Kurukshetra University, Kurukshetra

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

Dated: 28/06/2019

Subject: **Regarding opening of the online examination portal for obtaining online Practical Awards of B.Ed Part-II (Fresh Only) of the examinations held in June 2019.**

It is submitted that the portal for Online Submission of Practical Awards for B.Ed Part-II (Fresh only) shall be made operational w.e.f. **01/07/2019 to 20/07/2019**.

In this context, the Colleges are requested

1. To arrange the Signature Charts on their own in the prescribed format as attached in the e-mail.

2. To strictly adhere to the schedule and conduct the practical examinations along with the feeding of the practical awards as per the schedule that has already been provided to you by KUK.

Further, the detailed instructions regarding online submission of Practical Awards are also attached herewith. Therefore, the Colleges are requested to initiate the process of feeding Practical Awards of the students against University allotted roll no.(s).

Steps to fill Practical Awards through Online Mode and other important instructions

1. Visit www.kuk.ac.in > Click on the link Online Exam Forms > Click on Univ. /College Login.

2. Go to Students and click on the link Practical Marks Entry Form.

3. Fill all the requisite fields like class, exam type (Full Papers or Reappear), semester, subjects, range of university roll no.(s), examiner id etc. and select the populate button that will display all the records of that particular class.

4. Enter the awards and click on 'Save as Draft' to save the awards. Kindly note that the awards will be saved as draft/rough and is editable as many times until finally submitted using 'Final Submission' button.

5. For printing or previewing, first populate the awards and then, take the draft printout through print button for checking/verifying from the concerned teacher.

6. Mark the student as 'Absent' by enabling the checkbox being provided, if a student is absent in Internal Assessment OR Practical Awards.

7. The Practical Awards shall be finally submitted by clicking the 'Final Submission' button upon duly verification by the concerned College.

8. Kindly note that the awards can be changed or entered after the Final Submission and before the expiry of the last date with the prior permission of the Principal of the College only. For obtaining the permission to edit/enter the Practical Awards, click on Edit button; an OTP will be sent on the registered mobile number of the Principal of the College; upon entering which, the editing/entering can take place. Once the requisite changes has been made, click on 'Save as Draft' and then click on 'Final Submission'.

9. The College shall ensure that the Practical awards for no student shall be left blank as it will not be accepted by the system.

10. Further, to save the document in .pdf format, first click on the populate button and then click on 'pdf' button.

11. All the Colleges are hereby asked to feed the practical awards through online mode as per the schedule that has already been notified to all of them.

12. The signatures of the External Examiner shall be mandatory on the system generated hard copies of the Practical awards Report as separate schedule of dates have already been notified to all the colleges and colleges have ample time to online feed the practical awards and get the final report signatured by the External Examiner. Any excuse/justification in this regard would not be accepted.

13. The concerned College shall mandatorily submit the system generated hard copy of the final Practical Awards after being verified and signed by the Internal Examiner + External Examiner and stamped and signed by the Principal to the university within three days of the last date of online submission to the dealing persons of the Examination Branch as practiced earlier. However, colleges may submit the final hard copies prior to the last date of online submission also if they find their work is complete.

14. After the expiry of the last date, the pdf report of Practical Awards for selected session can also be obtained by using the tab Reportings > Practical Awards Report.

15. The requests for the subject change shall not be entertained now.

16. In case, the colleges could not feed the online practical awards within their prescribed schedule dates or till 20/07/2019 (closing date of the portal), then in this context, colleges may send the request to separately open the online portal through email by clearly citing the reasons behind and attaching the requisite documents; upon which the online portal shall be made operational for a specific time period for that college only.