#### **Important Instructions for Filling Online Examination Form & Fee for Students:**

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.	Class	Semester	Туре	Fee	<b>Opening and Ending Dates</b>
No.					of the portal
1.	B.Ed	$1^{st}$	Fresh	600/-	28/11/2018 - 6/12/2018
	Special				
	Education				
	(Dec.				
	2018)				
2.	M.Ed (Feb.	$1^{st}$	Fresh	700/-	28/11/2018 - 6/12/2018
	2019)				
3.	M.Ed (Feb.	$1^{st}$	Reappear	1250/-	28/11/2018 - 6/12/2018
	2019)				
4.	M.Ed (Feb.	3 <sup>rd</sup>	Fresh	700/-	28/11/2018 - 6/12/2018
	2019)				

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 (<u>http://www.kuk.ac.in</u>).
- 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 (<u>http://www.kuk.ac.in</u>).
- 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 <u>onlineforms@kuk.ac.in</u>.
  - 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"

KURUKSHETA, INDIA	RAUNIVERSITY	Per los	SEARCH: Search	Home         Contact Us           kuk.ac.in         Web           powered by Gcogle         GO
About Us Administration Facult	ties RTI Library Facilities S	Syllabi Ordinances	Links Online Payme	ont Online Exam Forms
Quick Links	WELCOME			Click here
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Online Exam Forms >>				
Online Examination Form Submission				
	> Online Exam Form	ms		
	Click here	Click above go to Online Exe	am Form Submission Portal	

- 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:

 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,	Mothe	er's Name and Date of Birth should be as per Matriculation Certification
Student's Name * :	ANIL	KUMAR
Father's Name* :	Shri	VEER SINGH
Mother's Name* :	Smt	REKHA DEVI
Date Of Birth * :	01/01	/1998
Gender*:	MAL	e ·
Mobile (10 Digit) * :	+91	9099999909
e-mail ID * :	-	example@gmail.com
Select Question * :	Wha	at is your nick name? •
Answer*:	ANIL	
<b>2</b> 1	agree to	o accept all Terms & Conditions Read
	Re	egister 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.



- 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.

) Not secure   examforms kuk.ac.						
	) KURU	IKSHETRA UN	NIVERSITY			
	KURUKSHE	ETRA, INDIA	184 M		"carri sarra	
Student Exam	Menu	👩 Sunita Singh	Your IP : 14.139.2	85.203   Expire In : 29:28 Mis	s Student Type : Waiting	
Student's Pe	sonal Details	Change Password				1000
Examination	Details		Old Password	******		
Application			New Password			
Change Pass	word		Re-Enter New Password			
Sign Out						
					Change Password	
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#### **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.

 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'.

Student Profile	Ajay Singh	Your IF: 85.159.23	4.74   Dipkels:28/2	3 Min Student Type : Regula
tudent's Personal Details	STUDENT PERSONAL DETAILS			
Diamination Details	1. STUDENT'S FULL NAME *	(As Per Metropation Certificate)	2. FATHER'S NAM	E.
Damination peaks	AJAY SINOH		SHRU VISHVPAU	SNGH
Application Status	3. MOTHER'S NAME *		4 SPOUSE NAME	
	SMT SATYA RAN		SHRI/SMT SPC	
Change Password	SMT SHITH PORE		SHIU/SMT = C	COE INVIE
Sien Out	5. DATE OF BIRTH *	6 GENDER*		7 MARITAL STATUS *
	28-AUO-1990	MALE	•	SINGLE .
	8. E-MAIL ID *	9 CATEGORY *		10 RESIDENCE AREA TYPE*
	VISHWAL BOMAL COM	GENERAL		RURAL .
	11 MOBILE NO "	12 AADHAAR NO		
	+91 9959000949			
	CORRESPONDENCE ADDRESS			
	13 FULL ADDRESS * H.MO. 778, VILLAGE BARM			14. STATE *
	N.M., 778, VILLAGE BARM			HARYANA .
	15. DISTRICT *	16. CITY/TEHSIL	17. PIN CODE "	18. MOBILE NO
	PANCHIKULA	BARWALA	132281	+91 MOBILE NO
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				HARTANA
	21. DISTRICT *	22. CITY/TEHSIL	23. PIN CODE *	24 MOBILE NO
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2. <u>Fill Examination Details:</u> The Examination Detail shall be filled as under:

ent Exam Menu 🧧 🦉	👂 Sunita Si	ngh	Your IP: 14				Studen		Wait	
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	5 PY23	PSYCHOLOGY					ELECTIVE		×	
	6 RU23	RURAL INDUSTRI	ALISATION				ELECTIVE		R	
	7 YG21	YOGA					ELECTIVE			
	8 NS23	NATIONAL SERVI	CE SCHEME(NSS)				ELECTIVE			-
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	ourse Status iot Declared!	Applicatio Not Dev					Save /	Applicati	on	

- 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.** <u>**Preview and Submit:**</u> Go to **Application Status** and Click on **'Preview'** button to check your details carefully.

