<u>Important Instructions for Filling Online Examination Form & Fee for Students:</u>

1. The Examination Application Form of the following classes as mentioned in the table below as per the schedule will be accepted through the online mode.

| Sr. No.	Class	Semester	Type	Fee	Opening and Ending Dates of the portal
1.	B.Ed Special Education (Dec. 2018)	1st	Fresh	600/-	28/11/2018 – 6/12/2018
2.	M.Ed (Feb. 2019)	1st	Fresh	700/-	28/11/2018 – 6/12/2018
3.	M.Ed (Feb. 2019)	1st	Reappear	1250/-	28/11/2018 – 6/12/2018
4.	M.Ed (Feb. 2019)	3rd	Fresh	700/-	28/11/2018 – 6/12/2018

However, the Ex-Students will apply through offline/manual mode.

2. The students shall have to fill their forms online and also upload the photographs, signature and thumb impression on the University Examination Portal.

3. Before filling form, please read carefully about eligibility criteria, examinations schedule and fee details available on the University Website (http://www.kuk.ac.in).

4. Steps for filling examination form for regular(fresh/reappear) students:
    i) Exam Registration.
    ii) Student Login.
    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 to the concerned College/Department/Institute.

5. 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 online submission examination form and fee by using **<u>UNIQUE</u>** mobile number and valid email ID.

6. No two students shall register on same mobile number.

7. The students shall have to fill separate examination form for every semester/year of same class with the same login ID and password.

8. The students are advised to retain the same email ID and mobile number throughout the course as all important correspondence shall be done using the same email ID and mobile number. If a student forgets his/her email ID and password; then follow these steps to recover the same: **Go to the Student Login > Click on Forgot User ID / Password.** The email Id and password will be sent to his/her registered mobile number.

9. Details of examination fees for all the courses are available at Fee Details link at university's website (http://www.kuk.ac.in).

10. The fees for the Regular (Fresh/Reappear) Students shall be paid through their concerned College/Institute. However, the Ex-Students will pay their own fee through online mode while filling the online examination form by using following methods:
    a) Credit Card.
    b) Debit Card.
    c) Net Banking.

11. After final submission of the Examination Form, the Regular (Fresh/Reappear) Students shall take print out of the form and submit to the concerned Department/College/Institute. However, the Ex-Students will submit the print out of the form along with requisite supporting documents directly to the examination enquiry counter of the university failing which their online form will not be considered by the University.

12. For any changes after final submission of examination form:
    1.) Ex-Students may contact Examination Enquiry, Examination Branch, KUK or e-mail at onlineforms@kuk.ac.in.
    2.) Regular Students may contact their concerned Department/Institutes/College.

13. The students shall carefully select the subjects while filling the examination subject details in the online examination form. A subject change fee of Rs. 100 per subject will be charged in order to correct the wrongly opted subjects.

Getting Started:

1. Open the Web browser (Internet Explorer, Chrome, Firefox etc.).

2. Visit the University Website (kuk.ac.in) and click on the link "Online Exam Forms"
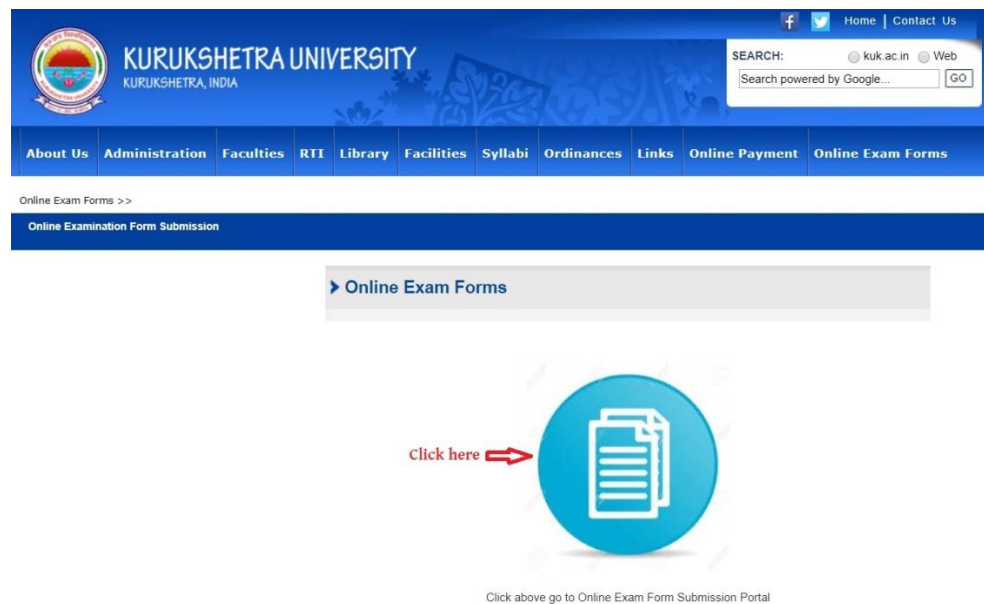
3. The students will get connected to the Online Examination Portal containing following tabs:

