



# Kurukshetra University, Kurukshetra

(Established by the State Legislature Act-XII of 1956)  
(A+ Grade, NAAC Accredited)

Dated: 19/08/2019

**Subject: Regarding Submission of Online Examination Application Forms and Fees for various UG and PG (Non-CBCS courses) – 1<sup>st</sup> semester (Regular Fresh + Reappear), 3<sup>rd</sup> semester (Regular Fresh + Reappear) and 5<sup>th</sup> semester (Regular Fresh only) for the examinations to be held in Nov. /Dec. 2019.**

It is submitted that the portal for receiving Online Examination Application Forms and Fee of various **UG and PG (Non-CBCS courses) – 1<sup>st</sup> semester (Regular Fresh + Reappear), 3<sup>rd</sup> semester (Regular Fresh + Reappear) and 5<sup>th</sup> semester (Regular Fresh only) for the examinations to be held in Nov./Dec. 2019** will be operational as per the schedule mentioned below.

Description	Opening Date (9:00am)	Closing Date (5:00 pm)	Fee
<b>For Students</b> for filling online examination application forms	20/08/2019	15/09/2019	With normal fee
	18/09/2019	30/09/2019	With late fee of Rs. 500
	02/10/2019	15/10/2019	With late fee of Rs. 1000

Further, it may also be noted that:

1. All the Department/Institutes shall have to mandatorily submit to the Computer Lab; a hard copy of the list of approved students who have filled online examination form for 1<sup>st</sup> sem. (Regular Fresh + Reappear), 3<sup>rd</sup> sem. (Regular Fresh + Reappear) and 5<sup>th</sup> sem. (Regular Fresh Only) Nov. /Dec. 2019; in the specified format placed below duly signed by the Head of the Department/Institute. After which the Department/Institutes shall be able to generate and download forms 176, 177 and 178 available on the Department/Institute's portal that further need to be submitted at the University Enquiry Counter latest by 21/10/2019.

## List of the Approved Students

1. Name of the Department/Institute :
2. Name of the Course :
3. Examination Type(Fresh/Reappear) :
4. Semester :
5. Examination to be held in :
6. Total number of approved students :
7. Total fees paid :

S. No.	College Roll No	Student's Name	Father's Name	Regn. No	Mobile No	Email Address

**Declaration:** It is certified that the requisite examination fee of the above mentioned students has been timely deposited in the University's account by the Department/Institute.

(Seal and Signature)  
Head of the Department/Institute

2. The last date of submission of system generated reports 176, 177 and 178 for online forms for 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester, Nov. /Dec. 2019 examinations by the Department/Institutes at the university enquiry counter shall be 21/10/2019.
3. The students appearing in 7<sup>th</sup> and 9<sup>th</sup> semesters examinations to be held in Nov. /Dec. 2019 need not to submit the online examination application forms. In this context, Department/Institutes would furnish the forms - 176, 177 and 178 of 7<sup>th</sup> and 9<sup>th</sup> semesters (as per past practice) and submit the **Single Copy** of the same to the examination enquiry counter of university by the stipulated dates already notified by the university. Department/Institutes are also requested to clearly mention the nomenclature of the subjects opted by students in form 178 and the text "**All Subjects**" shall not be entertained in any case.
4. All the Department/Institutes shall ensure that the online examination application forms are being filled up in their respective Computer Lab. (s) to avoid any type of discrepancy while filling the forms. The Department/Institutes must also ensure that no eligible student be deprived of from filling the online examination form.
5. Department/Institutes are free to change the wrongly opted subjects of the students at their own end through the link **STUDENT > Student Exam Subject Updation** till 16/10/2019. Thereafter, the requests for the subject change shall be forwarded by the Chairperson along with penalty amount of Rs.100 per subject as per the notification of the university to the Computer Lab., for the necessary updations till 15/11/2019. Furthermore, after the expiry of 15/11/2019, no request for the subject change shall be entertained.
6. The Ex-students in case of 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester (Reappear) shall fill their offline forms as per past practice.
7. The Department/Institutes have also been provided with a facility to promote their students (whose previous examination forms already exist in the online system) to successive semesters. The Department/Institutes shall ensure proper and timely coordination with their students so as to fix the responsibility of filling the online examination form on the part of Department/Institute OR Student. In case a Department/Institute decides to promote their students through College Panel, then the decision of promoting the students by Department/Institutes may be clearly communicated to their students in order to avoid any ambiguity. Department/Institutes may promote their students by following the below mentioned steps:
  - i. Go to '**Students**' tab and click on '**Promote Student**'.
  - ii. Enter details like Exam System, Class name, Semester/Part, Exam Type and Exam Session and click on '**Find**' button. A list of eligible students whose previous examination forms already exists in the online system will be displayed.

