

General Instructions for the Students for filling the Online Examination Application Form

Kindly go through them compulsorily before filling the Online Examination Forms

1. All the students who are enrolled in the affiliated Colleges/Departments/Institutes, Passed out Students (Ex-students), Special Mercy Chance Students and who wish to appear in Full Papers/Reappear/Additional/Improvement for the courses of semester system only shall fill the Online Examination Forms mandatorily which shall be accepted by the university through their last attended Colleges/Institutes/Departments.
2. They can fill the Online Examination Forms by following the steps: **Click on www.kuk.ac.in > Online Exam /Re-evaluation > Online Examination Form (Regular Students) > REGULAR STUDENTS**
3. The students will carefully select the College, Class and Examination Type while filling the Online Examination Form. **The form submitted in wrong college may lead to the non-payment of the examination fee by the said (wrong) college; thereby leading to the non-issuance of the Admit Cards-cum-Roll Numbers.**
4. All the students will fill their Online Examination Forms with an initial fee as visible on the Examination Portal by carefully selecting their respective last attended Colleges/Departments/Institutes through the Online Examination Portal. The examination fee shall be paid by the respective Colleges/Institutes through the portal only. After checking the eligibility of the students, the deficit/ balance fee, if any, shall be generated by the university and will be displayed in the Students' login as well as in the College Login which shall be paid by the respective Colleges/ Departments/ Institutes 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 issued to the eligible students which will be made available in the Students' as well as the College Login.
5. The examination fee as well the deficit/balance fee (if any) of all the students shall be submitted by their respective last attended Colleges/Departments/Institutes through the Online Examination Portal only.
6. 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.
7. 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>).
 8. Steps for filling the examination form.
 - i) Click on www.kuk.ac.in> Online Exam /Re-evaluation > Online Examination Form (Regular Students) > REGULAR STUDENTS (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. (Note: The Examination Details are saved but form is still un-submitted)
 - v) Go to Application Status, Preview the form and Submit. (Note: The form will get finally submitted)
 - 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.
 9. **The status of the Examination form (Submitted or not), Examination Fee (Paid or not), Deficit/Balance Fee (Generated or Not Generated/Paid or Unpaid) can be viewed by the students through Application Status.**
 10. 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 different Roll Numbers in different semesters of the same student thereby leading to numerous discrepancies in Roll Numbers as well as Result compilation.
 11. 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.

12. 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.
13. 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.

The screenshot shows a 'Forget Password' form with the following fields: Date Of Birth (01-Jan-2000), Mobile Number (9999999999), and a 'Process' button. Below the form is a table with the following data:

Sr. No.	Student's ID	Student's Name	Father's Name	Email Id	Class Name	Semester/Year	College Name	Reset Password
1	514219	KYRA	KKK	kyra@gmail.com				Change Password
2	514221	KYRA	KKK	skkk@gmail.com	B.A. (Mass Communication)	SEMESTER-1	Test college	Change Password
3	514221	KYRA	KKK	skkk@gmail.com	B.A. (Mass Communication)	SEMESTER-3	Test college	Change Password
4	514221	KYRA	KKK	skkk@gmail.com	B.A. (Mass Communication)	SEMESTER-1	Test college	Change Password

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

14. Details of examination fees for all the courses are available at university's website (www.kuk.ac.in)
15. 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 except through their last attended college/department.**
16. The students shall receive the message on their registered mobile numbers immediately after the generation of the Balance/Deficit Fee by the university. Upon the receipt of the message, 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.

17. 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.
18. 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.
10. For any changes/ambiguities after final submission of examination form, all the students will contact their concerned Colleges/Departments/Institutes who will resolve themselves or get them resolved 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, the subject change fee of Rs. 100 per subject as a penalty will be charged in order to correct the wrongly opted subjects.