will follow the following process: -
 - i. The candidate can prepare the PDF of Answer-Sheet(size not more than 22 MB) while using a scanner or mobile app like **Microsoft Office Lens/Adobe Scan/vFlat App** with file name as his/her Roll No.

OR

- ii. The candidate can also upload the Answer Sheets page-wise in JPG format.

p. In case, the candidate fails to upload his/her Answer-Sheet within the stipulated period i.e. total 4(Four) hours, then in no case, his/her Answer-Sheet will be accepted.

5. The students who will opt for Offline Examinations (physical examination with paper/pen) are required to follow the following guidelines: -

- a. The students who have opted offline examination will be required to register themselves at the Examination Centre mentioned on their Admit Card/Roll No. Slip by paying a fee of Rs. 50/- as registration fee.
- b. The candidates who have improper/poor internet connectivity or doesn't have the laptop/smart mobile phone/desktop with camera will be required to appear in offline mode.

- c. The candidates who opt for offline examination will reach the examination centre well in time i.e. half an hour before the commencement of the Examination and will bring transparent water bottle & a bottle of sanitizer alongwith him/her. He/she will wear mask during the whole process of examination is over.
 - d. The concerned centre of exam 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 Centre Supdt. will ensure that the SOPs with regard to COVID-19 issued by the Govt. of India/MHRD/Govt. of Haryana/DHE/KUK from time to time will be followed in letter & spirit.
 - e. Before attempting the question paper, the candidates must ensure that the correct question paper has been supplied to him/her. No complaint for attempting wrong question paper by the candidates will be entertained later on.
 - f. While attempting the paper, the candidate will use blue/black pen only.
 - g. The candidate will be required to attempt 100% paper as per instructions given in the question paper. The time will be allotted as per mentioned at the Question paper.**
- 6. The Spot Evaluation Centre will be created by the Secrecy Branch and a list of the same will be provided to the Conduct Branch which will be sent to the Agency for sending the Answer Books paper-wise/class-wise to the concerned nodal centre.
 - 7. The Co-ordinator Spot Evaluation Centre will make the necessary arrangements for Evaluation of answer books and Secrecy Branch will issue necessary instructions to the concerned Evaluation Centre.
 - 8. The Practical examinations of the UG/PG(Annual) Courses will be got conducted after the termination of the examinations and the schedule in this regard will be uploaded on the KUK website by the University later on.
 - 9. The students of UG 1st & 2nd Year who have to appear in the paper of Environment Studies will be required to submit their Project Reports in the concerned Examination Centre as allotted to them in their Admit Card through E-Mail or Offline Mode. They will also be required to deposit a fee of Rs. 50/- in the

concerned Examination Centre for the purpose. The concerned Principal will take further necessary action in this matter accordingly.

Yours' faithfully,


Assistant Registrar(Conduct)

Endst. No. CT-I/21/ 6129-6208 Dated: 03-08-2021

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. Director, Directorate of Distance Education, KUK
4. Senior Administrative Officer(Re-Evaluation), KUK
5. Senior Administrative Officer(Secrecy), KUK
6. Assistant Registrar(R-I/R-II/R-III), KUK with the request to send a list of students to the concerned Centre of Examinations.
7. System Analyst/Programmer, Computer Lab, KUK
8. OSD to Vice-Chancellor, KUK(for kind information of the Vice-Chancellor)
9. Superintendent O/o Registrar(for kind information of the Registrar)
10. Stenos to Controller of Examinations-I & II, KUK
11. CT-II, CT-III, CT-IV of Conduct(Theory), KUK


Assistant Registrar(Conduct)