   i) **Home**: Instruction for students.

   ii) **Student Login**: Login facility for registered student.

   iii) **Exam Registration**: For registration of new student.

   iv) **Colleges Instruction**: Instruction for Departments/Colleges/Institutes.

   v) **Univ./College Login**: Login facility for already registered Departments/Colleges/Institutes.

vi)   **FAQ**: Frequently Asked Questions.

vii) **Contact us**: For any query.

Flowchart for Online Examination Form:

1. **Flowchart for Regular (Fresh/Reappear) Students:** Following flowchart defines the steps involved in filling of examination application forms for **Regular (Fresh/Reappear) Students.**
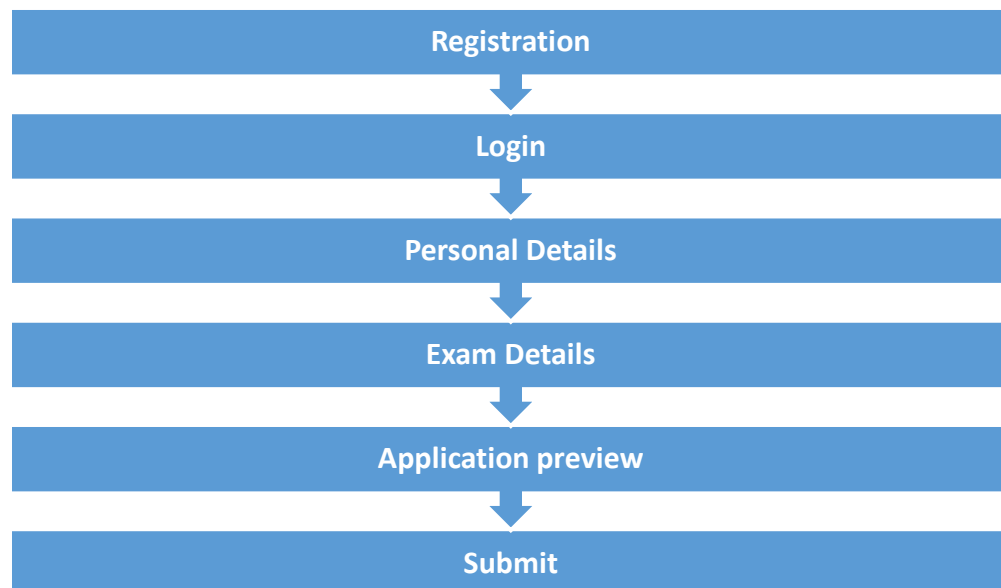
Detailed Steps for Filling Online Examination Form for Regular (Fresh) Students:

STEP-1: Register Yourself

The first step to fill up the Online Examination Form is the registration of the students. For this, please click on the button '**Exam Registration**'. A 'Student Registration Form' will be displayed. Fill up the registration form as given below:

Student Registration

* All fields are mandatory.

Note : Student's Name, Father's Name, Mother's Name and Date of Birth should be as per Matriculation Certificate.

