

How to apply for the B.Ed Additional examinations via online mode by the students and education colleges through www.examforms.kuk.ac.in for the examinations to be held in May-June 2025.

1. The examination forms and fee of the students who wish to apply under additional category and who have completed B.Ed. /B.Ed. (Special Education) through annual system or semester system /CBCS/Non-CBCS with the duration of 1 year/2 year through regular mode/distance mode/private mode through Kurukshetra University/Any other State University of Haryana/other than the State University of Haryana are eligible to apply for one/two additional pedagogy subjects of B.Ed for the examinations to be held in May-June 2025. The examination forms and fee shall be received through the online mode through the affiliated B.Ed College via www.examforms.kuk.ac.in under the class name: B.Ed Additional.
2. The required students shall visit the website www.examforms.kuk.ac.in and follow the desired steps for registration (if not registered), login and submission of the examination form.
3. The students will enter **their own mobile number and email id only** (and not someone else's) while doing the registration and filling the online examination form because all important correspondence/messages shall be sent on the registered email id and mobile number.
4. Those students who are applying for the online examination forms for the very first time 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.
5. Steps for registration and filling of the examination form.
 - i. Click on www.kuk.ac.in> Examination > Online Exam /Re-evaluation > Online Examination Form-Regular Students > Regular Students > Regular Student New Registration (for this email id and mobile number is required) or www.examforms.kuk.ac.in > Regular Students > Regular Student New Registration
 - 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.

6. The student shall carefully enter the personal details and also upload the photographs, signature and thumb impression on the portal.
7. The students shall enter the examination details very carefully by selecting the correct college. The students will select that B.Ed College in which s/he have registered by paying 2000/- per subject. They will submit their examination form by selecting the additional category under the **class name: B.Ed Additional**. Further, the students shall scan all their required documents i.e

-) Degree examination DMC
-) B.Ed/B.Ed Special Education DMC
-) Teaching Practice Certificate
-) Copy of the Migration Certificate (in case a student has completed B.Ed/B.Ed Spl. Edn. from the university other than Kurukshetra University)

in one instance and upload the consolidated .pdf file while saving their examination details. The form submitted in wrong college/class/examination type 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.

8. The student shall carefully select their teaching subjects by selecting correct subject codes and subject nomenclatures for Theory and Practical both.
9. After the successful completion of the submission of the personal and examination details, the said form shall get displayed in the college's login of that college which was selected by the student while submitting the examination details.
10. 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.
11. The examination fee for additional subjects (as applicable) shall be paid by the respective college through the online mode through the www.examforms.kuk.ac.in in which the student has enrolled. The examination fee for appearing in the B.Ed Additional Papers is as under:
 -) 5000/- per teaching subject for the students having passed B.Ed. /B.Ed. (Special Education) examination from Kurukshetra University, Kurukshetra.
 -) 10,000/- per teaching subject for the students having passed B.Ed. /B.Ed. (Special Education) examination from any other State University of Haryana.
 -) 20,000/- per teaching subject for the students having passed B.Ed. /B.Ed. (Special Education) examination from other than the State University of Haryana.
12. An initial examination fee shall be displayed to the colleges in first instance in their logins which shall be submitted by the college to the university through the portal. It shall be the duty of the college to obtain the requisite examination fee from the students at their own level and then submit the same to the university through the online mode through the portal.

13. The eligibility shall also be carried out by the university officials who may raise the deficit fee (if found) which will be reflected in the login of the student/college. The deficit fee, if raised shall be paid by the colleges in 2nd instance to the university through the portal.
14. The examination fees and Deficit/Balance Fee (if any) for all the students who have filled their online examination forms 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. The students shall not pay their deficit/balance fee directly to the university through any other mode.
15. The students shall receive the message on their registered mobile numbers immediately after the generation of the Balance/Deficit Fee by the university. The Deficit/Balance Fee shall also be reflected in the Application Status in the students' login. 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. Upon the display of the Deficit/Balance Fee, the concerned students shall deposit his/her Deficit/Balance fee to the concerned College. This Deficit/Balance fee as deposited by the student; then shall be paid by the colleges to the university through the Online Examination Portal only.
16. It shall be the duty of the college also to timely inform their students and collect the deficit fee from the students and submit the same to the university, otherwise admit cards shall not be issued to the students.
17. It shall be the responsibility of the college to pay the complete examination fee (initial + (deficit, if any)) and after the realization of the complete examination fee by the university, the admit cards shall be issued to the eligible students.
18. 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.
19. The Colleges shall be able to pay the Deficit/Balance fee through the link **Exam Fees --> Submit Deficit Fees.**
20. All the colleges and students must follow the schedule of the online submission of the examination forms and fee that shall be notified to the all the education colleges via emails. Therefore, it shall be the responsibility of the college to inform the respective enrolled students to timely submit their examination forms and fee.
21. 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.
22. The university officials may raise any discrepancy in respect of academic documents also that shall be displayed in the login of the student/college. Therefore, the colleges must inform such students to frequently check their logins and remove the

discrepancy at the earliest. Please note that the information about any discrepancy will also be displayed in the college login, therefore the college should also be vigilant and check their logins to remove the discrepancy timely.

23. Colleges are free to change the wrongly opted subjects of the students at their own end through the link **STUDENT --> Student Exam Subject Updation**.
24. The Colleges/Institutes have been facilitated with a provision for resetting the passwords of the students by using **Students --> Reset All Profile Password** tab.
25. If a student wishes to change his/her mobile number, then it can be changed by the College using **Update Students Profile link**.
26. All the pre-examinations activities in terms of Admit Cards, Signature Charts, Confidential pastings shall be undertaken by the Colleges themselves.
27. The concerned college shall also undertake the post examination activities at their own level-online submission of the internal and practical awards through the online examination portal www.examforms.kuk.ac.in.
28. Manual/Offline examination forms and fee shall not be accepted in any case.
29. **The students will also submit the hard copies of the examination forms, academic documents i.e. Graduation DMC, B.Ed/B.Ed Special Education DMC, Teaching Practice Certificate to their respective colleges and then the colleges shall submit the hard copies of the same to the Room No. 206, B.Ed section, Examination Wing-II, Kurukshetra University, Kurukshetra.**
30. For any changes/ambiguities after final submission of examination form, the students will contact their concerned College who will resolve themselves or get them resolved by the university.