Kurukshetra University Kurukshetra

Established by the State Legislature Act XII of 1956
A+ Grade, NAAC accredited"

Detailed Instruction Manual for Private Candidates

In order to strengthen the examination automation system, the Kurukshetra University Kurukshetra in its endeavor has decided to extend the facility of online submission of examination forms for private candidates on the path of regular students w.e.f. Session Apr./May/June 2019.

The private candidates shall be able to submit their Examination Application Forms through online mode. The portal also facilitates the online payment of examination fees through Credit Card/Debit Cards/Net Banking by using its own Online Payment Gateway. All the procedures related to form and fee submissions have been illustrated using screenshots to ease out the usage and access for the private candidates.

1.1 **Requirements for Applying Online Examination Form & Fee:**

    a. Internet Browser (Google Chrome, Firefox Mozilla etc.)

    b. Student's Email Account (Gmail, Yahoo, Hotmail etc.)

    c. Unique Mobile Number.

    d. Images of candidates' photograph, signature and thumb impression in JPEG/JPG format (size 10KB – 20KB).

    e. Images of supporting documents in JPEG/JPG format (size 10KB - 20 KB).

    f. Debit Card/Credit Card/Net Banking facility for online payment.

1.2 **Important Instructions for Filling Online Examination Form & Fee for private candidates:**

    a. The Examination Application Form of Kurukshetra University has been made online only for the first year fresh private candidates for the session April/May/June 2020. The candidates shall have to fill their online forms and also upload the images of following on the university examination portal:

        i. Photographs,

        ii. Signature,

        iii. Thumb Impression and other supporting documents.

b. Before filling form, please read carefully about Eligibility Criteria, Examinations Schedule and Fee Details available on the University Website (http://www.kuk.ac.in)

c. **The candidates are strictly advised to retain the same Email ID and Mobile number throughout the session or course as all important correspondences shall be done by using the same Email ID and Mobile Number.**

d. The candidates shall have to first register on the University Examination portal before applying for online examination form and fee.

e. Examination Fee shall have to be paid through online mode by the following methods:

     i. Credit Card

     ii. Debit Card

     iii. Net Banking

f. **After final submission of the Examination Form, print out of the form may be taken and must be submitted to "The In-charge, Examination Enquiry, Kurukshetra University, Kurukshetra" along with the attested/self-attested copies of the requisite supporting documents. All the received examination forms shall be processed for eligibility and Admit cards cum Roll No.(s) shall be issued to the eligible candidates.**

g. For any changes in the online examination application form, after final submission and payment of the examination form and fee; the private candidates may submit the correction form placed at **Annexure-I** to the Examination Enquiry, KUK or e-mail at **onlinepvt@kuk.ac.in.**

STEPS FOR FILLING OF EXAMINATION APPLICATION FORMS & FEE

Getting Started:

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

2. Visit the University Website (kuk.ac.in) and click on the link "Online Exam/Re-evaluation"

3. Click on Online Examination Form

4. Click on
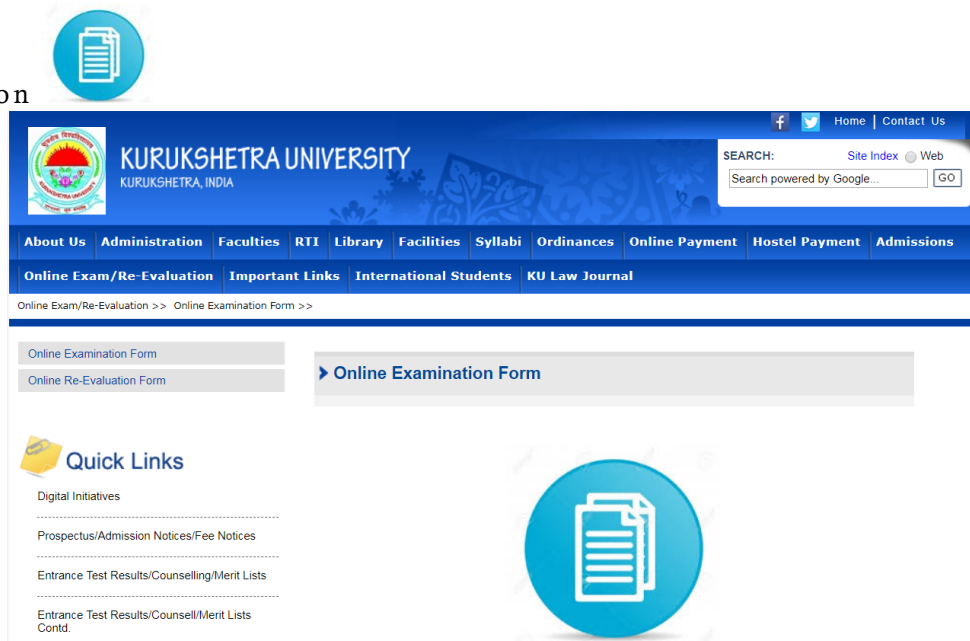
5. Click on tab 'Private Students'.

Flowchart for Online Submission of Examination Application Form for Private Candidates:

1. **Flowchart for Private Candidates (Fresh):** Following flowchart defines the steps involved in the filling of online examination application forms for **Private Candidates (Fresh).**
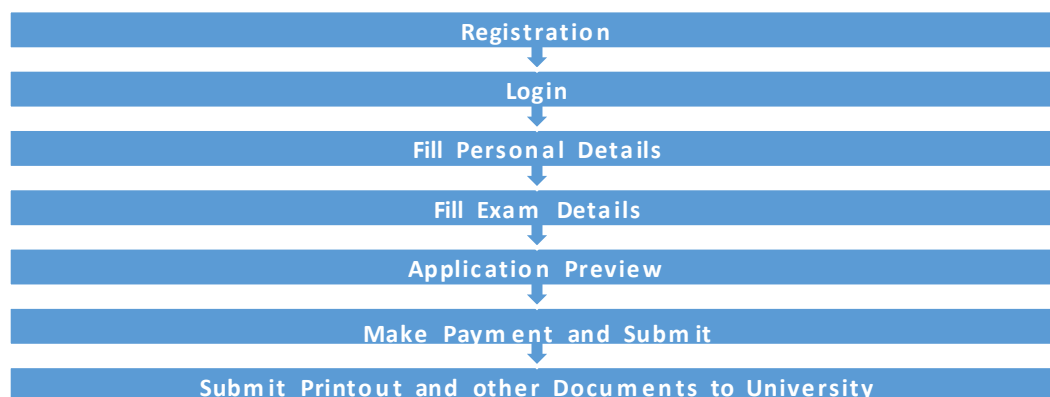
Detailed Steps for Filling Online Examination Form for Private Candidates (Fresh):

STEP-1: Register Yourself

a) The first step to fill up the Online Examination Form is the registration of the private candidates. For this, fill up the registration form as given below:

i) Enter/Select Student's Name, Father's Name, Mother's Name, Date of Birth, Gender, Mobile No., Email ID and Capacity of appearing as a private candidate.

ii) Upload the supporting documents in JPEG/JPG format of size 10 KB-20 KB as per the Capacity of Appearing as a private candidate whose details are mentioned below:

Sr. No.	Capacity	Supporting Document(s)	Residential Status
1	Ex-Defense Service Personnel	Any supporting service related document	Haryana Resident
2	Ex-Student	DMC of last qualifying Exam	A person who has already passed an M.A./M.Sc./M.Com./M.P.Ed. Examination from this university.
3	K.U. Employee	NOC from Department	Haryana Resident
4	Permanent Physically Handicapped	Disability Certificate	Haryana Resident
5	SC (Scheduled Caste)	Schedule Caste Certificate	Haryana Resident
6	Serving Military Personnel	NOC from Department	Haryana Resident
7	ST (Scheduled Tribe)	Schedule Tribe Certificate	Haryana Resident
8	Woman	-	Haryana Resident

iii)   In case, the capacity of a candidate is Ex-student, then (s)/he shall enter the details of his last qualifying examination as shown in the picture below:

iv)   In case, the applicant is a resident of Haryana, then, enter domicile no. and date.

