



Kurukshetra University, Kurukshetra

(Established by the State Legislature Act-XII of 1956)

(A+ Grade, NAAC Accredited)

Dated: 15/04/19

Subject: Regarding availability of Admit Cards-cum-Roll Numbers on the College/Institute/Departments' as well as Students' portal and Signature Charts, Confidential Pasting etc. on the College/Institute/Departments' portal in view of the Online Submission of Examination Application Forms and Fee for 2nd and 4th semester students (Fresh and Reappear) of various UG and PG courses for the examinations to be held in May/June 2019.

This is in furtherance to the instructions regarding Online Submission of Examination Application Forms and Fee. In this regard, it is submitted that the Roll no. cum Admit Cards, Signature Charts and Confidential Pasting have been made available on the respective Portals **w.e.f. 15/04/2019.**

Steps for issuance of NOC and Roll no.-cum-Admit cards:

1. Go to www.kuk.ac.in and click on Online Exam Forms.
2. Click on Univ. /College Login and Login with the user ID and password.
3. Go to Exam Fees -> Generate NOC.
4. Select "Issue" radio button for eligible students and "Hold" button for ineligible students and Click on the button "**Generate NOC**". Upon clicking the "Issue" or "Hold" radio buttons, the students will get informed about their NOC status through SMS (s). Accordingly, the Admit Cards would be generated or hold for all the eligible/ineligible students. Once the NOC has been issued to a student, the admit card would get displayed both on the College's as well as on the students' portal and for more convenience, students can directly take the print out of the Admit Card from their respective student login Id(s).
5. In case, the Colleges/Departments/Institutes holds the NOC and subsequently the admit card of any ineligible student and SMS regarding non-issuance of NOC has been received by the student; such student may contact their concerned Colleges/Departments/Institutes for clearance of the NOC. After the clearance of NOC, the admit card would get displayed both on the College's as well as on the students' portal and for convenience, students can directly take the print out of the Admit Card from their respective student login Id(s).
6. Colleges/Departments/Institutes may also view/print the Admit Card by clicking on Reportings > Student Admit Card. It is recommended that Colleges/Departments/Institutes may download the admit cards and signature charts of 50 students in one instance in order to avoid any network congestion. For this, the specific range of University assigned roll no.(s) may be obtained from either
 - a) **Exam Fees > Generate NOC Section**
 - OR
 - b) **Reportings > Class Wise Report.**
7. Colleges/Departments/Institutes who have been made Examinations Centres may obtain signature chart and confidential pasting from their respective Logins under '**Reportings**' tab.
8. In case, there is a mismatch of roll no. of any student with already assigned roll no. in 1st and 3rd semester Nov./Dec. 2018; such cases may be reported by the Colleges/Departments/Institutes to the Computer Lab. through email for the correction of the Roll No.