Kurukshetra University Kurukshetra

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

INTRODUCTION

Kurukshetra University has taken an initiative for Online Submission of Examination Application Forms and Fees for the private candidates. 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 Online Payment gateway. In its efforts to provide better understanding of the System; this manual aims at providing a detailed know how about the process of Online Submission of Examination Application Forms and Fees. 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. Mobile Number
d. Images of candidates' photograph, signature and thumb impression (size 10KB – 2 20KB)
e. Images of supporting documents (size 10KB-20 KB)
f. Debit Card/Credit Card/Net Banking facility for online payment.

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

a. The Examination Application Form of Kurukshetra University has been made online for the first year fresh private candidates for the session April – June 2020. The candidates shall have to fill their online forms and also upload their photographs, signature and thumb impression on the University Examination Portal.

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 advised to retain the same Email ID and Mobile number throughout the session or course as all important correspondences shall be done using the same Email ID and Mobile Number.

d. The candidates shall have to first register on the University Examination portal for 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 Assistant Registrar, Examination Enquiry, Kurukshetra University, Kurukshetra" along with requisite supporting documents otherwise the eligibility of the candidates shall not be checked and Admit cards shall not be issued to the 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.**

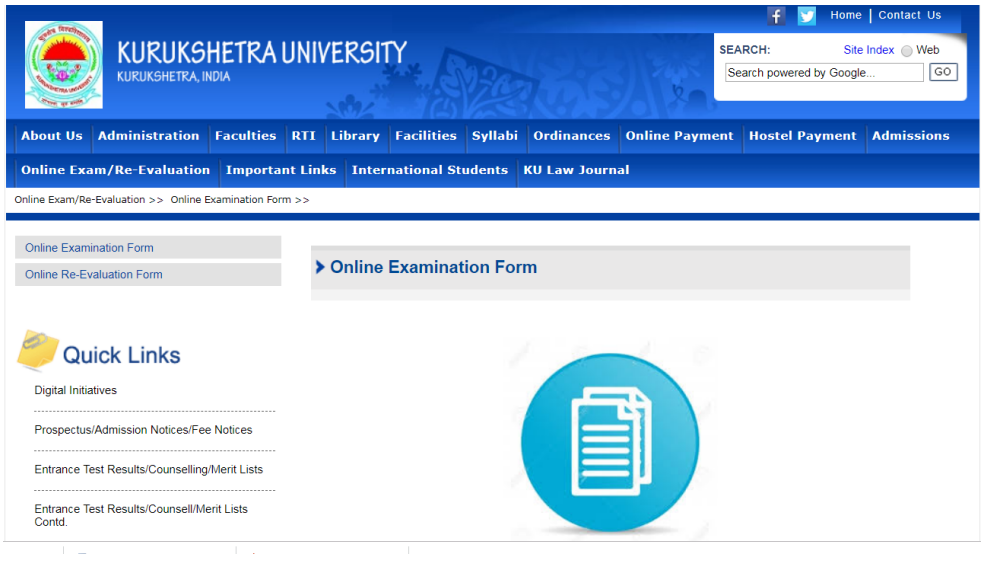
FILLING OF EXAMINATION APPLICATION FORMS & FEE

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

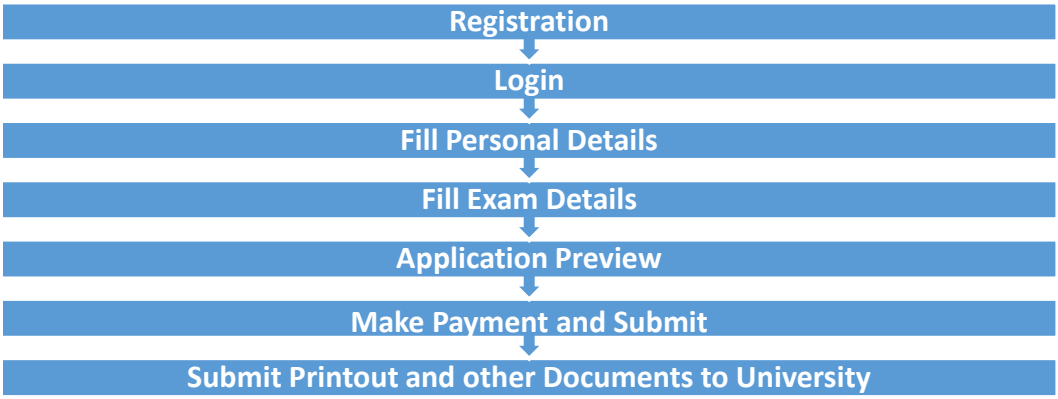
4. Click on



5. Click on tab 'Private Students'.

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

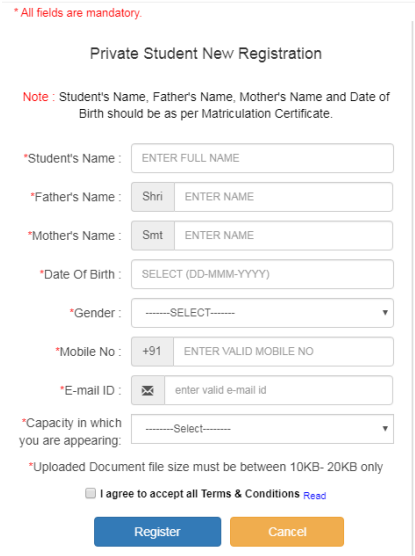
1. **Flowchart for Private Candidates (Fresh):** Following flowchart defines the steps involved in filling of examination application forms for **Private Candidates (Fresh).**



Detailed Steps for Filling Online Examination Form for Private Candidates (Fresh):

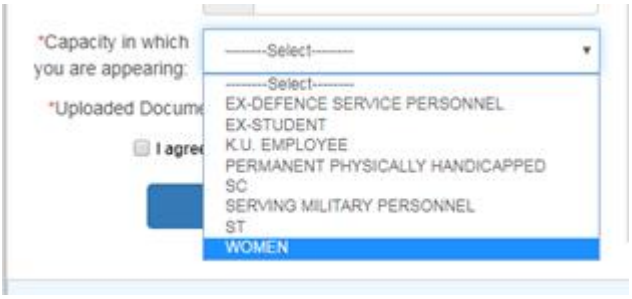
STEP-1: Register Yourself

a) The first step to fill up the Online Examination Form is the registration of the 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.

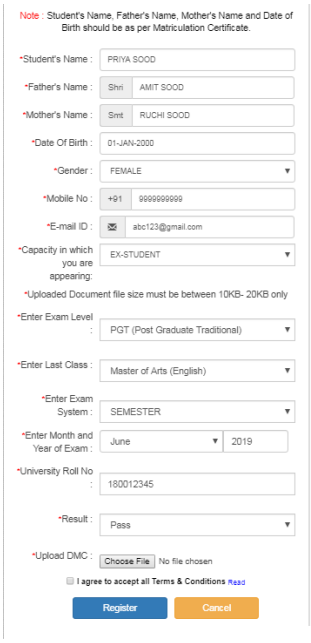
ii) Upload the supporting documents in .JPEG format of size 10KB-20 KB as per the Capacity of Appearing as a private candidate whose details are mentioned below:



:

Sr. No.	Capacity	Supporting Document(s)
1	Ex-Defense Service Personnel	Any supporting service related document
2	Ex-Student	DMC of last qualifying Exam
3	K.U. Employee	NOC from Department
4	Permanent Physically Handicapped	Disability Certificate
5	SC (Scheduled Caste)	Schedule Caste Certificate
6	Serving Military Personnel	NOC from Department
7	ST (Scheduled Tribe)	Schedule Tribe Certificate
8	Woman	-

