



Kurukshetra University, Kurukshetra

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

(A+ Grade, NAAC Accredited)

No.: COE/Lab/2019/288

Date: 20/11/2019

Subject:

1. Regarding permission to open the portal for Online Submission of Internal Assessments and Practical Awards for 1st, 3rd and 5th semester of all UG/PG courses for the examinations to be held in Nov./Dec. 2019.
2. Extension of last date for the Subject change at College Level till 15/12/2019.

With reference to the receipt of online examination application forms of 1st, 3rd and 5th semester of all UG/PG courses for the examinations to be held in Nov./Dec. 2019, it is stated that the College's/Institute's/Department's portal for online submission of Internal Assessments and Practical awards for the same will be made operational w.e.f. 20/11/2019 to 15/12/2019.

Further, in the light of the University Notification No. Exam Enq/15/945-1400 Dated 22/04/2015 (copy enclosed), no Internal Assessments shall be accepted in any case through online mode after the expiry of last date i.e. 15/12/2019 and thereafter, the Internal Assessments along with the penalty fee @ Rs. 25 per candidate per subject may be submitted by the College/Department/Institute concerned through offline mode to the respective result branches.

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

Further, the last date for the change of subject with a fee of Rs. 100 through online mode has also been extended till 15/12/2019; therefore, Colleges/Institutes/Departments may ensure that the Internal Assessments/Practical Awards should be feeded against the correct subjects only.

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

1. Visit 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 checking/verifying 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/Institute/Department.
8. Kindly note that internal awards can be changed or entered after the Final Submission and before the expiry of the last date of Internal Assessments 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 for no student 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 latest system generated 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 and in no case, the Internal Assessments in the hard copy should be varied from the marks feeded on the online examination portal.
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. Further, in no case, the Practical Awards in the hard copy should be varied from the marks feeded on the online examination portal.
13. In case the Practicals have been conducted before opening of the portal before 20/11/2019, then, the Colleges/Departments/Institutes may feed the Practical Awards upon the opening of the portal and submit the latest 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 Principals/Directors/Chairperson of the Colleges/Institutes/Department would be required.

14. In case, the Practicals are conducted beyond the expiry of last date i.e. 15/12/2019; then such Colleges/Institutes/Departments may send their requests (on letter head) for opening of the portal for Online Submission of Practicals Awards through email consequent upon which, they shall be allowed to enter the Practical awards through online mode.
15. 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.

We solicit your kind cooperation.

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 filing 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.

Yours faithfully,

Yours faithfully,
Assistant Registrar (Enquiry)

Enclst. 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)