



Kurukshetra University, Kurukshetra

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

(A+ Grade, NAAC Accredited)

Date: 09/09/2019

Subject: Regarding Submission of Online Examination Application Forms and Fees for B.Ed. – Part-I (Regular Reappear) examinations to be held in Dec. 2019.

It is submitted that the portal for receiving Online Examination Application Forms and Fee of B.Ed Part-I (Regular Reappear) Dec. 2019 will be operational as per the schedule mentioned below.

Description	Opening Date (9:00am)	Closing Date (5:00 pm)	Fee
For Students for filling online examination application forms	10/09/2019	30/09/2019	With normal fee
	02/10/2019	15/10/2019	With late fee of Rs. 1000
For Colleges for payment of online examination fee through portal	10/09/2019	01/10/2019	With normal fee
	02/10/2019	16/10/2019	With late fee of Rs. 1000

NOTE:

- The portal will be operational for Colleges for the entire period i.e. **10/09/2019 to 16/10/2019** for making online fee payments.
- The students may also be directed to resolve issues (if, any) related to their DMC (s) viz: RLA, RL (Regn.), RPR, RPFDD etc. from the University timely so as to enable them to fill the online form as per the above mentioned schedule.
- In case, a student has not received his/her DMC, such students may obtain a **'Provisional Result Slip from the University'** and on producing the same, they may be allowed by the Colleges for applying online examination forms.
- All the Education Colleges/Institutes shall ensure that only those students shall apply for the reappear examinations Dec. 2019 who have reappear in not more than 50% of the total papers of the annual examinations held in June 2019. Therefore, students having reappear in less than or equal to (\leq) four subjects out of a total of eight subjects are eligible to apply for reappear examinations Dec. 2019.

Further, it may also be noted that:

1. The last date of submission of system generated reports 176,177 and 178 for online forms of B.Ed. Part-I (Reappear), Dec. 2019 by the Colleges/Institutes at the university enquiry counter shall be 21/10/2019.
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. 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.
4. 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** before the submission of the forms and online fee. Further, after the submission of form and fee by the College/Institutes, the requests for the subject change from the colleges shall be forwarded to the Computer Lab. along with a penalty amount of Rs.100 per subject as per the notification of the university till 15/11/2019. Furthermore, after the expiry of 15/11/2019, no request for the subject change shall be entertained.
5. That the Ex-students in case of Part-I and Part-II (Reappear) shall fill their offline forms as per past practice.

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 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 year) on the university's online examination portal in order to apply for the online submission of examination form and fee for 1st year.
5. While filling the online forms for successive year or reappear, the students shall make use of **same login ID/email id** as used in previous year. Change of email id may lead to different Roll Numbers in different years 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 Students shall be paid through their concerned College/Institute through the online portal.

10. After final submission of the Examination Form, the Students shall take the print out of the form and submit to the concerned College/Institute.
10. 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.
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 Colleges/Institutes, a subject change fee of Rs. 100 per subject will be charged in order to correct the wrongly opted subjects.
12. No two students shall register by using same mobile number.
13. No single student shall register himself/herself from different email id(s).
14. Students applying for current Dec. 2019 (Reappear) examinations shall use the same email id and mobile number as used in previous July 2019 examinations. 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 to their students by visiting the **Dashboard** on their panel.
15. In case, a student forgets his email id or mobile number, the same may be retrieved either by himself or by contacting their College/Institute.
16. 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.
17. The column no. 17 at student's panel has been blocked by the university.

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

Looking forward for your valuable cooperation.