Kurukshetra University, Kurukshetra

(Established by the State Legislature Act-XII of 1956)
(A++ Grade, NAAC Accredited)

No.COE/LAB/2025/7229
Dated:25/09/2025

To

All the UG/PG/Law Colleges
Affiliated to the Kurukshetra University, Kurukshetra.

Subject: **Regarding Submission of the Online Examination Application Forms and Fees for odd semesters of various UG/PG Non-NEP courses for the examinations to be held in Dec. 2025.**

R/Sir/Madam,

It is submitted that the online examination portal (www.examforms.kuk.ac.in) has been made operational as per the schedule mentioned below for the submission of the examination forms and fee for all odd semesters for various UG/PG **Non-NEP** programs for the examinations to be held in Dec. 2025.

Description	Opening Date	Closing Date	Fee
Schedule for Colleges/Students for the submission of online examination forms and fee	26/09/2025	16/10/2025	With normal fee
	17/10/2025	27/10/2025	With late fee of Rs. 500
	28/10/2025	07/11/2025	With late fee of Rs. 1000
	08/11/2025	17/11/2025	With late fee of Rs. 5000
	18/11/2025	28/11/2025	With late fee of Rs. 10,000
	29/11/2025	10/12/2025	With late fee of Rs. 12, 000

Further, it may also be noted that:

1. **Manual/Offline examination forms and fee shall not be accepted in any case.**
2. The portal has been made operational for obtaining the online examination application forms and fee of the students of all odd semesters of **UG/PG Non-NEP** programs under Full Papers, Reappear and Improvement categories (**as applicable**).
3. **The examinations forms and fee for 1st semester (Full Papers only) for following courses shall be obtained through IUMS portal:**
   a. **L.L.B.**
   b. **L.L.M.**
   c. **B.A.L.L.B.**
   d. **B.B.A.L.L.B.**
   e. **B.P.Ed.**

   Therefore, the concerned colleges are requested to submit the examination forms of their respective students for 1st semester (Full Papers) through IUMS portal within the same schedule as mentioned above.
4. Since the above schedule is an extended schedule which will be active beyond the commencement of examinations also, therefore, the student submitting the examination form after the beginning of the examinations as per the date sheet; shall not claim for appearing in those examinations that have already been conducted before the submission of his/her examination form. Such candidate/s will appear only in the remaining examinations of subjects/courses.
5. Students must check the date sheet from the university website (www.kuk.ac.in).
6. All the passed out/ex-students applying under the category of Reappear/Additional/Improvement shall submit their online examination forms and fee trough their respective last attended college of the said course. It shall be the

responsibility of the concerned college to incorporate all of their passed out students and submit the examination forms and fee through the Online Examination Portal.

7. All such students (Regular/Ex-students) shall now apply through the online mode and submit their Online Examination Forms with an initial fee as visible on the Examination Portal to their respective last attended Colleges through the Online Examination Portal. After checking the eligibility of the students, the deficit/ balance fee, if any, shall be updated/ raised by the university and shall be displayed in the Students' login as well as in the College Login.

8. After the generation of the Deficit/Balance fee by the university, it shall be the duty of the concerned College to collect the Deficit/Balance fee from the concerned student.

9. Please note that the Admit Cards-cum-Roll Numbers of such students will not be issued whose Deficit/Balance fee has been generated by the university and is unpaid by the concerned College.

10. The Deficit/Balance fee (as generated by the university) shall be paid by the respective Colleges only through the Online Examination Portal to the University. After realizing the complete Examination Fee by the university, the Admit cards-cum-Roll Numbers shall be made available in the **Generate NOC section** of the College Login. After the issuance of NOC by the College, the Admit Cards-cum-Roll Numbers will be made available in the Students' as well as the College Login.
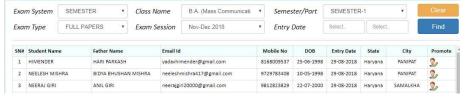   **Please note: NO other mode of the payment of the Deficit/Balance Fee (except through the Online Examination Portal) shall be entertained by the university in any case.**

11. The Colleges shall be able to pay the Deficit/Balance fee through the link **Exam Fees --> Submit Deficit Fees.**

12. The system generated reports 176,177 and 178 for the filled online forms shall be submitted by the Colleges at the university enquiry counter immediately after the closing date of the portal.

