



KURUKSHETRA UNIVERSITY, KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

("A+" Grade, NAAC Accredited)

Frequently Asked Questions (FAQ)

While filling the Online Examination Form for Private Candidates

Q-1 Is it Compulsory to fill up Personal Details?

Yes, it would facilitate to compile the data so as to use it for your educational record. The particulars must be the same as per your matriculation certificate.

Q-2 Can I register myself twice with same mobile no. and email ID?

No. Multiple registrations from same mobile number are not allowed.

Q-3 Can I submit online examination form in the Reappear/Improvement/Additional subject?

No. This facility is available for fresh candidates only seeking admission in the courses mentioned at Q-5. However, the candidates who want to apply in the Re-appear/Improvement/Additional subject may submit their examination forms through offline/manual mode and not through online mode.

Q-4 Who is eligible to fill examination form in the capacity of Private Candidate?

- i) A member of a Scheduled Caste/Scheduled Tribe who has been a resident of Haryana for two years continuously on the date of submission of his application.
- ii) A woman candidate belonging to the State of Haryana even if residing out-side the State of Haryana.
- iii) A person who has already passed an M.A./M.Sc./M.Com./M.P.Ed. Examination from this University.
- iv) A permanently Physically Handicapped person belonging to the State of Haryana even if residing outside the State of Haryana, to appear in the Examination as a Private Candidate on the certificate of any of the following:
 - (a) Civil Surgeon of A District.
 - (b) Director/Principal or A Professor of a Medical College/ Institution recognized By The University.
- v) Serving Military Personnel belonging to State of Haryana having not less than one year service on the last date fixed by the University for receipt of application forms for Private Candidates without late fee/Ex-

Defense Service Personnel belonging to State of Haryana even if residing outside the State of Haryana.

- vi) A whole-time employee of the University having not less than one year service on the last date fixed by the University for receipt of application forms for Private Candidates without late fee.

Note: Attested/Self-attested documentary proof in respect of the above document issued by the competent authority must be attached with the hard copy/print out of the online examination form.

Q-5 In which course I can appear as a Private Candidate?

In following courses you can appear as a Private Candidate(Fresh Candidate):

Under Graduate:

B.A. (General)

B.Com.

B.A./B.Sc.(Additional)

Post Graduate:

M.A.(Hindi)

M.A.(Sanskrit)

M.A.(Punjabi)

M.A.(English)

M.A.(History)

M.A.(Economics)

M.A.(Political Science)

M.A.(Public Administration)

M.A.(Philisophy)

M.A.(Ancient Indian History, Culture and Archaeology)

M.Sc.(Mathematics)

Others:

MIL/OT

B.A. Degree through English and One Elective Subjects only.

B.Ed.(A person who holds M.A. Education (Two Year) Degree of Kurukshetra University

Q-6 Is a candidate having any Diploma/Advance Diploma/Post Graduate Diploma eligible to appear as a Private candidate?

No.

Q-7 Can I opt any practical subject in Bachelor of Arts?

Yes. In the case of subject(s) having practicals, the candidate shall study in a recognized college affiliated with Kurukshetra University and produces a certificate from the Principal of the College, that he/she has completed the prescribed practicals. **The original certificate is to be submitted to the**

In-charge, Examination Enquiry, Kurukshetra University, Kurukshetra either in person or through Registered Post at least one month before the commencement of the theory examination.

Q-8 I am not receiving OTP on my registered mobile no.

Please check whether the mobile no. entered by you is correct. If it is correct, wait for some time OR click on the link 'resend OTP'. If the problem still persists, check the link "HELP DESK".

Q-9 Do I need to upload the Domicile Certificate?

No, only the domicile no. and date need to be provided by the candidate. **Remember, a self- attested/attested copy of the domicile certificate must be attached at the time of submission of hardcopy/printout of the online examination form (.pdf) otherwise the examination application form of the candidate shall not be considered.**

Q-10 What information do I have to provide in the column 'Previous Qualification Details' at sr. no. 17 in the section 'Examination Details'?

Enter the details of the examination passed on the basis of which you are seeking admission as a private candidate.

Q-11 What documents are required at the time of submission of the online examination form for private candidates?

The private candidates must have images of size: 10 KB-20 KB of following for uploading:

- (a) Photo of the candidate
- (b) Signature of the candidate
- (c) Thumb Impression (Left for Male and Right for Female)
- (d) DMC of the last qualifying examination on the basis of which the admission is being sought by a candidate.
- (e) Migration Certificate
- (f) Domicile No. and Date
- (g) Documents in support of the capacity under which you are applying as a private candidate for e.g.
 - (i) Caste Certificate for SC/ST,
 - (ii) Service Certificate along with NOC from the employer in case of 'Serving Military Personnel' and 'KUK Employee'.
 - (iii) Physical Disability Certificate form Competent Authority for physically handicapped candidates.
 - (iv) Any supporting document for Ex-Defense servicemen etc.

Note: To have better quality of the documents the candidate are required to upload image of their original documents.

Q-12 Can I upload the.pdf documents while filling online examination application form?

No. The system accepts only the images in JPEG/JPG format having size 10KB-20KB.

Q-13 I have forgotten my User Name and Password?

User ID and Password can be recovered by following the link 'Login-> Forgot user ID/Password'.

1. Enter your Date of Birth and Mobile No.
2. Click on 'Process' button.
3. You will receive an OTP on your registered mobile no.
4. Upon entering the OTP, You will receive your User ID and new Password on the registered mobile number.

