



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

Further, it may also be noted that:

1. All the Department/Institutes shall have to mandatorily submit by 12/03/2020 to the Computer Lab; a hard copy of the list of approved students who have filled online examination form for 2nd sem. (Regular Fresh + Reappear), 4th sem. (Regular Fresh + Reappear), 6th sem. (Regular Fresh Only), B.Ed. – Part I(Regular Fresh + Reappear) and B.Ed. Part – II (Regular

Fresh Only), April-June 2020; 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 16/03/2020.

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

June 2020 by the Departments/Institutes at the university enquiry counter shall be 16/03/2020.

3. 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, Departments/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. Departments/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 Departments/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 Departments/Institutes must also ensure that no eligible student be deprived from filling the online examination form.
5. Departments/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 Department/Institutes.
6. That the Ex-students for the session April-June 2020 shall fill their offline forms as per past practice.
7. The Departments/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 Departments/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 Department Panel, then the decision of promoting the students by Departments/Institutes may be clearly communicated to their students in order to avoid duplicate examination forms of same student. Departments/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)

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	neeshmishra417@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 > 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 Department/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. 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/ambiguities after final submission of examination form, the regular students may contact their concerned Department/Institute who will resolve or get them 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 and fee by Departments/Institutes, a subject change fee of Rs. 100 per subject will be charged in order to correct the wrongly opted subjects.
12. No single student shall register himself/herself from different email id(s).
13. 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 Departments/Institutes can provide the user id and mobile numbers to their students by visiting the **Dashboard** on their panel.

14. 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.

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

Looking forward for your valuable cooperation.