13. The Colleges are advised to make the requisite fee payments (initial examination fee as well deficit/balance fee) 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 the payment failure during the last dates.

14. All the Colleges 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 must also ensure that no eligible student be deprived of from filling the online examination form.

15. **The university has assigned the following colleges (mentioned below) to incorporate such students whose last attended colleges lying in the districts of Sirsa, Fathehabad, Hisar, Jind, Panipat and other districts have been closed or disaffiliated with KUK. These colleges will submit the examination forms and fee of such students to the university through the Online Portal. Further, they shall also collect the initial examination fee as well as Deficit/Balance fee as generated by the university from the students and submit the same to the university through the portal only.**

Reappear/ Additional/ Improvement students of closed/ disaffiliated colleges of following districts	Name of the College created for the submission of online examination forms and fee. *NOTE: Before selecting the college for filling the online examination form in a particular course/class, the students must ensure that the said course/class is currently running in that college.*
SIRSA, HISAR, JIND, FATEHABAD, PANIPAT and other districts	1. Imperial College, Hisar
	2. Sohan Lal DAV College of Education Ambala Cantt.
	3. SD College Ambala Cantt.
	4. Atmanand Jain Institute of Management & Technology, Ambala City
	5. SA Jain College, Ambala City

	6. DAV College, Ambala City
	7. IG Mahila Mahavidyalya, Kaithal
	8. RKSD College, Kaithal
	9. R.K.S.D. College of Education, Kaithal
	10. SD College Panipat
	11. Arya College Panipat
	12. Geeta College of Law, Panipat
	13. Panipat Institute of Engineering & Technology, Pattikalyana
	14. Guru Nanak Khalsa College, Karnal
	15. Dyal Singh College, Karnal
	16. Dr. Ganesh Das DAV College of Education, Karnal
	17. Shri Krishan Institute of Engg. & Tech., Kurukshetra
	18. BPR College, Kurukshetra
	19. B.R. College of Education, Kurukshetra
	20. Guru Nanak Khalsa College Yamunanager
	21. DAV College for Girls, Yamunanagar
	22. RPIIT Kurukshetra
	23. HEC Jagadhri

16. Colleges are free to change the wrongly opted subjects of the students at their own end through the link **STUDENT --> Student Exam Subject Updation**.
17. The Colleges/Institutes have been facilitated with a provision for resetting the passwords of the students by using **Students --> Reset All Profile Password** tab.
18. If a student wishes to change his/her mobile number, then it can be changed by the College using **Update Students Profile link**.
19. All the pre-examinations activities in terms of Admit Cards, Signature Charts, Confidential pastings shall be undertaken by the Colleges themselves.
20. The Colleges have also been provided with a facility to promote their regular full paper students (whose previous examination forms already exist in the online system) to successive semesters. The Colleges 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 OR Student. In case a College decides to promote their students through College Panel, then the decision of promoting the students by Colleges may be clearly communicated to their students in order to avoid any ambiguity. Colleges may promote their students by following the below mentioned steps:
    i. Go to '**Students**' tab and click on '**Promote Student**'.
    ii. Enter the input details 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 for the current semester)

    iii. Click on Promote link and enter Semester/Year, Examination Type, Subjects and details about last qualifying examination and save.
    iv. Go to the Application Status to Preview and Submit.
    v. Submit fee.

General Instructions for the Students for filling the Online Examination Application Form
1. Those students who are applying for the online examination forms for the very first time in any of the semester must have an e-mail ID and a 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) Click on www.kuk.ac.in> Online Exam /Re-evaluation > Online Examination Form > Exam Registration (for this email id and 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 and Save.
   iv) Fill Examination Details and Save.
   v) Go to Application Status, Preview the form and Submit. The form will get finally submitted. **(Please note that the online examination form shall get finally submitted only after following the Step v.)**
   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.

4. The students are advised to fill their online examination forms using the **same login ID/email id** as used in pervious semester/year in a same class and college.
   Please note that change of email id in the same class and college may lead to the issuance of different Roll Numbers. Such students whose Roll numbers get changed will not visit the university for the restoration of their previous roll numbers.

