



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

No: CT-III/23/35957-36100

Dated : 23.11.2023

To

All the Director(s)/Principal(s) of the Institute(s)/College(s)
affiliated with Kurukshetra University, Kurukshetra.

Subject: **Guidelines for the conduct of Under-graduate/Post-graduate Semester Examinations Nov./Dec., 2023.**

Dear Sir/Madam,

As you are aware that **U.G./P.G. Semester** Examinations of the University are commencing w.e.f. **25.11.2023** onwards. For the smooth conduct of these Examinations, an Examination Centre has been created at your Institute/College. You are required to ensure that the following guidelines are strictly adhered to in letter & spirit:

1. The Question Paper Packets alongwith Supdt. Packets will be delivered at the concerned Nodal Centre on **23.11.2023**. The Supdt. Packets can be collected by the authorized staff of your Institute/College from the concerned Nodal Centre.
2. The Supdt.-in-Chief will provide the requisition of Question Papers of the forthcoming examinations to the concerned Nodal Centre through E-mail two days in advance in the prescribed proforma already supplied and will impress upon the Center Supdt. to check up that the question papers received by them on the day of examination are as per date-sheet, cut-list & date-wise list. Any confusion in this regard should be got cleared well before the date of examinations from the University at **Mob. No. 70821-13168, 70821-13175**. The Director/Principal/ Centre Supdt. would be personally responsible if he/she fails to point out deficiency and receipt of question papers and other examination material well in advance.
3. The Observer will receive the sealed Question Paper Packet(s) from the Nodal Centre on daily basis and will handover the same to the Superintendent-in-Chief of the concerned Centre. Question Paper Packet(s) will be opened in the presence of the Observer & Supdt.-in-Chief.
4. In case, if there is only single session examination (either in morning or in evening) at any particular examination centre, then the Observer deputed by the Nodal Centre will be required to remain present at the examination centre during the whole duration of examination and will collect the sealed bundle of used Answer Sheets on the same day and will submit the same to the Nodal Centre.
5. In case of both sessions of examinations at Govt./Govt. Aided Colleges, the Observer will check examination centre and remain present at the examination centre during the whole duration of examination in the morning session and will leave the

examination centre only after the start of examination and signing the Question Paper Opening Certificate of the evening session. In case, the Observer leave the Examination Centre before termination of the Examination and without collecting the used Answer Sheets, then the Supdt.-in-Chief/Addl. Asstt. Supdt.-in-Chief/Centre Supdt./Deputy Supdt. will take the cognizance of the same and will report to the Conduct Branch immediately to enable the University to take disciplinary action in the matter. The bundle(s) of used answer sheets of evening session will be collected by the Observer on the next day and will be submitted at the Nodal Centre alongwith the bundles of morning session of the same day.

6. The used answer sheets of the examination held in the evening session will be sealed by the Centre Superintendent in the presence of Deputy Superintendent, Centre Clerk and two Invigilators and will be deposited with the Superintendent-in-Chief which will be kept in an almirah having double lock system. One set of keys of one lock will remain with Superintendent-in-Chief while other set of keys of second lock will remain with Centre Superintendent. The Centre Supdt./Deputy Supdt. is further required to deposit the used bundle of Answer Sheets with the concerned Nodal Centre on the same day for the University Examinations scheduled on last working day of the week (Friday/Saturday). In case of SFS Institutes/Colleges, the used answer sheets of the examination held in the evening session will be deposited by the Centre Supdts./Deputy Supdts. to the concerned Nodal Centres on the same day. In no case, the same will be deposited with the Supdt.-in-Chief of the college concerned. The Centre Supdt./Deputy Supdt. will be paid conveyance charges for the single side as per University Rules for the purpose.
7. The Superintendent-in-Chief will ensure that the CCTV cameras have been installed in working position in the room where the sealed bundles of used answer books will be kept. Provision of Generator/Inverter will also be made by the Colleges/Institutes for the purpose of functioning of CCTV cameras in case of power failure.
8. The Director/Principal will ensure that the CCTVs are also installed and working properly in the room of Centre Supdt. where the question papers packets are opened to check any untoward incidents. He/She will also ensure that all the CCTV Cameras are in working position and the footage of the same will be preserved for at least 03 months after the completion of the examinations so as to get the same checked/verified in case of any necessity. If there is no installation of the CCTV Cameras in the Examination Centre, then the Centre Superintendent will take a cognizance of the same and will make a report to the Assistant Registrar(Conduct)/Controller of Examinations immediately.
9. The Director/Principal will ensure that nothing is written on the walls & benches and if anything is written there then the same be got cleaned/whitewashed well before the commencement of examinations.