Student's Name * :		ANIL KUMAR
Father's Name * :	Shri	VEER SINGH
Mother's Name* :	Smt	REKHA DEVI
Date Of Birth * :		01/01/1998
Gender * :		MALE
Mobile (10 Digit) * :	+91	9099999909
e-mail ID * :	✉	example@gmail.com
Select Question * :		What is your nick name?
Answer * :		ANIL

☑ I agree to accept all Terms & Conditions Read

Register   Cancel

i) Once you have filled the particulars in the form, click on the '**Register**' button after enabling the checkbox "I agree to accept all Terms and Conditions". **(Note: Kindly check the entries carefully as the same shall be used for DMC/Degree and other academic purposes. The students shall not be able to change their particulars after registration.)**

A message informing about the successful registration is displayed on the screen in green as shown below.
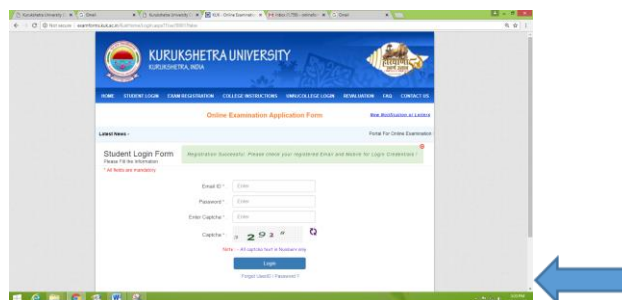
ii) User Name along with the Password shall be generated after successful registration **(Note: The username for the registered student shall be his/her email id and the password shall be sent on the same email id & registered mobile number used at the time of registration).**

iii) The system generated password can also be changed (as shown below) by clicking on the link "Change Password" after making login into the account. Login can be made by following steps: Click on Student Login-> Enter your credentials-> change password.
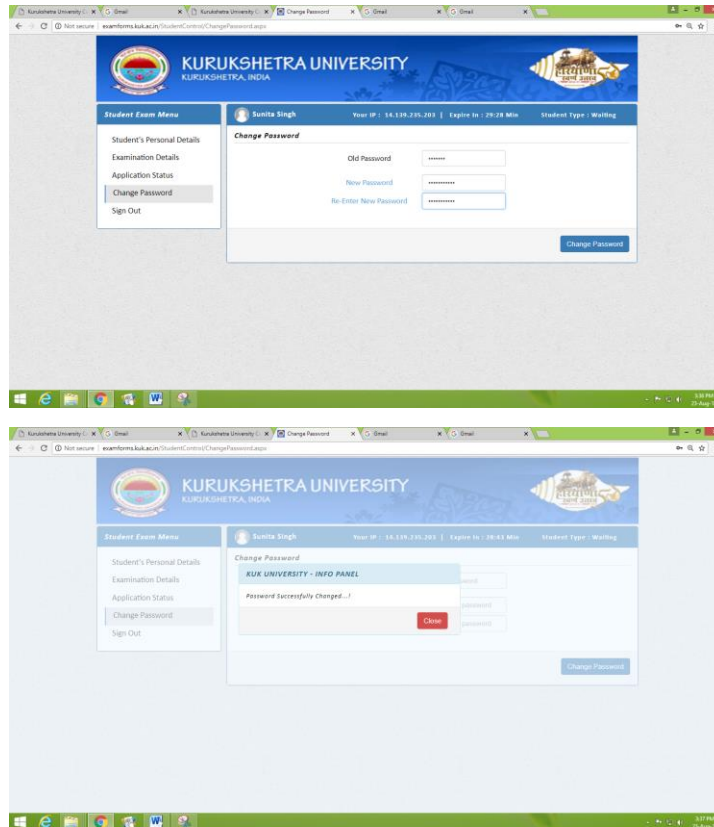
STEP-2: Login (Registered Students):

Click on '**Student Login**' button given in the Online Examination Portal:

    a) Enter your User Name (email id) and Password (i.e. received on your email id and registered mobile number at the time of registration).

    b) Enter the Captcha.

    c) Click on '**Login**' button as displayed in the Login form.

    d) In case, a student forgets his/her User ID and Password, the same can be recovered through '**Forgot User ID/Password**'.

STEP-3: Students will enter in his/her Login account.

Here, the students will provide the requisite information related to the personal and examination details.

