

Mba 120/21

Date / 07/07/21

Govt. College Barwala (Panchkula)

Notice

It is to inform all the students that the University examinations of UG are commencing w.e.f. 13.07.2021. Instructions to be followed by the students are as follows:

1. All the students have to download their Roll No. cum Admit card from their student login id on the KUK university portal. In any problem regarding Admit card, students can contact to college.
2. Regular students have to choose mode of examination (online/offline) upto 09.07.2021 on Google Form link: <https://forms.gle/gHtGQp4N7id482Lu9>.
3. The Ex-students or the students of shifted/disaffiliated/closed colleges will be required to register themselves in the colleges as allotted to them on their Admit Card by updating his/her details i.e. Name, University Roll No" Class/Semester' subjects, mode of examinations, E-Mail ID, WhatsApp No., Mode of Examination & other required information with registration fees of Rs. 50.

For offline Mode examination, Students have to come to college and necessary arrangement will be provided by college.

For online Mode Examination, students have to follows the following guidelines:

- 1 The candidate need to enclose his/her Roll No. slip along with the Answer Sheet as first page and has saved the Answer Book in PDF format with his/her Roll No' as the file name.
- 2 The candidate will be required to attempt the paper as per instructions given in the question paper.
- 3 The time allotted will be 4 hours (i.e. 09:30 AM to 01:30 PM in the morning & 1:30 PM to 5:30 PM in the evening) for examinations including time of downloading of question paper to sending the answer book to the concerned Chairperson/Director/Principal through Google Form.
- 4 The candidate will receive the Question Paper from the college through Electronic Mode & will solve the question paper from their remote location on **A-4 size** paper in his/her own handwriting (as per specimen available on University Website) and maximum page limit would be **36 (Thirty Six)**. 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. On the first page of the Answer-Book, he/she will fill the following details:

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

5. The candidate will each page of the signature on each page of the answer-sheet signature of the candidate will not be evaluated.

6. The candidate will be required to complete all 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.

7. The candidate will then submit the soft copy of his/her answer book through Google Form to the concerned Department/Institute/College within the specified period i.e. 4 hours from commencement of examination. While sending the PDF answer book through Google Form, the candidate will ensure that he/she has also enclosed his Roll No. slip alongwith the Answer Sheet.

8. The Answer Sheets received late will not be accepted.

9. While sending the Answer Book, the candidate will write his/her Roll No., Nomenclature & Code No. of Paper in the subject of Google Form.

10. While attempting the examination through pen & paper, the candidate will make themselves available to sit in front of Web come running through Google Meet for the full duration of the paper at their place of examination. The position of the Web came 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 his/her microphone in "off" mode during the Google Meet except the web came. Disconnection/Disappearance from the Google Meet during examination will be treated as use of Unfair Means.

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

Anoop Kumar

Convener

University Cell

Hazvanche
Principal 27/7/21

Govt. College Barwala (Pkl.)