Admit Card Instructions for Annual System Examinations w.e.f 22/07/2021

1. The Theory examinations of Under-Graduate Final Year examinations commencing w.e.f. 22.07.2021 will be conducted **in blended mode (offline as well as online)**.

2. The candidates shall confirm their date of examinations from the date-sheets available on the university website www.kuk.ac.in.

3. If there is any type of discrepancy/query of candidates, they can E-Mail at rollnoenquiry@kuk.ac.in or can contact at University Helpline Nos. 70821- 13076, 70821-13164 or 70821-13073.

4. The candidates who wish to give their examinations through online mode will have to mandatorily register themselves at **https://kukonlineexam.com** by 21/07/2021. After the successful registration, the candidates shall have to undergo a mock test at **https://kukonlineexam.com** in order to make themselves familiar with the online conduct of examinations platform.

5. The students who want to opt offline examination will be required to register themselves at the examination centre mentioned on their Admit Card-cum-Roll No. by paying a onetime fee of Rs. 50/- per candidate per class as registration fee in the concerned Examination Centre/College so that the arrangement for offline examination be made by the College.

6. Option once exercised for online/offline will be treated as final and will not be allowed to be changed. Therefore, the candidates are required to choose it carefully.

7. The students who have opted for online examinations will follow the following guidelines:-

   a. He/she must have a laptop/smart phone/desktop with camera with latest configuration with a high speed internet (minimum 512 KBPS) connectivity for the whole duration of the Examination.

   b. While attempting the examination, the candidates will sit in front of webcam running through examination web portal i.e. **https://kukonlineexam.com** for the full duration of the paper at their place of examination as they shall be strictly monitored by the Remote Proctoring Examination Software. 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.

   c. 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.

   d. The candidate will be required to login his/her account 20 minutes before the commencement of the examinations.

   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 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 the portal (**https://kukonlineexam.com**).

   h. 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 the specimen available on University Website www.kuk.ac.in) and maximum page limit would be 36 (Thirty Six).

i. 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.

j. 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.

k. While preparing the PDF of Answer-Sheet, the candidate will ensure that he/she has also enclosed his/her Admit Card as First page alongwith the Answer-Sheet.

l. The candidate will be required to complete 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.

5. The students who have opted for offline examinations (physical examination with paper/pen) will follow the following guidelines: -

   a. 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.

   b. The candidates who opt for offline examination will reach the examination centre mentioned on their Roll No. well in time and get themselves registered by paying a onetime fee of Rs. 50/- per candidate per class as registration fee. 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.

   c. 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.

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

   e. The candidate will be required to attempt 100% paper as per the instructions given in the question paper. The candidates will avail the time as mentioned in the Question paper.

8. The Practical examinations of the UG/PG (Annual) Courses will be got conducted after the termination of the examinations and the date-sheets in this regard will be uploaded on the KUK website by the University later on.