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

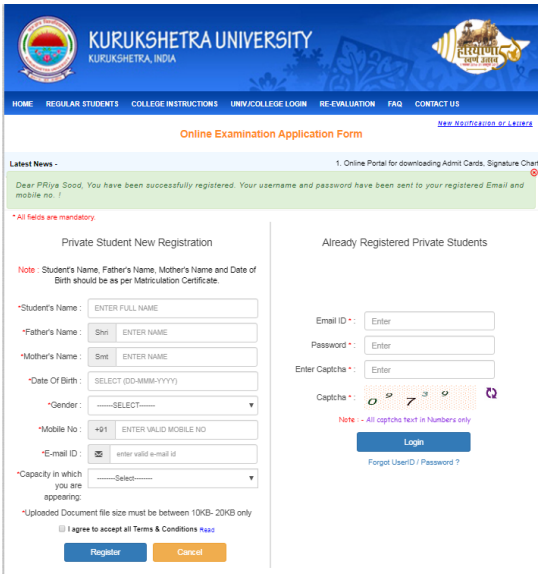


iv) In case, the applicant is a resident of Haryana, then, enter domicile no. and date.

v) Once you have filled the particulars in the registration form, and 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 DMC/Degree and other academic purposes. The students shall not be able to change their email ID, mobile no. and capacity of appearing after registration.

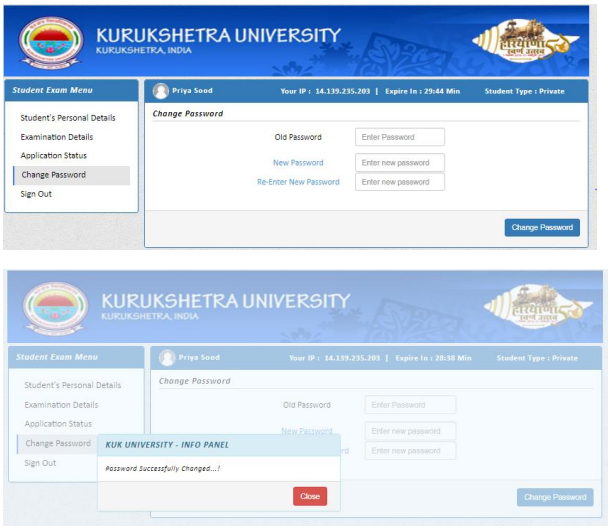
vi) The candidate shall be asked to enter the OTP which shall be received on his entered mobile no. After entering the OTP; the candidate shall get successfully registered and a message informing about the successful registration shall be displayed on the screen.



vii) User Id along with the Password shall be generated after successful registration

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.

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

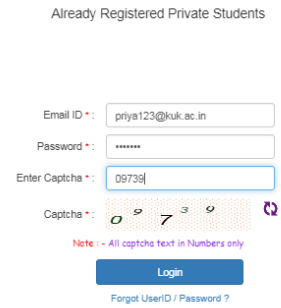


STEP-2: Login (Registered Students):

a) Enter your User Id (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 candidate forgets his/her User ID (email id) and Password, the same can be retrieved through "Forgot User ID/Password".

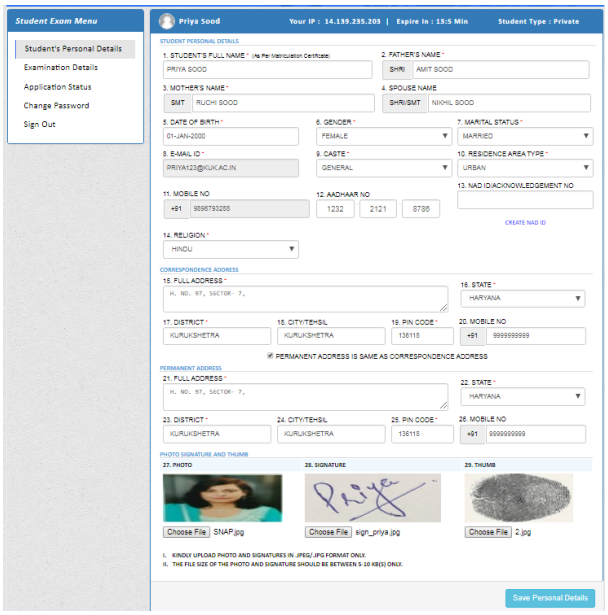
STEP-3: Candidates shall enter in his/her Login account.

