Important Instructions for Filling Online Examination Form & Fee for Students:

- The Examination Application Form of Kurukshetra University has been made completely online for the 1st and 3rd semester Regular (Fresh/Reappear) Students and Ex-Students of UG and PG Examinations for Nov./Dec. 2018. However, the Ex-Students may also apply through offline/manual mode as practiced earlier for the session Nov./Dec. 2018.
- 2. The students shall have to fill their forms online and also upload the photographs, signature and thumb impression on the University Examination Portal.
- 3. Before filling form, please read carefully about eligibility criteria, examinations schedule and fee details available on the University Website (http://www.kuk.ac.in).
- 4. Steps for filling examination form for regular(fresh/reappear) students:
 - i) Registration.
 - ii) Login.
 - iii) Fill Personal Details.
 - iv) Fill Examination Details.
 - v) Go to Application Status to Preview and Submit.
 - vi) Take printout by clicking on Preview/ Download PDF button at top right corner.
 - vii) Submit the hard copy to the concerned College/Department/Institute.
- 5. The students shall have to do one time registration (in first semester/year) on the university's online examination portal in order to apply for online submission examination form and fee by using <u>UNIQUE</u> mobile number and email ID.
- 6. No two students shall register on same mobile number.
- 7. The students shall have to fill separate examination form for every semester/year of same class with same login ID and password.
- 8. The students are advised to retain the same email ID and mobile number throughout the course as all important correspondence shall be done using the same email ID and mobile number. If a student forgets his/her email ID and password; then follow these steps to recover the same: Go to the Student Login > Click on Forgot User ID / Password. The email Id and password will be sent to his/her registered mobile number.
- 9. Details of examination fees for all the courses are available at Fee Details link at university's website (http://www.kuk.ac.in).

- 10. The fees for the Regular (Fresh/Reappear) Students shall be paid through their concerned College/Institute. However, the Ex-Students will pay their own fee through online mode while filling the online examination form by using following methods:
 - a) Credit Card.
 - b) Debit Card.
 - c) Net Banking.
- 11. After final submission of the Examination Form, the Regular (Fresh/Reappear) Students shall take print out of the form and submit to the concerned Department/College/Institute. However, the Ex-Students will submit the print out of the form along with requisite supporting documents directly to the examination enquiry counter of the university failing which their online form will not be considered by the University.
- 12. Details of Examination Fees for all the courses is available at Fee Details Detailed Schedule along with Dates and Fee is as under:
 - 1.) 20/08/2018-13/09/2018 (without late fees).
 - 2.) 16/09/2018-30/09/2018 (with late fees of Rs. 500).
 - 3.) 01/10/2018-15/10/2018(with late fees of Rs. 1000).
- 13. For any changes after final submission of examination form:
 - 1.) Ex-Students may contact Examination Enquiry, Examination Branch, KUK or e-mail at <u>onlineforms@kuk.ac.in</u>.
 - 2.) Regular Students may contact their concerned Department/Institutes/College.
- 14. The students shall carefully select the subjects while filling the examination subject details in the online examination form. A subject change fee of Rs. 100 per subject will be charged in order to correct the wrongly opted subjects.

Getting Started:

- 1. Open the Web browser (Internet Explorer, Chrome, Firefox etc.).
- 2. Visit the University Website (kuk.ac.in) and click on the link "Online Exam Forms"

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- 3. The students will get connected to the Online Examination Portal containing following tabs:
 - i) **Home**: Instruction for students.
 - ii) **Student Login**: Login facility for registered student.
 - iii) **Exam Registration**: For registration of new student.
 - iv) Colleges Instruction: Instruction for Departments/Colleges/Institutes.

- v) Univ./College Login: Login facility for already registered Departments/Colleges/Institutes.
- vi) **FAQ**: Frequently Asked Questions.
- vii) **Contact us**: For any query.



Flowchart for Online Examination Form:

 Flowchart for Regular (Fresh/Reappear) Students: Following flowchart defines the steps involved in filling of examination application forms for Regular (Fresh/Reappear) Students.



