



KURUKSHETRA UNIVERSITY, KURUKSHETRA

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

(A+ Grade, NAAC Accredited)

No.: COE/Lab. /2021/1084

Date: 22/04/2021

To

The Principals/Directors

of all UG/PG Colleges/ Institutes affiliated to KUK.

Subject: Regarding Submission of the Online Examination Application Forms and Fees for various UG/PG courses for the even semester examinations to be held in Apr-June 2021.

Sir/Madam,

It is submitted that the portal for receiving the Online Examination Application Forms and Fee of various **UG/PG courses for the even semester examinations to be held in Apr-June 2021** 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	22/04/2021	05/05/2021	With normal fee
	08/05/2021	12/05/2021	With late fee of Rs. 500
	18/05/2021	21/05/2021	With late fee of Rs. 1000
For Colleges/Institutes for payment of online examination fee through portal	22/04/2021	07/05/2021	With normal fee
	08/05/2021	17/05/2021	With late fee of Rs. 500
	18/05/2021	21/05/2021	With late fee of Rs. 1000

Further, it may also be noted that:

1. The online examination application forms and fee shall be received for

-) 2nd semester (Fresh + Reappear) and 4th semester (Fresh only) for 2 year UG/PG course.
-) 2nd semester (Fresh + Reappear), 4th semester (Fresh + Reappear) and 6th semester (Fresh only) for 3 year UG/PG course.
-) 2nd semester (Fresh + Reappear), 4th semester (Fresh + Reappear), 6th semester (Fresh + Reappear) and 8th semester (Fresh only) for 4 year UG/PG course.

-) 2nd semester (Fresh + Reappear), 4th semester (Fresh + Reappear), 6th semester (Fresh + Reappear) and 8th semester (Fresh + Reappear) for 5 year UG/PG course.
2. All the Colleges/Institutes/Students will ensure the correct subject combinations pertaining to B.A. and B.Sc. courses for which the latest Grouping has already been notified by the university.
 3. The regular students appearing in 10th semester need not to submit the online examination application forms. In this context, Colleges/Institutes would furnish the offline lists of – forms 176, 177 and 178 of 10th semester (as per past practice) and submit the **Single Copy** of the same to the examination enquiry counter of university by the stipulated dates already notified by the university. Colleges/Institutes are also requested to clearly mention the nomenclature of the subjects opted by students in form 178 and the text **“All Subjects”** shall not be entertained in any case.
 4. The last date of submission of system generated reports 176,177 and 178 for by the Colleges/Institutes at the university enquiry counter shall be within week from the date of the closing of the portal.
 5. 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.
 6. 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.
 7. 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 submission of the examination fee free of cost. Further, after the submission of form and fee by the College/Institutes, the subjects can be changed by paying the subject change 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 register and 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 of the filled online form (.pdf) in the 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 for 1st semester/year.
5. While filling the online forms for successive semester/year or reappear, the students shall make use of **same login ID/email id** as used in pervious semester/year. Change of email id may lead to different Roll Numbers in different semesters 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 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.
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, the subject change fee per subject as a penalty 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 odd semester (Fresh and Reappear) examinations shall use the same email id and mobile number as used in previous semester 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 pre-examinations activities in terms of Admit Cards, Signature Charts, Confidential pastings shall be undertaken by the Colleges/Institutes themselves.

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

Looking forward for your valuable cooperation.

A small, square, light-colored box containing a handwritten signature in black ink. The signature is stylized and appears to be 'Dh.' with a small mark below it.

Programmer
for Controller of Examinations-II