Here, the candidates shall provide the requisite information related to the personal and examination details.

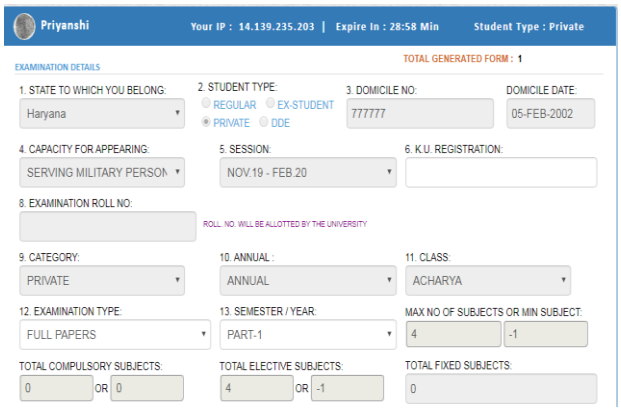
1. **Fill Personal Details:** Student's Personal Details like correspondence address, permanent address, marital status, category etc. shall be filled by the candidates. Then photograph, signature and thumb impression in .JPG/.JPEG format having size 10 KB-20 KB shall be uploaded.

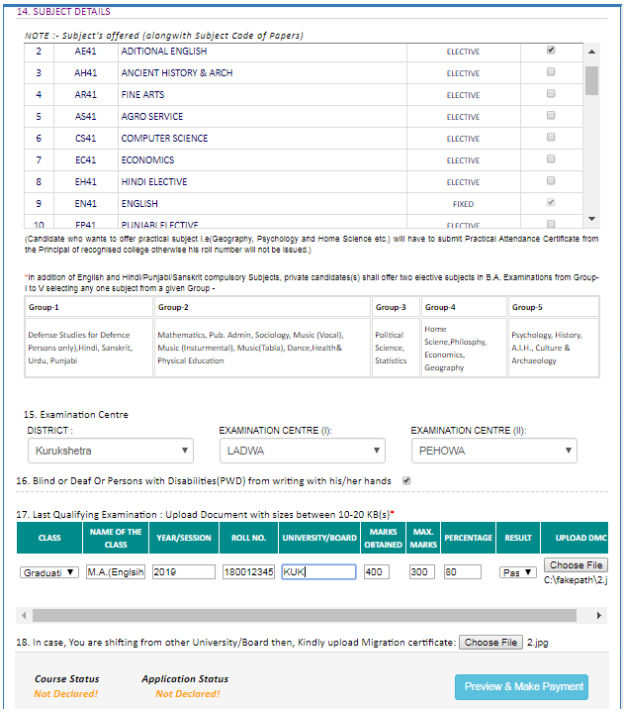
   NOTE: The field of NAD ID at sr. no 13 is not mandatory. As per the guidelines of UGC/Ministry of Human Resource and Development, Govt. of India, a digital initiative has been undertaken by the Govt. of India to provide the facility of Digital Academic Documents to its students in the form of National Academic Depository. The candidates who are willing to avail this facility may get themselves registered on the NAD portal by accessing the link "CREATE NAD ID". More details about the NAD can also be obtained through the link "CREATE NAD ID".

2. Once the details are entered, click "Save Personal Details" button and then enter the "Examination Details".



3. **<u>Fill Examination Details:</u>** 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