KUR	JKSHETRA, IND	w.	2080-11	Υ. /					
Student Exam Menu	💽 Ris	ih Pal	Your IP : 14	.189.235.203	Expire In : 25:54	Min Si	udent Type :	Regular	
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xom Closs	Year / Semester	Annual / Semester
Bachelor Of Arts(B.A.)	SEMESTER-03	SEMESTER
xom Session	Exam Type	Exam Category
Nov-Dec 2018	FULL PAPERS	REGULAR
Student Details (Show/Hide	0	
CU.K Registration No:	1	
Student Roll No:	111	
Student's Name:	SUNITA SINGH	
Father's Name:	SUNIT SINGH	
Mother's Name:	AARTI SINGH	
Email ID:	SUNITA987KKR@GMAIL.COM	Photo
Mobile No:		
Correspondence Address:	11111, THANSESAR, HARYANA,136118 .INDIA	Ac. itt
	, //	Desar
Sender:	FEMALE	Signature
Residence Area T	URBAN	
Category to which you belong:	GENERAL	and the second second
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Choice of Centre(i):		
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	DECLARATION OF APPLICATION	FORM
solemnly declare and affirm	I am eligible for the Examination as pe	t and true to the best of my knowledge and nothing rr rules and regulations of the University. I have through general rules/instructions of Kurukshetra
consulted Syllabus, Scheme,	Eligibility conditions etc. And have gone re filling it and I undertake to abide by the si Uncomplete (+)	ame in all respects.
consulted Syllabus, Scheme, University, Kurukshetra, befo	re filling it and I undertake to abide by the s	ame in all respects. Application no : <u>kuddizeste</u>

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.

Sunita Singh	Your IP : 14.139.235.203	Expire In : 10:5 Min Student Type : Regular
I Application Preview		Preview / Download PDF
am Class	Year / Semester	Annual / Semester
Bachelor Of Arts(B.A.)	SEMESTER-03	SEMESTER
am Session	Exam Type	Exam Category
Nov-Dec 2018	FULL PAPERS	REGULAR
Student Details (Show/Hide		
U.K Registration No:	1	
tudent Roll No: tudent's Name:	111 SUNITA SINGH	
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mail ID: fobile No:	SUNITA987KKR@GMAIL.COM	
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Selected Subject Details (Sh Previous Examination(s) (Sh	now/Hide)	
	DECLARATION OF APPLI	CATION FORM correct and true to the best of my knowledge and nothing
as been concealed therein. onsulted Syllabus, Scheme,	I am eligible for the Examination	as per rules and regulations of the University. I have gone through general rules/instructions of Kurukshetra
xamination Form Status:	Uncomplete (+)	
I Accept all term & Candi	tions	APPLICATION NO : KU00128185

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

	FUDENT E	XAMINATIO	ON DET/	AILS, SES	SSION - NO	V-DEC 20	18	
Application No : KU00128186								
College Name		ge (99999)						
Class Name		of Arts(B.A.)			Semester		SEMESTER	
Year / Semester	SEMESTE			Session			Nov-Dec 2018	
Exam Type	FULL PAP	ERS		Category			REGULAR	
KU.Reg. No Student Name	1 SUNITA S			College I Father N			111 SUNIT SINGH	
Student Name	AARTISI			Mobile N			SUNIT SINGH	
Email ID		kkr@gmail.co		Mobile N	0			
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solemnly declare and affirm that procealed therein. I am eligible for	r the Exam	iination as pe ugh general r	er rules ar	nd regulat	ions of the U	niversity. I	have consulted	

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 '<u>Click For</u> <u>More Examination Form'</u> link on Examination Details tab.