Q-14 I am not able to upload my Photo, Signature, Thumb Impression and other supporting documents like Caste certificate etc.?

The size of Photo, Signature, Thumb Impression and other supporting documents should be between 10KB to 20 KB and should be in .JPEG/.JPG format. Recheck the size of the image and try again.

Q-15 I entered wrong spellings of my name and my father's name at the time of registration. Can I correct these before making fee payments?

Yes. The particulars can be corrected after the registration but before the final fee payment. For this, you have to login into your account by entering User Name and Password that was sent to you on your registered mobile no. after successful registration. After login into your account, correct the requisite fields and save.

Q-16 How can I pay my examination fee?

The examination fee can be paid/deposited through the payment link available in online examination form Portal only.

Q-17 How much Fee I have to deposit?

Please follow the link 'Home-> Fee Details and Important Dates' for getting your fee details. Moreover the requisite fee will automatically be displayed at the time of the final submission of online examination form.

Q-18 My fee has been deducted but I have not received the message of successful payment/submission of form?

If the fee has been deducted from your account, then, wait for 72 hours for its updation in the University's account.

If the fee gets credited back into your account after the 72 hours, then, in this case you have to pay again the fee against your form through the online examination form link as applicable on the day you are repaying the fee. **No fee will be accepted after the closing date.**

In case, if the fees do not get credited back to your account then, you may submit your request by filling the 'Fee Reconciliation Form' available at the section 'Important Notifications and Letters' and submit the same to the In-charge, Examination Enquiry, Kurukshetra University, Kurukshetra or email at **onlinepvt@kuk.ac.in.**

Q-19 I initiated the fee payment on the last date of the submission of form and fee but due to unsuccessful payment my form could not get submitted in the university? Whether my date for submission of form is to be extended?

No, In order to avoid the failures/unsuccessful payments due to network congestion during the last dates, it is advised to complete the process of submission of examination form and fees without waiting for the last dates of the submission of examination form.

Q-20 Is it compulsory to upload the Migration Certificate?

Migration Certificate is required in case the candidate has passed his/her qualifying examination from:

Board other than Board of School Education, Haryana, Bhiwani in case of Under Graduate.

University other than Kurukshetra University, Kurukshetra in case of PG.

Therefore, should upload the image of the migration certificate as per Sr. No. 18 of the online examination form. Further, the original migration certificate from other university/board shall also be attached along with the printout of the form which is to be submitted to the concerned branch.

Q-21 Whether I have to submit hard copy (Print out) of my Examination Form?

Yes. **It is compulsory to submit the system generated print out of the form along with attested/self-attested copies of requisite supporting documents to the Incharge, Examination Enquiry, Kurukshetra University Kurukshetra - 136119 either in person or by Registered Post within 10 days from the date of submission of online examination form and fee.**

Q-22 I am unable to download my Admit Card.

Only Eligible private candidates can directly download their Admit Cards after login by using the user ID and password sent to them at the time of Registration. If still unable to download, then, mail your query via

Email-onlinepvt@kuk.ac.in with your Unique Application No. or contact Help Desk.

Q-23 Can I make any correction in my online examination form after making the fee payment?

Candidate is not allowed to make any correction in the examination application form at their own level after the successful payment of the fee and submission of the form. However, in case the candidate is interested in getting his/her particulars corrected, then, he/she may fill up the 'Correction Form' available at the section 'Important Notifications and Letters' in online examination portal and submit the same along with proof to the 'In-charge (Examination Enquiry), Kurukshetra University, Kurukshetra' at least one month before the date of examination. Corrections are not permissible in respect of the following:

Personal Details: Photo, Thumb Impression, Signatures and Email ID.

Examination Details: Capacity of appearing as a private candidate, Class.

Q-24 There is a field of 'Application Number' in my .pdf. What does it signify?

A unique identification no. is being assigned to every successfully submitted online examination form and fee to facilitate for future communication. No query will entertained without unique Application No.

Q-25 What is the significance of the section 'Application Status' in my login account?

The section 'Application Status' keeps track of the status of your examination application form and fees for the complete course.

In this section, the complete row provides the following information for the online applied examination form by a candidate:

Name of the Class, Part/Year, Session, Form Submitted (Y/N), Fee paid (Y/N), View (to preview/download the form), Edit (to carry out the changes in the form before making fee payment.

The eligible candidate(s) shall be able to view/download their admit cards cum roll no.(s) through this application status only.

No hard copy of the Date-sheet and Roll Number will be issued through Post or by Hand.

Q-26 What is NAD ID? Is it compulsory to fill this field?

The field of NAD ID at sr. no 13 is not mandatory. As per the guidelines of UGC/Ministry of Human Resource and Development, Govt. of India, a digital initiative has been undertaken by the Govt. of India to provide the facility of Digital Academic Documents to its students in the form of National Academic Depository. The candidates who are willing to avail this facility of retrieving online academic documents may get themselves registered on the

NAD portal by accessing the link “CREATE NAD ID”. More details about the NAD can also be obtained through the link “CREATE NAD ID”. Briefing about NAD: Candidates can create their NAD ID(s) by accessing the NAD portal in two ways:

1. **Aadhaar based:** The NAD Id gets automatically generated if a candidate registers himself/herself on the NAD portal via Aadhaar No.
2. **Non-Aadhaar based:** An acknowledgement no. shall be generated as and when a candidate registers himself/herself on the NAD portal via Non-Aadhaar route. The NAD ID shall be generated upon further verification by KUK.

Therefore, it is advisable to create NAD ID(s) using short Aadhaar based route.