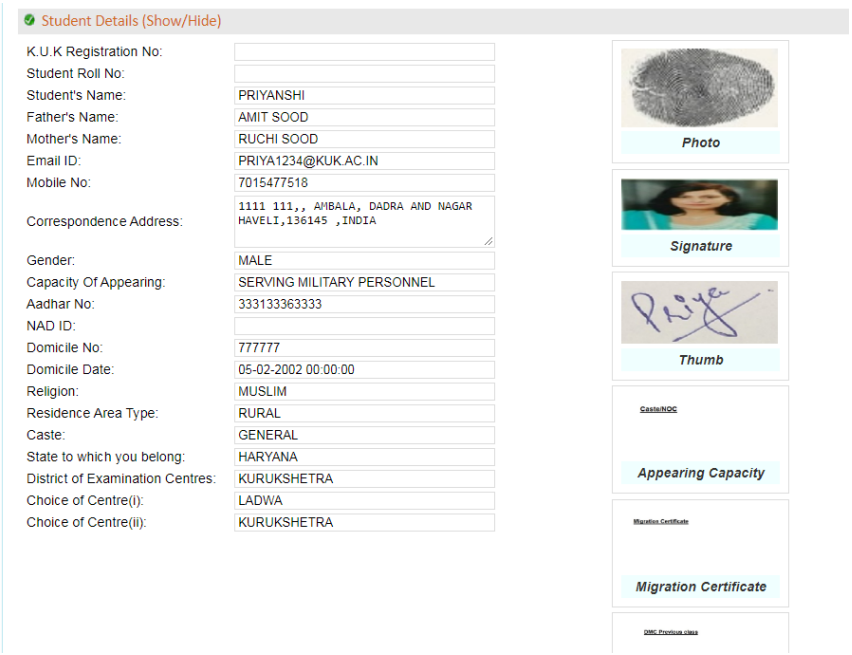
migration certificate at Sr.no. 18. Further, the original migration certificate from other university/Board shall also be attached along with the printout of the form and be submitted to the KUK.

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

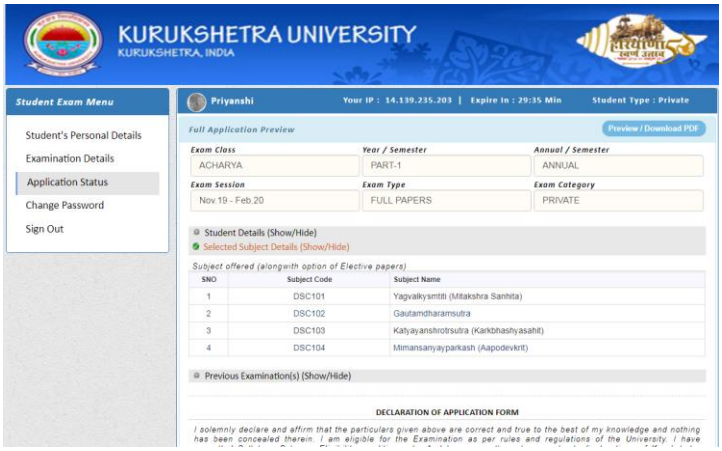
4. Preview and Submit:

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

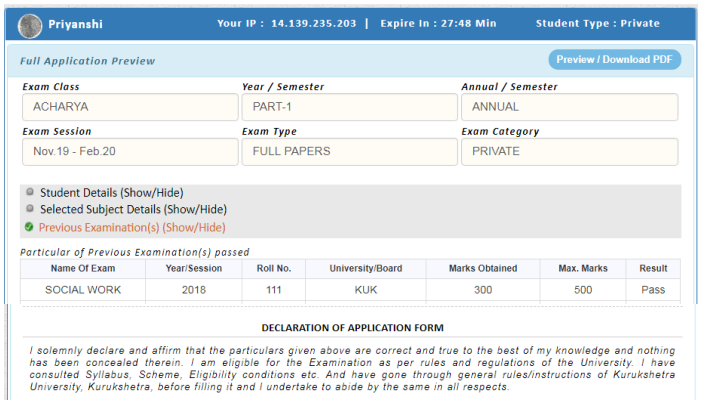
i. Student Details



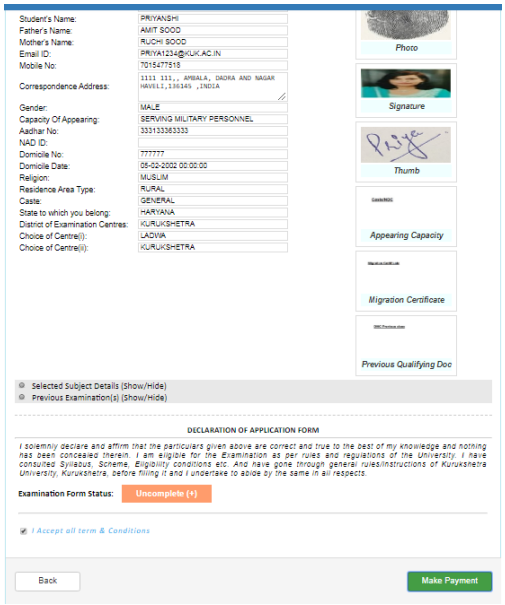
ii. Selected Subject Details.