(**Note:** In case, the form of any student does not exist in the Online System; then, such students may be asked to register themselves and fill their online examination forms through student panel for the current semester i.e. Nov./Dec. 2019.)

Exam System	SEMESTER	Class Name	B.A. (Mass Communicati	Semester/Part	SEMESTER-1	Clear	
Exam Type	FULL PAPERS	Exam Session	Nov-Dec 2018	Entry Date	Select	Select	Find

SN#	Student Name	Father Name	Email Id	Mobile No	DOB	Entry Date	State	City	Promote
1	HIMENDER	HARI PARKASH	yadavhimender@gmail.com	8168009537	25-06-1998	29-08-2018	Haryana	PANIPAT	
2	NEELES MISHRA	BIDYA BHUSHAN MISHRA	neeshmishra17@gmail.com	9729783408	10-05-1998	29-08-2018	Haryana	PANIPAT	
3	NEERAJ GIRI	ANIL GIRI	neerajgiri20000@gmail.com	9812823829	22-07-2000	29-08-2018	Haryana	SAMALKHA	

- iii. Click on Promote link and enter Semester/Year, Examination Type, Subjects and details about last qualifying examination and save.
- iv. Go to Application Status to Preview and Submit.
- v. Submit fee.

### **General Instructions for the Students for filling the Online Examination Application Form**

1. Those students who are applying for online examination forms for the very first time in any of the semester/year must have a valid e-mail ID and unique mobile number for exam registration. Such students shall have to fill their forms online and also upload the photographs, signature and thumb impression on the University Examination Portal.
2. Before filling the form, please read carefully about eligibility criteria, examinations schedule and fee details available on the University Website (<http://www.kuk.ac.in>).
3. Steps for filling the examination form.
  - i) [www.kuk.ac.in](http://www.kuk.ac.in) > Online Exam /Re-evaluation > Online Examination Form > Exam Registration (for this valid email id and unique mobile number is required)
  - ii) After having a successful registration, go to Student Login by using the user id (which is your email id) and password that has been sent to your mobile number.
  - 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 in concerned College/Institute.
4. 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 the online submission of examination form for 1<sup>st</sup> semester/year.
5. While filling the online forms for successive semester/year or reappear, the students shall make use of **same login ID/email id** as used in pervious semester/year. **Change of email id may lead to different Roll Number in different semesters of same student thereby leading to numerous discrepancies in Roll Numbers.**
6. The students are advised to retain the same email ID and mobile number throughout the session or course as all important correspondence shall be done using the same email ID and mobile number.
7. If a student forgets his/her email ID and password; then he/she may follow these steps to recover the same: **Go to Student Login --> Click on Forgot User ID / Password.** The email Id and password shall be sent to his/her registered mobile number.
8. Details of examination fees for all the courses are available at Fee Details link at university's website ([www.kuk.ac.in](http://www.kuk.ac.in))
9. After final submission of the Examination Form, the Regular (Fresh/Reappear) Students shall take the print out of the form and submit to the concerned Department/Institute.

10. For any changes after final submission of examination form, the regular students may contact their concerned Department/Institute who will resolve or get it resolved either by them or by the university.
11. The students shall carefully select the subjects while filling the examination subject details in the online examination form. After final submission of the forms by the Department/Institute, a subject change fee of Rs. 100 per subject will be charged in order to correct the wrongly opted subjects.
12. No two students shall register by using same mobile number.
13. No single student shall register himself/herself from different email id(s) for different semesters. **It is reiterated that same email id may be used by the already registered students for filling multiple online examination forms.**
14. Students applying for current Nov./Dec. 2019 semester (Fresh and Reappear) examinations shall use the same email id and mobile number as used in previous May/June 2019 semester examination held in May/June 2019. In case, the email id has been forgotten, the same can be retrieved by clicking on **Go to Student Login --> Click on Forgot User ID / Password**. The email Id and password will be sent to his/her registered mobile number. Even Department/Institutes can provide the user id to their students by visiting the **Dashboard** on their panel.
15. In case, a student forgets his email id or mobile number, the same may be retrieved either by himself or by contacting their Department/Institute.
16. In case a student wants to change his/her mobile number; he/she may contact the concerned Department/Institute and the Department/Institute will change the mobile number through **"Update Students Profile"** link.
17. Department/Institute may carry out the pre-examinations activities in terms of Admit Cards, Signature Charts, Confidential Pastings w.e.f. 01/11/2019.

**Important Note: Dates for filling the online examination application forms will not be extended in any case.**

Looking forward for your valuable cooperation.



**Programmer/System Analyst  
for Controller of Examinations-II**