Detailed Steps for Filling Online Examination Form for Regular (Fresh) Students:

STEP-1: Register Yourself

The first step to fill up the Online Examination Form is the registration of the students. For this, please click on the button '**Exam Registration**'. A 'Student Registration Form' will be displayed. Fill up the registration form as given below:

Student Registration		
* All fields are mandatory.		
Note : Student's Name, Father's Name,	Mothe	er's Name and Date of Birth should be as per Matriculation Certificate
Student's Name * :	ANIL	KUMAR
Father's Name * :	Shri	VEER SINGH
Mother's Name* :	Smt	REKHA DEVI
Date Of Birth * :	01/01	/1998
Gender * :	MAL	E ·
Mobile (10 Digit) * :	+91	9099999909
e-mail ID * :	-	example@gmail.com
Select Question * :	Wha	at is your nick name?
Answer* :	ANIL	
2 1	agree to	o accept all Terms & Conditions Read
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i) Once you have filled the particulars in the form, click on the 'Register' button after enabling the checkbox "I agree to accept all Terms and Conditions". (Note: Kindly check the entries carefully as the same shall be used for DMC/Degree and other academic purposes. The students shall not be able to change their particulars after registration.)

A message informing about the successful registration is displayed on the screen as shown below.



- User Name along with the Password shall be generated after successful registration (Note: The username for the registered student shall be his/her email id and the password shall be sent on the same email id & registered mobile number used at the time of registration).
- iii) The system generated password can also be changed (as shown below) by clicking on the link "Change Password" after making login into the account. Login can be made by following steps: Click on Student Login-> Enter your credentials-> change password.

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STEP-2: Login (Registered Students):

Click on 'Student Login' button given in the Online Examination Portal:

- a) Enter your User Name (email id) and Password (i.e. received on your email id and registered mobile number at the time of registration).
- b) Enter the Captcha.
- c) Click on 'Login' button as displayed in the Login form.
- d) In case, a student forgets his/her User ID and Password, the same can be recovered through 'Forgot User ID/Password'.



STEP-3: Students will enter in his/her Login account.

Here, the students will provide the requisite information related to the personal and examination details.

 Fill Personal Details: Student's Personal Details like correspondence address, permanent address, marital status, category etc. shall be filled. Then photograph, signature and thumb impression in .JPG format having size below 10 KB and 100 x 100 Pixels shall be uploaded. Once the details are entered, click 'Save Personal Details' button and then enter the 'Examination Details'.

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- a) Fill up all the requisite information related to the Examination Details in the form.
- b) Fill up course related information.

- c) Compulsory subjects will be auto populated after selection of course.
- d) Candidates will have to select the elective subjects.
- e) Fill up the details of last qualifying examination on the basis of which you are applying for the next examination.
- f) Once the Examination Details are entered, click 'Save Application' button.
- **3.** <u>**Preview and Submit:**</u> Go to **Application Status** and Click on **'Preview'** button to check your details carefully.

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Click on 'Submit Exam Application' button as shown above after thoroughly checking the entered details. The said examination form gets forwarded to the

concerned College/Department/Institute and student will get message of successful submission on their registered mobile numbers as:-

"Dear Student, Your examination form of B.A. Semester-03 Full papers has been successfully submitted to the College."



Now for taking print out, click on the Preview/Download PDF button at the top right corner of the screen. A PDF copy of the form can also be saved for future references.

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Email ID	sunita987	kkr@gmail.co	m					
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The submitted form will then be verified by the College/Department/Institute and the process of online fee payment will be initiated; after completion of which the said form will be finally submitted to the university and Sign Out. **Applying for more than one forms:** Students can also apply for more than one examination form for different semesters by using the same user ID and password by clicking on '<u>Click For</u> <u>More Examination Form'</u> link on Examination Details tab.

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	9. CATEGORY:	10. ANNUAL / SEMESTER:	11. CLASS:
	REGULAR	SEMESTER *	Bachelor of Arts(B.A.)
	12. SEMESTER / YEAR:	13. EXAMINATION TYPE:	MAX NO OF SUBJECTS:
	SEMESTER-03	FULL PAPERS V	4
	TOTAL COMPULSORY SUBJECTS:	TOTAL ELECTIVE SUBJECTS:	TOTAL FIXED SUBJECTS:
	1	2	1
	14. SUBJECT DETAILS		

<u>OR</u>

By clicking on '<u>More Exams+'</u> on Application Status tab as depicted below:



Detailed Steps for Filling Online Examination Form for Regular (Reappear) Students:

The students applying for reappear examinations will follow the steps as mentioned below (kindly refer above for details):

- 1. Registration.
- 2. Login into the account.
- 3. Fill Personal Details.
- 4. Fill Examination Details.

Kindly Note: Select Reappear as Examination Type in column no. 13.