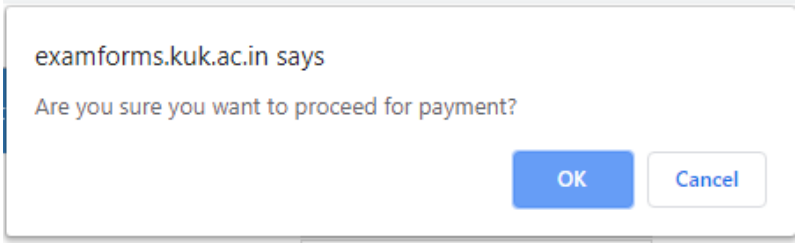
iii. Previous Examinations.



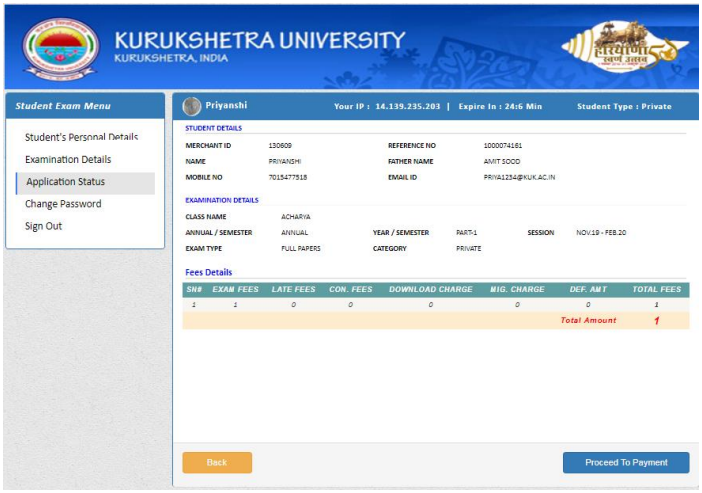
b) Accept the declaration of the application form by enabling the check box against "I accept all terms and conditions".

