

Action Taken:**Action Taken:**

- A notice was circulated to all faculty members, instructing them to continue regular classes during the KU examination period.
 - A schedule for pre-examination classes was prepared and shared with all departments.
 - Heads of Departments (HODs) were instructed to monitor attendance and ensure compliance.
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Action Taken:

- A formal communication was sent to all faculty members outlining the procedure for reporting leave and suggesting alternate teachers.
 - The Exam Convener maintained a record of leave applications and alternate duty assignments.
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Action Taken:

- The new question paper format was communicated to all faculty members and paper setters.
 - Guidelines for setting question papers as per the new format were shared with all departments.
 - Sample question papers were prepared and reviewed to ensure compliance with the new format.
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Action Taken:

- The Mock Internal Exam schedule was prepared and announced by the Exam Committee.
 - Faculty members were instructed to prepare two questions of 10 marks each for the Mock Exam.
 - Departments were informed to ensure that questions are displayed on the blackboard on the day of the exam.
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Action Taken:

- Responsibilities were assigned to departmental professors for maintaining attendance records and handling answer scripts.
- A standardized format for recording attendance and preparing results was shared with all departments.
- Departments were instructed to publish results within the stipulated timeframe.

Action Taken:

- A strict directive was issued to all examiners prohibiting the use of mobile phones during examinations.
- Invigilators were instructed to enforce this rule and report any violations.

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