10. In case of SFS Institutes/Colleges, the used answer sheets of the examination held in the evening session will be deposited by the Centre Supdts./Deputy Supdts. to the concerned Nodal Centres on the same day. In no case, the same will be deposited with the Supdt.-in-Chief of the college concerned. The Centre Supdt./Deputy Supdt. will be paid conveyance charges for the single side for the purpose.
11. The Seating Plan be displayed **25 minutes** before while the Examination Rooms be opened only **15 minutes** before the commencement of examinations.
12. The Invigilating Staff ratio would be **1:40** (One Invigilator for every 40 candidates).
13. The Question Papers will be opened **15 minutes** before the start of the examination in the presence of Superintendent-in-Chief, Observer, Asstt. Supdt.-in-Chief, Centre Supdt. and Deputy Supdt.. Deviation, if any, would be viewed seriously.
14. The Centre Supdt. will not allow any student to appear in the examination without a valid Roll No. slip issued by the University. The Centre Supdt. will ensure that no student is allowed to sit in the examination, if his/her name is not mentioned in the cut-lists sent by the University. In case of two candidates having same Roll No., the Centre Supdt. should obtain a clarification from the concerned Result Branch(s) telephonically before allowing him/her to sit in the examination so that separate Roll No. can be allotted to such candidate.
15. The Institute/College will provide University Answer Book to the candidate.
16. The candidate will be required to attempt the question paper as per instructions mentioned on the question paper.
17. The University has allowed the candidate to bring own sanitizer and transparent water bottle while appearing in the examination, hence, no restriction be imposed upon the candidate in this regard.
18. The Supdt.-in-Chief/Centre Supdt. will get ensure that no candidate carries any **electronic communication device such as Mobile/Pager/I-Phone etc.** in the Examination Hall. Moreover, such things be kept away from the Examination Hall. The Supdt.-in-Chief/Centre Supdt. will also give necessary directions to the supervisory staff in this regard.
19. In case, any student is found having any electronic device & using any type of unfair means, then his/her UMC case will be made and the sealed envelope of the same be sent to the Assistant Registrar (Conduct), KUK immediately.
20. The staff put on examination duty will also deposit their **mobile phones/electronic gadgets** either with the Supdt.-in-Chief or the Centre Supdt. and in no case the staff except Supdt.-in-Chief, Observers and Centre Supdt. will be allowed to use **mobile phones/electronic gadgets** during the course of examinations. Centre Supdt. will be personally responsible if any teacher/invigilator on examination duty is found having mobile phones.

21. The Centre Supdt. will ensure that the signature chart of the candidate, attendance chart of the staff, KSF-4 and other required proformas are duly filled in.
22. The remuneration to the staff for performing examination duty will be paid as per rules.
23. After termination of the examination, the Centre Superintendent will ensure that all blank pages of the used answer sheet are crossed by the candidate in the presence of the Invigilator.
24. Thereafter, the Centre Superintendent will seal the used Answer Sheets in a cloth bag in the presence of one/two Invigilators and Centre Clerk after the examination is over and will handover the same to the Observer.
25. The Director/Principal will intimate the names of the Centre Supdt./Deputy Supdt. appointed at their Examination Centre alongwith the Mobile No. to the Assistant Registrar (Conduct Branch) at E-Mail arconduct@kuk.ac.in.
26. The Centre Supdt. will ensure that all the Attendance/Signature Charts be arranged Roll No. & Class-wise and the same be packed class-wise in separate envelopes with the Centre No. & Name of class at top of the envelope. Further, all these envelopes of Attendance/Signature Charts be supplied to the O/o the Assistant Registrar (Conduct) within 7 days of the termination of the examinations.
27. The Director/Principal will ensure that the guidelines for conducting written examinations for persons with benchmark disabilities/persons with disabilities issued already vide letter No. CP-IV/23/923-1172 dated 09.01.2023 are scrupulously followed while conducting their examinations.
28. The Supdt.-in-Chief will countersign the Inspection Book on daily basis.
29. The notifications uploaded on the University website and sent through official E-mail ID of the University be considered only.
30. The Director/Principal will ensure that the above instructions are got noted from the Centre Supdt. & other invigilating staff for strict compliance of the same. In addition, the instructions laid down in the **"Book of Instructions"** may also be adhered to strictly for smooth conduct of the University Examinations.
31. It is further to inform you that the Additional Assistant Supdt. appointed by the Superintendent-in-Chief will remain present in the Examination Centre during the full duration of the Examination and will not leave the Examination Centre till the closure of the Centre. In case, the Additional Assistant Supdt. appointed by the Superintendent-in-Chief leaves the Examination Centre before the closure of the Centre then the Centre Supdt./Deputy Supdt. will take the cognizance of the same and will report to the Conduct Branch immediately to enable the University to take disciplinary action in the matter.

32. In case, the strength of the candidates is less than 200 in an Examination Centre on any particular day then the outsider will not be appointed by the Centre Supdt. and the Additional Assistant Supdt. appointed by Superintendent-in-Chief will assist the Centre Supdt. in day to day functioning of the Centre.
33. In case of any deviation in performing duties by any faculty, the matter may immediately be brought to the notice of the Conduct Branch through email.

Yours faithfully,


Assistant Registrar (Conduct)

CC:

1. A copy of the above is forwarded to all the Centre Supdts. with the request to ensure that the above instructions/guidelines are followed strictly while conducting the University examinations.
2. Assistant Registrar (Secrecy), KUK.
3. Supdt. (Conduct Practical/UMC), KUK.
4. Steno to Controller of Examinations-I & II (for kind information of Controller of Examinations-I & II), KUK.