1. **Fill Personal Details:** Student's Personal Details like correspondence address, permanent address, marital status, category etc. shall be filled. Then photograph, signature and thumb impression in .JPG format having size below 10 KB and 100 x 100 Pixels shall be uploaded. Once the details are entered, click '**Save Personal Details'** button and then enter the '**Examination Details**'.

2. **Fill Examination Details:** The Examination Detail shall be filled as under:

   a) Fill up all the requisite information related to the Examination Details in the form.

   b) Fill up course related information.

c) Compulsory subjects will be auto populated after selection of course.

d) Candidates will have to select the elective subjects.

e) Fill up the details of last qualifying examination on the basis of which you are applying for the next examination.

f) Once the Examination Details are entered, click '**Save Application'** button.

3. **Preview and Submit:** Go to **Application Status** and Click on **'Preview'** button to check your details carefully.

Click on '**Submit Exam Application'** button as shown above after thoroughly checking the entered details. The said examination form gets forwarded to the

concerned College/Department/Institute and student will get message of successful submission on their registered mobile numbers as:-

"Dear Student, Your examination form of B.A. Semester-03 Full papers has been successfully submitted to the College."
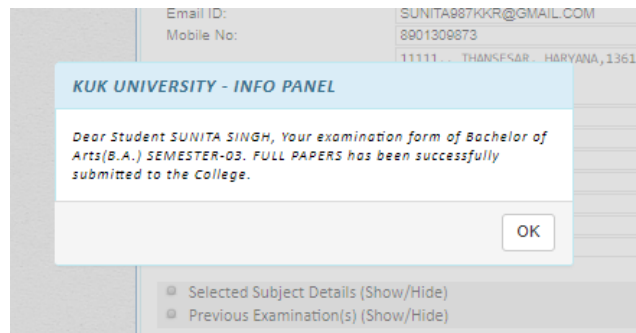
Now for taking print out, click on the Preview/Download PDF button at the top right corner of the screen. A PDF copy of the form can also be saved for future references.

A PDF format of the form gets generated. Put signatures on the print out and submit the form to the concerned College/Department/Institute.

KURUKSHETRA UNIVERSITY
KURUKSHETRA, INDIA

STUDENT EXAMINATION DETAILS, SESSION - NOV-DEC 2018

Application No : KU00128186

College Name	Test college (99999)		
Class Name	Bachelor of Arts(B.A.)	Annual / Semester	SEMESTER
Year / Semester	SEMESTER-03	Session	Nov-Dec 2018
Exam Type	FULL PAPERS	Category	REGULAR
KU.Reg. No	1	College Roll No	111
Student Name	SUNITA SINGH	Father Name	SUNIT SINGH
Mother Name	AARTI SINGH	Mobile No	.... }
Email ID	sunita987kkr@gmail.com		
Correspondence Address	11111,, thansesar, Haryana, 136118, INDIA		
Gender	Female	Area Type	Urban
Category	general	State	Haryana

Student Photo	Student Signature	Student Thumb

Fees Details Of Examination Form

Transaction ID	Payment Date	Fee Amount	QR Code

Selected Subject For Examination

SNO#	Subject Code	Subject Name
1	UR23	URDU COMP.
2	PY23	PSYCHOLOGY
3	RU23	RURAL INDUSTRIALISATION
4	EN23	ENGLISH

Particular of Previous Examination(s) passed

B.A 2nd sem	june 2018	11111	KUK	0	0	Result Awaited

DECLARATION OF APPLICATION FORM

I solemnly declare and affirm that the particulars given above are correct and true to the best of my knowledge and nothing has been concealed therein. I am eligible for the Examination as per rules and regulations of the University. I have consulted Syllabus, Scheme, Eligibility conditions etc. And have gone through general rules/instructions of Kurukshetra University, Kurukshetra, before filling it and I undertake to abide by the same in all respects.

Submission Date: 23-Aug-2018   Signature_____

Note: "Kindly Submit the hard copy" of application form to your concerned Department/College/Institute.

The submitted form will then be verified by the College/Department/Institute and the process of online fee payment will be initiated; after completion of which the said form will be finally submitted to the university and Sign Out.