		Star Martin Star	and the		N.	
Student Exam Menu	Sunita Singh	Your IP : 14,139,235,203 Expire	: In : 8:49 Min	Student Type	e : Waiting	
Student's Personal Details Examination Details Application Status Change Password	EXAMPLATION DETAILS 1. STATE TO WHICH YOU BELV Haryana 4. CAPACITY FOR APPEARINGSelect	ONG 2. STUDENT TYPE: * # REGULAR PRIVATE D D 2 5. SESSION: * NOV-DEC 2018	TOTAL GENER 3. COLLEGE / DI Test college-1 6. K.U. REGIST	IATED FORM : 0 EPARTMENT NAME 99999 RATION:	•	
Sign Out	7 COLLEGE ROLL NO 23	8. EXAMINATION ROLL NO	ADLL NO. WILL BE ALL	OTTED BY THE UNIVER	anv.	
	9 CATEGORY REGULAR	10 ANNUAL / SEMESTER SEMESTER 13 EXAMINATION TYPE	The second	Arts(B.A.)	•	
	SEMESTER-03 TOTAL COMPULSORY SUBJEC 0 14. SUBJECT DETAILS	RE.APPEAR Select Examination Type FULL PAPERS UNRROVEMENT ADDIVONAL PAPER COMPARTMENT	* 0 TOTAL FIXED S 0	UBJECTS:		
	NOTE :- Subject's offered (s SNB Code Subject)	RE-APPEAR alongwith Subject case of Papers) Name		Subject Type	Select	
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• A pop up table will appear. Fill the details regarding all the chances availed by the student.

S.No	Number of Chance	Year/Session	Roll No.	Result/Remarks	Edit
1	Appeared as Fresh Candidate	DEC. 2017	1111111	Reappear 301	Edit
2	Reappear 1 Chance	DEC. 2016	1111111	Reappear 301	Edit
3	Reappear 2 Chance	DEC. 2015	1111111	Reappear 301,	Edit
4	Reappear 3 Chance	DEC. 2014	111111	Reappear 302,	Edit

• Upload the DMC related to your latest availed chance on the basis of which the candidate is applying for reappear examination and completely fill all the fields of examination details and save details.

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• Go to Application Status and Click on '**Preview**' button to check your details carefully.

Student Exam Menu	🙆 Sunita Singh	Your IP : 1	4.139.235.203	1 Expire	In : 6:14 M	in St	udent T	/pe : Regular
Student's versional betails Examination Details Application Status Change Password Sign Out	SILLET CLASH ANM	SEMIFICAR SEMESTER-03	SESSION NOW-DEC 2018	CREGORY	EXAM TYPE RE-APPEAR	ENTRY DATE 23-08-2018	SUBART R	FES PROCES

• Submit the form by clicking on 'Submit Exam Application' button.



• After clicking 'Submit Exam Application' button the said examination form gets forwarded to the concerned College/Department/Institute and student will get message of successful submission on their registered mobile numbers.

"Dear Student, Your examination form of B.A. Semester-03 reappear has been successfully submitted to the College."



• Now for taking print out, click on the '**Preview/Download PDF**' button at the top right corner of the screen. A PDF copy of the form can also be saving for future references.

xam Class		Year / Semester	Annual /	Semester
Bachelor Of Arts/B A)		SEMESTER-03	SEME	STER
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xam session		Exam Type	Exam Ca	tegory
Nov-Dec 2018		RE-APPEAR	REGU	LAR
Student Details (Show/Hide)			
K.U.K Registration No:	1			
Student Roll No:	111			
tudent's Name: SUNITA SINGH		SINGH		
Father's Name:	SUNIT S	NGH		
Mother's Name:	AARTI SI	NGH		
Email ID:	SUNITA9	87KKR@GMAIL.COM		Photo
Mobile No:				
Correspondence Address:	11111,, ,INDIA	THANSESAR, HARYANA,136118		Shirt'
Gender:	FEMALE	//		Signature
Residence Area Type:	URBAN			orginatoria
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		DECLARATION OF APPLICATIO	N FORM	
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• Put signatures on the print out and submit the form to the concerned College/Department/Institute.

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Exam Type		RE-APP	EAR		Category	у			REGULAR	
KU.Reg. No		1			College	Roll No			111	
Student Name		SUNITA	SINGH		Father Name			SUNIT SINGH		н
Mother Name		AARTI S	INGH		Mobile N	ło				
Email ID		sunita98	7kkr@gmail.co	m						
Correspondence /	Address	11111.	hansesar, Har	yana, 136	118, INDI/					
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• The submitted form will then be verified by the College/Department/Institute and the process of online fee payment will be initiated; after completion of which the said form will be finally submitted to the university and then Sign Out.

FOR ANY QUERY STUDENTS MAY CONTACT THEIR CONCERNED COLLEGE/INSTITUTE/DEPARTMENT.

THANKS