



Kurukshetra University, Kurukshetra

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

(A+ Grade, NAAC Accredited)

Subject: Regarding Submission of Online Examination Application Forms and Fees for M.Ed-2nd semester (Fresh & Reappear) and 4th semester (Fresh only) for the examinations to be held in June/July 2019.

It is submitted that the portal for receiving Online Examination Application Forms and Fee for M.Ed-2nd semester (Fresh & Reappear) and 4th semester (Fresh only) examinations to be held in June/July 2019 will be operational as per the schedule mentioned below.

Opening and Closing dates for online submission of examination forms and fee through examination portal	
For students for filling online forms	For colleges/institutes for making online payment
25/04/2019 - 09/05/2019 (without late fee)	25/04/2019 - 10/05/2019 (without late fee)
11/05/2019 - 15/05/2019 (with late fee of Rs. 500)	11/05/2019 - 16/05/2019 (with late fee of Rs. 500)
17/05/2019 - 21/05/2019 (with late fee of Rs. 1000)	17/05/2019 - 22/05/2019 (with late fee of Rs. 1000)

It is also worthwhile to mention here that the Colleges/Institutes are free to make the requisite fee payments in small lots at any time 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.

The system generated reports of form 176, 177 and 178 shall be submitted by the respective Colleges/Institutes to the examination enquiry counter of Kurukshetra University, Kurukshetra by 24/05/2019.

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 examination form.

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 any ambiguity. 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.)

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	NEELESH MISHRA	BIDYA BHUSHAN MISHRA	neeleshmishra417@gmail.com	9729783408	10-05-1998	29-08-2018	Haryana	PANIPAT	
3	NEERAJ GIRI	ANIL GIRI	neerajgir20000@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 the form and press the “Submit” button to submit the form.
- 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 Forms > 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.
5. The students shall have to fill separate examination form for every semester/year of same class with same login ID and password.
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 after final submission of examination form, the regular students may contact their concerned College/Institute.
12. The students shall carefully select the subjects while filling the examination subject details in the online examination form. After payment of online fee by the Colleges/Institutes, a subject change fee of Rs. 100 per subject will be charged in order to correct the wrongly opted subjects.
10. No two students shall register by using same mobile number.
11. No single student shall register himself/herself from different email id(s).
12. Students applying for current even June 2019 semester (Fresh and Reappear) examinations shall use the same email id and mobile number as used in previous odd Dec. 2018 semester examinations.
13. Any ambiguity shall be reported by the student to the concerned College/Institute who will resolve on its own or get it resolved by the university.
14. 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.
15. The Ex-students will apply offline as per past practice.
- 16. The students who are already registered on the online portal will not again register him/her (self) with new email id (s) in any case.**

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