GUIDELINES FOR KUK UG/PG EXAM (March 2021)

1. University UG 1st/3rd/5th Sem & PG 3rd Sem Examination (Full subjects and Re-appear) for Regular and Ex-Students of the college will start from March 01, 2021.

2. All the students will download their Roll Numbers directly from KUK website **www.kuk.ac.in**.

3. Only those regular students whose Library dues or fee is pending will first obtain NOC from the college and then they will be able to download their roll numbers from University Website.

4. Ex-Students of the College will have to register themselves physically with the College once they download their Roll Number Slips/Admit Cards from KUK website **www.kuk.ac.in** These students have to deposit a sum of Rs. 20/- (per semester) as Registration Fee in the College Library along with providing other information regarding the mode of appearing in examination, working whatsapp number, email address and re-appear subjects.

5. All the students will affix their latest passport size photograph and place their signature on the Admit Card/Roll Number Slip.

6. The question paper will be sent to the students through whatsapp groups or MS Team. The Question Papers for the examination will also be available on the University Website **www.kuk.ac.in** and College Website **www.dsckarnal.org at 09.30 A.M. (Morning Session) and 01.30 P.M. (Evening Session)**.

7. Before attempting question paper, students will ensure that they have downloaded the correct question paper from the website or chosen the right option of question paper available on whatsapp group.

8. **No complaint for attempting wrong question paper will be entertained later on.**

9. **Students will attempt 75% Marks question paper by choosing any question.** No question is compulsory.

10. **Maximum time limit for online exam is 3.15 hours (09.30 A.M. to 12.45 P.M. in Morning Session and 01.30 P.M. to 04.45 P.M. in Evening Session).** Out of this 02.15 hours are for attempting question paper and 01 hour is for downloading the question paper, scanning the answer sheet, uploading the pdf through google form link.

11. **The students will submit their answer book through Google Form in single pdf format. The saved file name must be the Roll No. of candidate.**

12. The link for submission of Answer Book will open **one hour** before the termination of examination and will be closed soon after the examination is over i.e. 03.15 hours after the start of the exam. No answer book in physical form/hard copy will be accepted beyond this time limit in the college.

13. The candidates will have to enclose his/her Roll Number slip/Admit Card with answer sheet.

14. Students will attempt question serial number 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.

15. Answers must be written on **A4 size paper** in own handwriting. The **maximum page limit is 30 (Thirty) pages.**

16. The candidate will make themselves available to sit in front of webcam running through MS Team /Google Meet for the full duration of the paper at their place of examination.

    The position of the web cam 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 their microphone in off mode during the examination except webcam.

17. They must be ready to receive the Whatsapp Video Call from the invigilator during the course of the examination.

18. In case student is facing network problem etc./ failed to submit his/her answer sheet timely through pdf format / chosen offline mode he/she will have to appear in the college Physically where he will be provided printed copy of question paper and University Answer Book. The time limit for the offline exam in the college is only 02.15 hours **(09.30 A.M. to 11.45 P.M. in Morning Session and 01.30 P.M. to 03.45 P.M. in Evening Session)**.

19. **Use of only blue/black ball pen is allowed.**

20. The **Answer sheets can be downloaded from College website www.dsckarnal.org**

21. On the First page of Answer book, the student will fill the required details only (disclosure of student's identity other than this information will be treated as Unfair Means Case).

22. **Put your signature below every page of answer sheet** (Without signature answer sheet will not be evaluated).

23. **The Student will also write down his/her Roll Number, Question Paper Code and Page Number on every page**.

24. If the examination in two subjects opted by a candidate falls on the same date, then the candidate will be required to attempt both the question papers on the same date within the prescribed time-period.

25. **If student sends a file link but not Pdf file, it will not be evaluated.**

i)   **Univ. Roll No.(in Figures)**_____**(in words)**_____

ii) **Name of the Student**_____   iii) **Class/Semester**_____

iv) **Name of the Paper**_____   v)   **Question Paper Code**_____

vi) **Total No. of Pages written by candidate**_____   vii) **Sign. Of the Student**_____

viii) **Date of Exam.**_____   **P-1**

Univ. Roll No.(in Figures)_____**Code of Paper**_____

Sign.of the Student