



# Kurukshetra University, Kurukshetra

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

(A+ Grade, NAAC Accredited)

Dated: 11/04/2019

**Subject: Regarding Online Submission of Internal Assessments and Practical Awards for 2<sup>nd</sup> and 4<sup>th</sup> semester (Full paper and Reappear) of all UG/PG courses for the examinations to be held in May/June 2019.**

**Reference: No. CP-IV/2019/8967-9120 dated 03/04/2019, Kurukshetra University, Kurukshetra.**

In continuation to the letter referred above regarding the conduct of Practical Examination w.e.f. 11/04/2019 to 25/04/2019; it is stated that the College's/Department's/Institute's portal for online submission of Internal Assessments and Practical awards for 2<sup>nd</sup> and 4<sup>th</sup> semester (Full paper and Reappear) of all UG/PG courses for the examinations to be held in May/June 2019 will be made operational w.e.f.

**15/04/2019 to 15/05/2019.**

After the expiry of last date i.e. 15/05/2019, the Internal Assessments along with the penalty fee @ Rs. 25 per student per subject shall be charged from the College/Department/Institute concerned vide University Notification No. Exam Enq/15/945-1400 Dated 22/04/2015 (copy enclosed) till 22/05/2019 through offline mode. Thereafter, **no Internal Assessments shall be accepted after 22/05/2019 in any case** and the students would be awarded proportionate marks.

In this context, the detailed instructions regarding the online submission of Internal Assessments/Practical Awards are attached along with the letter. Therefore, the Colleges/Departments/Institutes are requested to initiate the process of feeding Internal Assessments and Practical Awards of the students against University allotted roll no.(s).

## **Instructions/Steps to fill Internal Assessments & Practical Awards through Online Mode**

1. Visit [www.kuk.ac.in](http://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 Internal Marks Entry Form or Practical Marks Entry Form whichever is applicable.
3. Fill all the requisite fields like class, exam type (Full Papers or Reappear), semester, subjects, range of university roll no.(s), examiner id (in case of practical only) 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 check/verification 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 Internal Assessment and Practical Awards shall be finally submitted by clicking the 'Final Submission' button upon duly verification by the concerned College/Department /Institute.
8. Kindly note that Internal Assessment and Practical 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/Chairperson/Director of the College/Department/Institute only. For obtaining the permission to edit/enter the Internal Assessment and Practical Awards, click on Edit button; an OTP will be sent on the registered mobile number of the Principal/Chairperson/Director of the College/Department/Institute; upon entering which, the editing can take place. Once the requisite editing has been made, click on 'Save as Draft' and then click on 'Final Submission'.
9. The College/Department/Institute shall ensure that the Internal Assessments and Practical Awards for no student will 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. The concerned College/Department/Institute will submit the verified, stamped and signed hard copy of final Internal Assessments to the university within three days of the last date of online submission to the dealing persons of the Examination Branch as practiced earlier.
12. In context of Practical Awards, it has been decided that concerned College/Department/Institute will fill the practical awards through online mode as provided by the external examiner. After being crosschecked and signed by the external examiner, the same will be sent to the university as per past practice. However, in case the practicals have been conducted before opening of the portal i.e. before 15/04/2019, then, the Colleges/Departments/Institutes would also fill the online awards and may submit the system generated hard copy of the practical awards without the signatures of the external examiner. In such cases, only the seal and signatures of the Chairpersons/Directors of the Institutes would be required.
13. In case, the Practical are conducted beyond the expiry of last date i.e. 15/05/2019; then such Colleges/Departments/Institutes may send their requests for opening of the portal for online submission of Practical through email and thereafter, they will be allowed to enter the Practical awards through online mode.
14. After the expiry of the last date, the .pdf report of Internal Assessment and Practical Awards for selected session can also be obtained by using the tab Reportings > Internal Assessment Reports Or Practical Awards Report.
15. All the requests in context of subject change (if any) of students may be reported to the Computer Lab., Examination Wing-II, KUK along with a fee of Rs.100 per subject at the earliest possible otherwise the Departments will not be able to fill the internal assessments against correct subjects.

KURUKSHETRA UNIVERSITY, KURUKSHETRA

No. Exam Enq/15/945-1400  
Dated: 22.04.2015

To  
All the Chairpersons/Principals/Directors  
of University Teaching Departments/ Colleges of  
Kurukshetra University, Kurukshetra

Sub: Submission of Internal Assessment and Examination Forms

Sir/Madam,

I am desired to convey the decision of the Executive Council, Kurukshetra University, Kurukshetra with regard to submission of Internal Assessment by the UTDs/Colleges/Institutes affiliated with this University and filling up Examination forms, taken vide its Resolution No. 10 dated 30.03.2015 for implementation with effect from the session 2014-15:

- (i) The Internal Assessment/Sessional marks should be supplied by the Chairpersons of the Departments/Principals of the Colleges/Heads of the Institutes invariably within 20 days after commencement of the relevant examination.
- (ii) Thereafter, a late fee @ Rs.25/- per candidate per subject shall be charged from the Department/College/Institute concerned.
- (iii) Instead of sending Examination Forms for Even Semester Examinations i.e. II, IV and VI etc., the Chairpersons/Principals/Directors of UTDs/Colleges/Institutes will submit a list of students on the format indicating the subjects of each student (examinee), if otherwise eligible, along with examination fees for Even Semester Examinations by the last dates as prescribed by the University.

In view of the above, you are requested to take necessary action accordingly.

Encl: format

Yours Faithfully,

Assistant Registrar (Enquiry)

Endst. No. Exam Enq/15/1401-1450

Dated: 22.04.2015

Copy of the above is forwarded to the following for information and necessary action:

1. All the Heads of the Teaching/Non-Teaching offices, KUK
2. Finance Officer, KUK
3. PS to the Vice-Chancellor/Registrar, K.U., Kurukshetra

Assistant Registrar (Enquiry)