5

If the candidate does not belong to the state of Haryana, then he/she is not eligible to apply as a private candidate in Kurukshetra University, Kurukshetra.
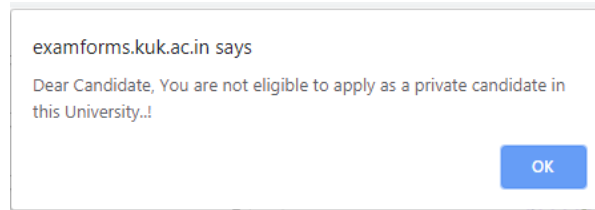
v)   Once you have filled the particulars in the registration form, then, click on the "Register" button after enabling the checkbox **"I agree to accept all Terms and Conditions".**

   Note: Kindly check the entries carefully as the same shall be used for various academic documents viz. DMC/Degree etc. The students shall not be able to change their email ID, mobile no. and capacity of appearing after registration.

vi) Upon clicking the Register button, the candidate shall be asked to enter the OTP which shall be received on his/her entered mobile no. After entering the OTP; the candidate shall get successfully registered and a message informing about the successful registration shall be displayed on the screen as well as on the registered mobile number. The acknowledgement message shall contain the User Name along with the Password and Date of Birth of the student which shall be used for login purposes.

Note: The user id 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.

vii) The system generated password can be changed by clicking on the link "Change Password" after making login into the account.

STEP-2: Login (Registered Students):

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.

Already Registered Private Students

Email ID * :	priya123@kuk.ac.in
Password * :	•••••••
Enter Captcha * :	09739
Captcha * :	0 9 7 3 9

Note : - All captcha text in Numbers only

Login

Forgot UserID / Password ?

d) In case, a candidate forgets his/her User ID (email id) and Password, the same can be retrieved by entering the Date of Birth and Mobile number (used at the time of registration) through "Forgot User ID/Password".

STEP-3: Candidates shall enter in his/her Login account.

Here, the candidates shall 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 by the candidates. Then photograph, signature and thumb impression in .JPG/.JPEG format having size 10 KB-20 KB shall be uploaded.

   NOTE: 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

8

portal by accessing the link "CREATE NAD ID". More details about the NAD can also be obtained through the link "CREATE NAD ID". 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) All the subject names and codes shall appear automatically upon the selection of the course.

d) Fixed subjects shall be selected by default.

e) Candidates shall have to select the elective and compulsory subjects.

   Candidates applying for Bachelor of Arts (B.A.) Examination form may kindly note that "In addition of English and Hindi/Panjabi/Sanskrit compulsory subjects, private candidates shall offer two elective subjects in Bachelor of Arts (B.A.) Examination from Group I to V selecting any one subject from a given group." The table of the group has been provided below Sr. no 14 – Subject Details.
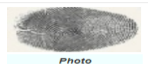
f) Fill up your last Qualification Details.

g) Candidates seeking admission in an examination on the basis of lower examination passed from other than KUK should upload the image of the migration certificate at Sr.no. 18. Further, the original migration certificate from other university/board shall also be attached along with the printout of the form and be submitted to the KUK.

h) Once the Examination Details are complete, click "Preview and Make Payment" button.

3. **Preview and Submit:**

   a) Candidates should carefully check all the details in the following three subsections of the preview section:
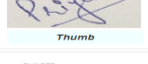
   i. Student Details

ii. Selected Subject Details.

iii. Previous Examinations.

b) Accept the declaration of the application form by enabling the check box against "I accept all terms and conditions".