udent Exam Menu	🕘 Sunita Singh	Your IP: 14.139.235.203   Expire In	: 8:55 Min Student Type : Regular
Student's Personal Details	EXAMINATION DETAILS	TOTAL GENERATED FORM : 2	CLICK FOR MORE EXAMINATION FO
	1. STATE TO WHICH YOU BELONG:	2 STUDENT TYPE:	3. COLLEGE / DEPARTMENT NAME:
Examination Details	Haryana 🔻	REGULAR      PRIVATE      DDE	Test college-99999
Application Status	4. CAPACITY FOR APPEARING:	5. SESSION:	6. K.U. REGISTRATION:
Change Password	Select *	NOV-DEC 2018	1
Sign Out	7. COLLEGE ROLL NO:	8. EXAMINATION ROLL NO:	
0	111		ROLL NO, WILL BE ALLOTTED BY THE UNIVERSITY
	9. CATEGORY:	10. ANNUAL / SEMESTER:	11. CLASS:
	REGULAR	SEMESTER V	Bachelor of Arts(B.A.)
	12. SEMESTER / YEAR:	13. EXAMINATION TYPE:	MAX NO OF SUBJECTS:
	SEMESTER-03	FULL PAPERS V	4
	TOTAL COMPULSORY SUBJECTS:	TOTAL ELECTIVE SUBJECTS:	TOTAL FIXED SUBJECTS:
	1	2	1
	14. SUBJECT DETAILS		

#### <u>OR</u>

By clicking on '<u>More Exams+'</u> 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.

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	Student Exam Menu	🚳 Sunita Sin	gh .	Your IP : 14.139.235.203   Expire Ir	n : 8:49 Min	Student Typ	e : Waiting	
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	Change Password	Select	•	NOV-DEC 2018 *				
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		9. CATEGORY		10 ANNUAL / SEMESTER	11. CLASS			
		REGULAR	•	SEMESTER *	Bachelor	of Arts(B.A.)		
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		SNE Code	Subject Name			Subject Type	Select	
		1 AA23	COMMERCIAL ART			ELECTIVE	0	
		2 AE23	ADDITIONAL ENGL	ISH		ELECTIVE	-	
		3 AH23	ANCIENT HISTORY	& ARCH		ELECTIVE	0	
		4 AR23	FINE ARTS			ELECTIVE	. 0	
		5 A523	AGRO SERVICE			ELECTIVE		

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

S.No	Number of Chance	Year/Session	Roll No.	Result/Remarks	Edit
1	Appeared as Fresh Candidate	DEC. 2017	1111111	Reappear 301	Edit
2	Reappear 1 Chance	DEC. 2016	1111111	Reappear 301	Edit
3	Reappear 2 Chance	DEC. 2015	1111111	Reappear 301,	Edit
4	Reappear 3 Chance	DEC. 2014	1111111	Reappear 302,	Edit

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



• Submit the form by clicking on 'Submit Exam Application' button.

udent Exam Menu	Sunita Singh	You	IF IP : 14.139.235.203   Ex	pire In : 21:52 Min	Student Type : Regula				
Student's Personal Details	Application Preview								
	am Class		Year / Semester	Annual / S	amartar				
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			SINGH	1 B					
Fa	ther's Name:	SUNIT S	INGH	1 🛛 🗖					
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-	I Accept all term & Condi				APPLICATION NO : KU00128				
	Back				Submit Exam Application				

• 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.

xam Class		Year / Semester	An	nual / Semester			
Bachelor Of Arts(B.A.)		SEMESTER-03		SEMESTER			
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Nov-Dec 2018		RE-APPEAR		REGULAR			
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Student Details (Show/Hide	)						
K.U.K Registration No:	1						
tudent Roll No: 111							
tudent's Name: SUNITA S		SINGH					
Father's Name:	SUNIT S						
Mother's Name:	AARTI SI	NGH					
Email ID:		87KKR@GMAIL.COM		Photo			
Mobile No:							
Correspondence Address:	11111,, ,INDIA	THANSESAR, HARYANA,136118	Auit'				
Gender:	FEMALE			Signature			
Residence Area Type:	URBAN			Signature			
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I Accept all term & Condi				APPLICATION NO : KU00128154			

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

		HET		200	7	125				27/0
	S	TUDENT	EXAMINATI	ON DET	AILS, SE	SSION - NO	V-DEC	201	8	
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Year / Semester		SEMESTER-03			Session		Nov-Dec 2018			
Exam Type		RE-APPEAR 1			Category College Roll No				REGULAR	
KU.Reg. No									111	
Student Name		SUNITA SINGH			Father Name				SUNIT SING	н
Mother Name		AARTI S	INGH		Mobile N	lo				
Email ID		sunita98	7kkr@gmail.co	om				_		
Correspondence	Address	111111	hansesar, Har	yana, 136	118, INDI/	A				
Gender		Female			Area Typ	pe			Urban	
Category		general			State			Haryana		
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• 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