Applying for more than one forms: Students can also apply for more than one examination form for different semesters by using the same user ID and password by clicking on '**Click For More Examination Form'** link on Examination Details tab.

OR

By clicking on '**More Exams+'** on Application Status tab as depicted below:

Detailed Steps for Filling Online Examination Form for Regular (Reappear) Students:

The students applying for reappear examinations will follow the steps as mentioned below (kindly refer above for details):

1. **Registration.**
2. **Login into the account.**
3. **Fill Personal Details.**
4. **Fill Examination Details.**

   Kindly Note: Select **Reappear** as **Examination Type in column no. 13**.

- A pop up table will appear. Fill the details regarding all the chances availed by the student.

- Go to Application Status and Click on '**Preview'** button to check your details carefully.

- Submit the form by clicking on **'Submit Exam Application'** button.

- After clicking '**Submit Exam Application'** button the said examination form gets forwarded to the concerned College/Department/Institute and student will get message of successful submission on their registered mobile numbers.

   "**Dear Student, Your examination form of B.A. Semester-03 reappear has been successfully submitted to the College."**
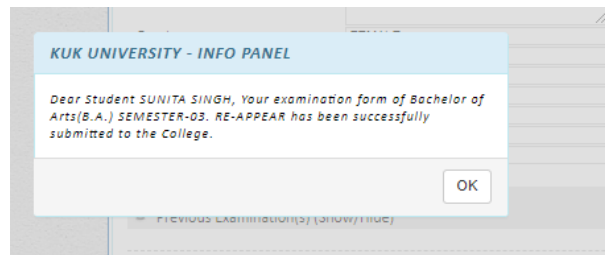
- Now for taking print out, click on the '**Preview/Download PDF'** button at the top right corner of the screen. A PDF copy of the form can also be saving for future references.

- Put signatures on the print out and submit the form to the concerned College/Department/Institute.

KURUKSHETRA UNIVERSITY
KURUKSHETRA, INDIA

STUDENT EXAMINATION DETAILS, SESSION - NOV-DEC 2018

Application No : KU00128154

College Name	Test college (99999)		
Class Name	Bachelor of Arts(B.A.)	Annual / Semester	SEMESTER
Year / Semester	SEMESTER-03	Session	Nov-Dec 2018
Exam Type	RE-APPEAR	Category	REGULAR
KU.Reg. No	1	College Roll No	111
Student Name	SUNITA SINGH	Father Name	SUNIT SINGH
Mother Name	AARTI SINGH	Mobile No	
Email ID	sunita987kkr@gmail.com		
Correspondence Address	11111,, thansesar, Haryana, 136118, INDIA		
Gender	Female	Area Type	Urban
Category	general	State	Haryana

Student Photo	Student Signature	Student Thumb

Fees Details Of Examination Form

Transaction ID	Payment Date	Fee Amount	QR Code

Selected Subject For Examination

SNO#	Subject Code	Subject Name
1	AR23	FINE ARTS

Particular of Previous Examination(s) passed

Name of Exam	Year/Session	University / Board Roll No.	University / Board	Marks Obtained	Max. Marks	Result
B.A 2nd sem	june 2018	11111	KUK	0	0	Result Awaited

DECLARATION OF APPLICATION FORM

I solemnly declare and affirm that the particulars given above are correct and true to the best of my knowledge and nothing has been concealed therein. I am eligible for the Examination as per rules and regulations of the University. I have consulted Syllabus, Scheme, Eligibility conditions etc. And have gone through general rules/instructions of Kurukshetra University, Kurukshetra, before filling it and I undertake to abide by the same in all respects.

Submission Date: 23-Aug-2018   Signature_____

Note: "Kindly Submit the hard copy" of application form to your concerned Department/College/Institute.

- The submitted form will then be verified by the College/Department/Institute and the process of online fee payment will be initiated; after completion of which the said form will be finally submitted to the university and then Sign Out.

FOR ANY QUERY STUDENTS MAY CONTACT THEIR CONCERNED COLLEGE/INSTITUTE/DEPARTMENT.

THANKS