c) Click on 'Make Payment' button." A dialogue box shall appear for the confirmation; click on OK to proceed for payment.
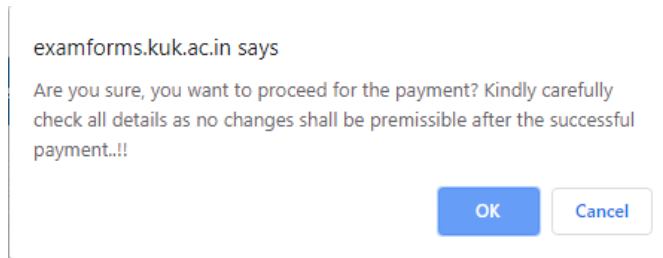
NOTE: **Candidates may kindly note that before proceeding for payment, the corrections in the online examination form can be carried out any number of times by the candidate himself/herself. Once the payment has been made, the candidate shall not be able to do any type of corrections/editing in his/her online examination form on its own. Therefore, all the information entered in the online examination form must be checked thoroughly before proceeding for payment.**

d) Candidates can make payment through Debit Card, Credit Card and Net Banking. Placed below are the snapshots describing the online payment process in case of Net Banking:

Select Payment Mode

1 SEARCH 2 VIEW 3 PAY

Net Banking		
Debit Card		
Credit Card		
UPI		

Transaction ID	19112959812333
Merchant Name	THE REGISTRAR KURUKSHETRA UNIVERSITY KURUKSHETRA
Amount	Rs.1
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
Total Bill Amount	**Rs. 1.00**

Mobile No : [Optional] Email ID : [Optional]

Payer Name : [Optional]

*Please provide the mobile number for transaction communication & viewing transaction history.

○ Domestic Debit Card

[Proceed Now] [Cancel]

Notes:
- Please check the details of bill displayed prior to proceeding with payment.
- If you select Debit Cards as payment option, other modes of payment will be disabled.
- You should have valid debit card available with you for payment though this mode.

Select Payment Mode

1 SEARCH 2 VIEW 3 PAY

Net Banking		
Debit Card		
Credit Card		
UPI		

Transaction ID	19112959812333
Merchant Name	THE REGISTRAR KURUKSHETRA UNIVERSITY KURUKSHETRA
Amount	Rs.1
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
Total Bill Amount	**Rs. 1.00**

Mobile No : 999999999 Email ID : priya1234@kuk.ac.in

Payer Name : priyanshi

*Please provide the mobile number for transaction communication & viewing transaction history.

○ ICICI Bank (Retail)   ○ Other Bank

[Proceed Now] [Cancel]

SBI   **SBI ONLINE**

LOGIN

(CARE: username and password are case sensitive)

○ Personal Banking   ○ Corporate Banking

User Name *
priyanshi989

Password *
••••••••

New User? Register here
Forgot Login Password
Forgot Username

[Login] [Reset]

ONLINE VIRTUAL KEYBOARD

CAPS LOCK   CLEAR

DISCLAIMER:
The privity of contract is between you and the service provider. Bank is only facilitating a payment mechanism and is not responsible for any deficiency by the service provider.

- Click here to abort this transaction and return to the i-Collect site.
- Mandatory fields are marked with an asterisk (*)
- Do not provide your username and password anywhere other than in this page.
- Your username and password are highly confidential. Never part with them. SBI will never ask for this information.
- please do not call contact center or try to raise CMS complaint on the day of transaction

VeriSign Secured
This site uses highly secure 256-bit encription certified by VeriSign

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Privacy Statement | Disclosure | Terms of Service(Terms & Conditions)
Site best viewed at 1024 x 768 resolution in I.E 10 +, Mozilla 35 +, Google Chrome 35 +

Payment Detail

CITRUS Ref	051911056252816
Amount	1
Amount in words	One Rupees only

[Confirm] [Reset]

✓ **Payment Success**
Transaction ID : 19112959812333

KUK UNIVERSITY - INFO PANEL ✕

Your payment was successful. Please write/copy these details for reconciliations of your payments.
Response Code : E000
Unique Ref Number : 19112959812333
Reference No : 1000074161
Transaction Amount : 1
Transaction Date : 29-11-2019 12:02:31
Payment Mode : NET_BANKING

e) After the successful payment, a message shall be received on your registered mobile no.(s). along with an application no. that shall be used for all future correspondences.

