

GOVT P.G. COLLEGE FOR WOMEN, PANCHKULA

Guidelines/Instructions for Students related to U.G/P.G Even Semester, KUK Examination

Date-07.07.2021

1. The theory examinations of UG/PG courses will be conducted in **blended mode**. Date Sheet for the same is available on Kurukshetra University, Kurukshetra website.
2. The timings for Morning Session will be 9:30am-1:30 pm and Evening Session will be 1:30pm-5:30pm
3. **The choice of mode that is online or offline will be taken from students through Google form by their HODs.**
4. Before attempting the question paper, the candidate must ensure that the correct question paper has been supplied to him/her. **No complaint for attempting wrong question paper by the candidate will be entertained later on.**
5. In case any student doesn't have laptop/smart mobile phone/desktop with camera or not having internet connectivity or having poor internet connectivity, he/she is required to request the HOD well in time to appear in offline mode.
6. **In case of offline mode, the students will be allowed to take examination in the college and a printed copy of question paper and answer sheet will be provided to students.**
7. While appearing for offline examination, the candidate will be required to wear mask and bring their own sanitizer and transparent water bottle.
8. The candidate shall affix his/her latest passport size photo and place his/her signatures on the Admit Card.
9. While attempting the examination through pen and paper, the candidate will make themselves available to sit in front of Webcam/Cam running through Google Meet for the full duration of the paper at their place of examination. The position of the webcam/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 her microphone in MUTE /OFF mode during the Google Meet except Webcam/CAM.
10. **Disconnection/Disappearance from the Google Meet during Examination/Proctoring will be treated as use of Unfair Means by the candidate and the Invigilator may make Unfair Means Case(UMC) in such a case.**
11. **THE STUDENT WILL ATTEMPT QUESTIONS SERIAL NO. WISE AND WILL WRITE THE QUESTION NO. IN CENTRE OF THE PAGE SO THAT QUESTION NO. ATTEMPTED IS CLEARLY VISIBLE.** The candidate will also mark Page No. on the Answer book. On the first page of the Answer-book, he/she will fill following details:

- (i) Univ. Roll No.(in figures) _____
(ii) Name of the Student _____ (in words) _____
(iv) Name of the Paper _____ (iii) Class/Semester _____
(vi) Total No. of pages written by the candidates _____ (v) Code of the Paper _____
(viii) Sign. Of the Student _____ (vii) Date of Exam _____

A candidate will not write his Mobile no etc. on her answer sheet otherwise UNFAIR MEANS CASE will be made.

12. The candidate shall appear in the online examination from secluded place where no other person including family member will be allowed to enter during examination hours.
13. The candidate will receive question paper through Whatsapp/Google Meet platform at 9: 30 a.m. in the morning and 1:30pm in the evening and will solve the question paper from their remote location on A-4 size paper in her own handwriting(as per specimen available on University Website) and **MAXIMUM PAGE LIMIT WOULD BE 36 PAGES.**
14. The candidate will write the above information and Roll No, Paper Code and Page No. at each page of the sheet used. The candidate must 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.**
15. The students have to upload their answer sheet on Google form. The link of the same will be provided by the invigilator during exam.
16. While sending the Answer Book, the candidate will write her Roll No., Nomenclature(Name)of the Paper, Code of the Paper in the fields and as subject of Google Form.
17. The candidate will then submit the soft copy of her answer book through Google form to the concerned invigilator within specified period that is 4hrs from the commencement of examination. While sending the PDF answer book through Google form the candidate will ensure that she has also **INCLUDED HIS ROLL NUMBER SLIP ALONG WITH THE THE ANSWER SHEET AS THE FIRST PAGE.**
18. She will be required to complete the process & will save thePDF file by using scanner or mobile app (such as Microsoft Office Lens/Adobe Scan/vFlat with **FILE NAME AS HER ROLL NO.** She shall ensure that the written uploaded file is clearly visible.
19. **The candidate will be responsible for any delay i.e(Network, Internet , Charging or Electricity issues etc.).THE ANSWER SHEET RECEIVED LATE WILL NOT BE ACCEPTED. IT WILL BE THE SOLE RESPONSIBILITY OF THE CANDIDATE TO ENSURE PROPER INTERNET CONNECTION FOR APPEARING IN THE EXAMINATION, DOWNLOADING OF QUESTION PAPER, UPLOADING OF ANSWER SCRIPTS IN PDF FORMAT. IN CASE**

HE/SHE FAILS TO DO SO, SHE SHALL NOT HAVE ANY CLAIM IN THIS REGARD.

20. The students who are suffering from COVID-19 or are having symptoms of COVID 19 will appear in the examination through ONLINE MODE ONLY.
21. The candidate will be required to attempt the paper as per instructions given in the question paper. The time allotted will be 4 hours for examinations including time of downloading of question paper to sending the answer book to the concerned.
22. While attempting the paper the candidate will use blue/black pen only.



(ONLINE EXAMINATION)



Principal
GCW, Panchkula