Kurukshetra University, Kurukshetra

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

No.: COE/Lab. /2020/405

Dated: 21/01/2020

Subject: **Regarding opening of the portal for obtaining Online Examination Application Forms and Fee for the following courses, April – June 2020 examinations:**

1. **2nd, 4th semesters (Full papers and Reappear) and 6th semester (Full papers only) for UG/PG Non-CBCS Courses**

2. **B.Ed. – Part I (Full paper and Reappear) and Part II (Full papers only)**

It is submitted that as per past practice the online portal has been made operational for the following courses as per the schedule mentioned at table 1.

a. **2nd, 4th semesters (Full papers and Reappear) and 6th semester (Full papers only) for UG/PG Non-CBCS Courses**

b. **B.Ed. – Part I (Full paper and Reappear) and Part II (Full papers only).**

Table: 1

Description	Opening Date (9:00am)	Closing Date (5:00 pm)	Fee
For Students for filling online examination application forms	21/01/2020	15/02/2020	With normal fee
	19/02/2020	28/02/2020	With late fee of Rs. 500
	02/03/2020	11/03/2020	With late fee of Rs. 1000
For Colleges for payment of online examination fee through portal	21/01/2020	18/02/2020	With normal fee
	19/02/2020	01/03/2020	With late fee of Rs. 500
	02/03/2020	12/03/2020	With late fee of Rs. 1000

Kindly note that the portal will be operational for Colleges/Institutes for the entire period i.e. 21/01/2020 to 12/03/2020 for making online fee payments.

Further, it may also be noted that:

1. The last date of submission of system generated reports 176,177 and 178 for online forms for UG/PG - 2nd, 4th and 6th semester and B.Ed. – Part I, II, April-June 2020 by the Colleges/Institutes at the university enquiry counter shall be 16/03/2020.

2. The Colleges/Institutes are advised to make the requisite fee payments in small lots at any time (without waiting for the last dates) as and when they receive sufficient number of forms from the students. This early action will avoid unnecessary traffic congestion resulting in payment failure during the last dates.

3. If there is any type of discrepancy in context of form 177, or mismatch of no. of students or complete payment failure, then, in such cases the Colleges/Institutes are advised not to initiate the payment again without informing/bringing into the notice of the officials of the Computer Lab. (KUK) for its resolution. Such action would avoid the unnecessary efforts on the part of College and University in resolving the refund cases.

4. The students appearing in 8th and 10th semesters examinations to be held in April - June 2020 need not to submit the online examination application forms. In this context, Colleges/Institutes would furnish the forms - 176, 177 and 178 of 8th and 10th 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. Colleges/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.

5. All the Colleges/Institutes may 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 Colleges/Institutes must also ensure that no eligible student be deprived of from filling the online examination form.

6. College/Institutes are free to change the wrongly opted subjects of the students at their own end through the link **STUDENT > Student Exam Subject Updation** free of cost before the submission of the forms and online fee and with a fee of Rs. 100 (subject change fee) per subject after the submission of form and fee by the College/Institutes.

7. That the Ex-students for the session April-June 2020 shall fill their offline forms as per past practice.

8. The Colleges/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 Colleges/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 College/Institute OR Student. In case a College/Institute decides to promote their students through College Panel, then the decision of promoting the students by Colleges/Institutes may be clearly communicated to their students in order to avoid duplicate examination forms of same student. Colleges/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. April – June 2020)

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 > 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 and fee for 1st 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 Numbers in different

semesters of the 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 follow these steps to recover the same: **Go to Student Login --> Click on Forgot UserID / Password**. The email Id and password will 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)

9. The fees for the Regular (Fresh/Reappear) Students shall be paid through their concerned College/Institute through the online portal.

10. 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 College/Institute.

11. For any changes/ambiguities after final submission of examination form, the regular students may contact their concerned College/Institute who will resolve or get them resolved either by them or by the university.

12. The students shall carefully select the subjects while filling the examination subject details in the online examination form. After final submission of the forms and fee by Colleges/Institutes, a subject change fee of Rs. 100 per subject will be charged in order to correct the wrongly opted subjects.

13. No single student shall register himself/herself from different email id(s).

14. Students applying for current April - June 2020 semester (Fresh and Reappear) examinations shall use the same email id and mobile number as used in previous Nov. / Dec. 2019 semester examination. In case, the email id has been forgotten, the same can be retrieved by clicking on **Go to Student Login --> Click on Forgot UserID / Password**. The email Id and password will be sent to his/her registered mobile number. Even Colleges/Institutes can provide the user id and mobile numbers to their students by visiting the **Dashboard** on their panel.

15. In case a student wants to change his/her mobile number; he/she may contact the concerned College/Institute and the College/Institute will change the mobile number through **"Update Students Profile"** link.

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

Looking forward for your valuable cooperation.