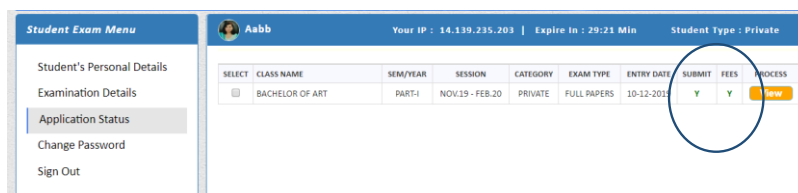Dear AAbb, Your form and fee for BACHELOR OF ART–PART–I,Application No. KU00608455 with Payment ID= 19121060542908 , Reference No= 1000074726, Amount=2.00, Payment Mode=NET_BANKING Successfully Submitted !

f) Click on 'Back' button.
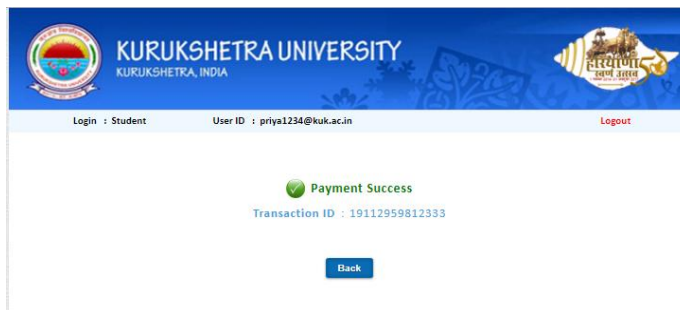
g) To download/print the .pdf of the online examination form, click on 'View' button.
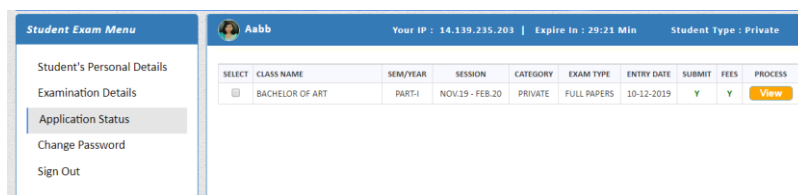
**NOTE:** **Kindly note that for all successfully submitted and paid application examination forms, the respective statuses of 'Submitted'and 'Fees' shall be 'Y' and 'Y' respectively as shown below.**

h) 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 will be downloaded and saved for future references.

i) Candidates shall place their signatures on the print out and mandatorily submit the form along with the attested/self-attested copies of all the requisite documents to the **In-charge, Examination Enquiry, Kurukshetra University, Kurukshetra-136119.**

j) The submitted form will then be verified by the concerned examination branches and all the eligible candidates shall be provided with the registration no.(s) and admit cards. The admit cards shall be made available on the students login. Therefore, candidates are again requested to retain the User ID, Passwords, mobile no.(s) and application no. for all future communications.

Important Notes:

1. **No changes in the examination application form shall be allowed after the successful payment of the fee and submission of the form. However, in case the candidate wishes to get his/her particulars corrected, then, he/she may fill up the form placed at 'Annexure – I' and also available at the section 'Important Notifications and Letters' of the Examination portal as and submit the same to the In-charge (Examination Enquiry), Kurukshetra University, Kurukshetra.**

2. **The hard copy (i.e. printout of the .pdf) of the online filled examination form along with attested/self-attested copies of the requisite supporting documents shall compulsorily be submitted to the "In-charge, Examination Enquiry, Kurukshetra University, Kurukshetra, otherwise eligibility of such candidates shall not be cleared and Admit Cards-cum-Roll Number shall not be issued to them.**

3. **Candidates may strictly note that the online forms and fee must be submitted and paid by the last date of the submission. Therefore, candidates are advised to timely fill the online forms and fee in order to avoid the network congestion which may lead to the failure/unsuccessful payments which in no case shall be considered by the university.**