5. The students shall carefully select the College, Class and Examination Type while filling the Online Examination Form. The form submitted in wrong college may lead to non-payment of the examination fee by the said (wrong) college; thereby leading to the non-issuance of the Admit Cards-cum-Roll Numbers.

6. **Those students whose last attended colleges lying in the districts of Sirsa, Fatehabad, Hisar, Jind, Panipat and other districts have been closed or disaffiliated with KUK shall fill their Online Examination Forms by selecting the colleges as mentioned below. Such students shall also deposit their initial examination fee as well as Deficit/Balance fee (if any) to these destination colleges. These Colleges will in turn submit the Examination form, fee as well Deficit/Balance fee to the university through the Online Examination Portal.**

Reappear/ Additional/ Improvement students of closed/ disaffiliated colleges of following districts	Name of the College created for the submission of online examination forms and fee. *NOTE: Before selecting the college for filling the online examination form in a particular course/class, the students must ensure that the said course/class is currently running in that college.*
SIRSA, HISAR, JIND, FATEHABAD, PANIPAT and other districts	1. Imperial College, Hisar
	2. Sohan Lal DAV College of Education Ambala Cantt.
	3. SD College Ambala Cantt.
	4. Atmanand Jain Institute of Management & Technology, Ambala City
	5. SA Jain College, Ambala City
	6. DAV College, Ambala City
	7. IG Mahila Mahavidyalya, Kaithal
	8. RKSD College, Kaithal
	9. R.K.S.D. College of Education, Kaithal
	10. SD College Panipat
	11. Arya College Panipat
	12. Geeta College of Law, Panipat
	13. Panipat Institute of Engineering & Technology, Pattikalyana
	14. Guru Nanak Khalsa College, Karnal
	15. Dyal Singh College, Karnal
	16. Dr. Ganesh Das DAV College of Education, Karnal
	17. Shri Krishan Institute of Engg. & Tech., Kurukshetra
	18. BPR College, Kurukshetra
	19. B.R. College of Education, Kurukshetra
	20. Guru Nanak Khalsa College Yamunanager
	21. DAV College for Girls, Yamunanagar
	22. RPIIT Kurukshetra

23. HEC Jagadhri

7. After the submission of one examination form in a particular class and college, if the student wishes to fill more the one examination form in Reappear/Improvement/Additional categories, then by clicking on **Exam Form +/ Click for More Examination Form,** the student shall be able to successfully submit his more than examination form in various categories through same email id and in the same class and college**.**

8. The students will fill **his/her mobile number and email id only** (and not someone else's) while doing the registration and filling the online examination form as all important correspondence/messages shall be sent on the registered email id and mobile number.

9. 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.

Even Colleges can also provide the user id/mobile number to their students by visiting the **Dashboard** on their panel.

10. Details of examination fees for all the courses are available at university's website (www.kuk.ac.in)

11. The examination fees and Deficit/Balance Fee (if any) for all the students who have filled their online examination forms in Full Papers/Reappear/Improvement/Additional shall be paid through their concerned College/Institute through the online examination portal.
    Please note: The Deficit/Balance Fee of the students shall be accepted by the university through the Online Examination Portal only by the respective Colleges/ Departments. The students shall not pay their deficit/balance fee directly to the university through any other mode.

12. The students shall receive the message on their registered mobile numbers immediately after the generation of the Balance/Deficit Fee by the university. The updated Deficit/Balance Fee shall also be reflected in the Application Status in the students' login. Upon the updation of the Deficit/Balance Fee, the concerned students shall deposit his/her Deficit/Balance fee to the concerned College. This Deficit/Balance fee as received by the College; then shall be paid to the university through the Online Examination Portal.

13. The students who have applied their online examination forms shall regularly check the Application Status through their logins for the status of the Deficit/Balance fee (if any) as raised by the university.

14. After final submission of the Examination Form, the Students shall take the print out of the form and submit the same to the concerned College.

15. For any changes/ambiguities after final submission of examination form, all the students will contact their concerned College who will resolve themselves or get them resolved by the university.

16. 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, the wrong subject can be changed to the correct subject by paying the subject change fee.

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

Looking forward for your valuable cooperation.

System Analyst/ Programmer
for Controller of Examinations