

UNIVERSITY INSTITUTE OF ENGINEERING & TECHNOLOGY
KURUKSHETRA UNIVERSITY, KURUKSHETRA

CREDIT-BASED EXAMINATION APRIL 2021 GUIDELINES

All the students of Credit-Based UG/PG Courses (Regular and Reappear) may follow the undermentioned guidelines for appearing in the Online Credit-Based Examinations to be held from 5th April 2021.

1. The question papers as per date-sheet will be uploaded on UIET website (www.uietkuk.ac.in) at 1.30PM. The examination will be conducted in blended mode (Online/Offline)
2. The candidates will be required to attempt **full paper (Maximum Marks)** by choosing **any** questions. The time allotted will be **four hours** for examinations including time of downloading of question paper, writing answers, scanning answer-sheets and mailing PDF files to the designated email IDs. The email for sending the answer books will be mentioned on the first page of the question paper. **Proper attention should be given while sending the email and in the subject line, the Roll No. and Subject Code should be mentioned.**
3. The candidate will download/note down the question paper and will solve the question paper from their remote location on A-4 size paper in his/her own handwriting on both sides of the page and maximum page limit will be **36 (Thirty Six)**. The student will attempt questions serial-wise and will mark Page No. on the answer book. On the first page of the Answer book, he/she will fill the following details:

Roll No. (In Figures)..... (In words).....

Name of the Student.....Class/Semester.....

Name of the Paper.....Paper Code.....

Total No. of Pages written by the candidate.....Date of Exam.....

Signature of Student.....

The candidate will write the Roll No., Paper Code and Page No. at each page of the sheet used. He/she will be required to complete all the process and send the soft copy of his/her answer book in PDF format through Email ID mentioned on the question paper within the specified period, i.e. 4 hours from commencement of examination. **The PDF files should be saved as Roll No. and Subject Code.** Students are advised to download the PDF scanning App in their mobiles and the scanned images should be clear.

4. In case any student does not have mobile phone or have network problem etc., in that case, he/she can seek help from UIET, KUK regarding availability of question paper as well as deposit of hard copy of answer book. **Disconnection/Disappearance from the Google Meet during Examination will be treated as use of Unfair Means by the candidate.**
5. **If the candidate opts for offline mode of examination, he/she has to produce Consent Letter for Offline Exam on the day of exam from the Parents for appearing in the Examination in the prescribed format mentioned below.**
6. 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.
7. The candidates should not write their Mobile No. etc., except the particulars at Point No. 3 otherwise Unfair Means Case will be made.
8. While attempting the paper, the candidate will use blue/black ball pen only.
9. Before attempting the paper, the candidate will ensure that he/she has downloaded the correct question paper. No complaint for attempting wrong question paper by the candidate will be entertained later on.
10. Candidates must ensure that he/she has put his/her signature on each page of the answer sheet used by him/her. Answer sheet without the signature of the candidate will not be evaluated.
11. **The students must clear their remaining dues before two days prior to the commencement of examination otherwise they would not be allowed to appear in the exam and their answer sheets will not be accepted.** For query regarding payment of dues, the students may contact UIET Office for necessary help.

COE (Conduct), UIET

DIRECTOR, UIET, KUK

CONSENT LETTER FOR OFFLINE EXAMINATION

I.....Father/Mother of Mr/Miss/Km.....bearing Roll
No.....Class/Semester.....Branch.....
.....of University Institute of Engineering & Technology, Kurukshetra University,
Kurukshetra, hereby give my ward to attend OFFLINE exams to be conducted by the college
from 5th April 2021 onwards.

Signature of Parent

Name of Parent.....

Date.....