4. If the fees have been deducted from your account, then, wait for 72 hours for its updation in the University's account. If the fees get credited back into your account after the 72 hours, then, in this case you have to again pay the fee against your form through the online examination form link as applicable on the day you are repaying the fee. Otherwise, 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 'Annexure – II' (at the end of the manual) and also available at the section 'Important Notifications and Letters' of the Examination portal and submit the same to the In-charge, Examination Enquiry, Kurukshetra University, Kurukshetra or email at onlinepvt@kuk.ac.in

𝕶𝖚𝖗𝖚𝖐𝖘𝖍𝖊𝖙𝖗𝖆 𝖀𝖓𝖎𝖛𝖊𝖗𝖘𝖎𝖙𝖞 𝕶𝖚𝖗𝖚𝖐𝖘𝖍𝖊𝖙𝖗𝖆

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CORRECTION FORM FOR ONLINE PRIVATE STUDENTS

(To be submitted at least one month before the commencement of examinations)

- Application No. :_____
- Name of the student :_____
- Father's Name :_____
- Mobile No. :_____
- Email ID / User ID :_____
- Session :_____
- Class :_____
- Year / Part (I / II / III) :_____
- Corrections required in personal details at Sr. No.(s):_____
- Corrections required in examination details at Sr. No.(s):_____

(Please fill only those Sr. No.(s) and particulars in which correction is required)

Sr. No.	Particulars of the form	Wrong	Correction required
Personal Details			
1	Student's Name		
2	Father's Name		
3	Mother's Name		
4	Spouse Name		
5	Date of Birth		
6	Gender		
7	Marital Status		
8	Email ID	**Cannot be changed**	
9	Caste		
10	Residence area type		
11	Registered Mobile No.		
12	Aadhaar No. (attach photocopy)		
13	NAD ID / Acknowledgement No.		
14	Religion		
15	Correspondence address		
16	State		
17	District		
18	City / Tehsil		
19	Pin code		
21	Permanent address		
22	State		
23	District		

24	City/Tehsil		
25	Pincode		
27	Photo	**Cannot be changed**	
28	Signature		
29	Thumb impression		
Examination Details			
3	Domicile Number and date (attach photocopy)		
4	Capacity of applying as a private candidate	**Cannot be changed**	
6	Registration No.		
10	Annual		
11	Class	**Cannot be changed**	
12	Examination Type (Kindly attach the fee receipt of Rs. 100 for the change of the Examination Type as per the University rules)		
13	Semester/Year (Kindly attach the fee receipt of Rs. 100 as Semester/Year change fee as per the University rules)		
14	Subject Details (Kindly attach the fee receipt of Rs. 100 as the Subject change fee as per the University rules)		
15	Examination Centre Kindly attach the following: i. Fee receipt of Rs. 250 as the Centre change fee as per the University rules. ii. Application from the candidate stating the reason for Centre change along with proof. However, the University reserves the right to create or abolish any examination Centre at any stage.		
16	Deaf/Blind		
17	Previous qualification details		

Date: _____   (Signature of the Candidate)

Place: _____

The correction form completely filled in all respects may kindly be submitted to:

The In-charge, Examination Enquiry,

Kurukshetra University, Kurukshetra – 136119

OR email at onlinepvt@kuk.ac.in

Kurukshetra University Kurukshetra

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Fee Reconciliation Performa for Private Students
(To be filled by the candidates in case of unsuccessful payments)

Name		Date: ___/____/_____
Father's Name		
USER ID of Online Examination Portal (Capital Letters)		
Class		Year/Part	
Mobile No. (By which Examination Form was Filled)		
Mobile No. (By which Amount Paid)		
Transaction ID (Attach Xerox Copy)		Date of Payment : (DD/MM/YYYY) ____/_____/_____

Mode of Payment	Debit Card - ☐ Credit Card - ☐ Net Banking - ☐ UPI - ☐	**(Tick Any One)**	Amount	Rs.

Address:		

For Office Use Only		
Reference ID:		Application No.	
Remarks		

Signature of the Candidate

The fee reconciliation form completely filled in all respects may kindly be submitted to:
The In-charge, Examination Enquiry,
Kurukshetra University, Kurukshetra – 136119 OR email at onlinepvt@kuk.ac.in