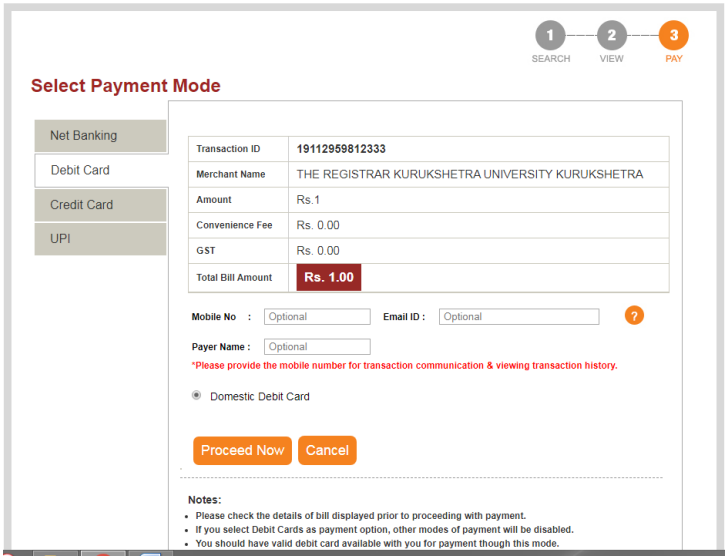


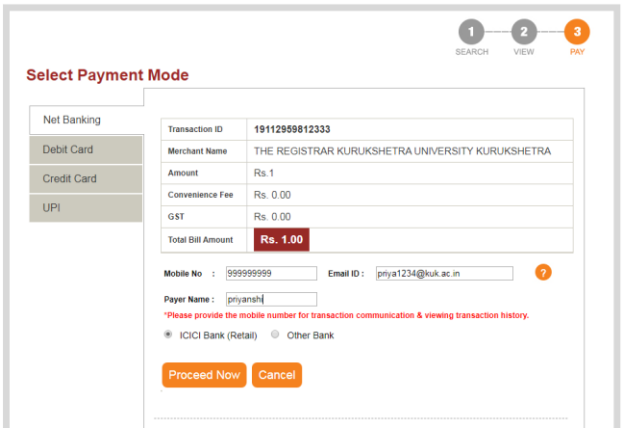
c) Click on ‘Make Payment’ button.” A dialogue box shall appear for the confirmation; click on OK to proceed for payment.

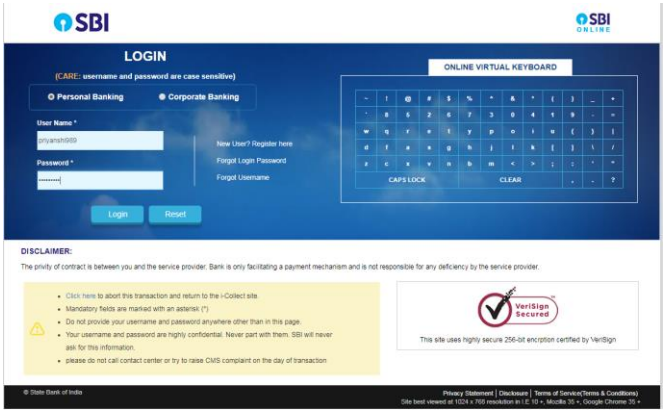


d) Candidates can make payment through Debit Card, Credit Card and Net Banking. Placed below are the snapshots describing the online payment process in case of Net Banking:



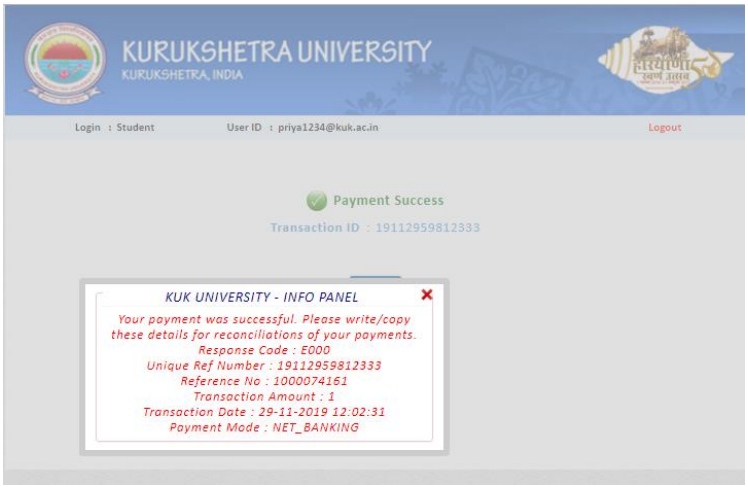




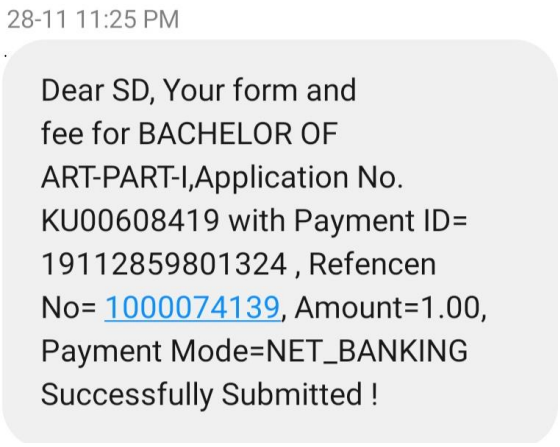


Payment Detail	
CITRUS Ref	051911056252816
Amount	1
Amount in words	One Rupees only

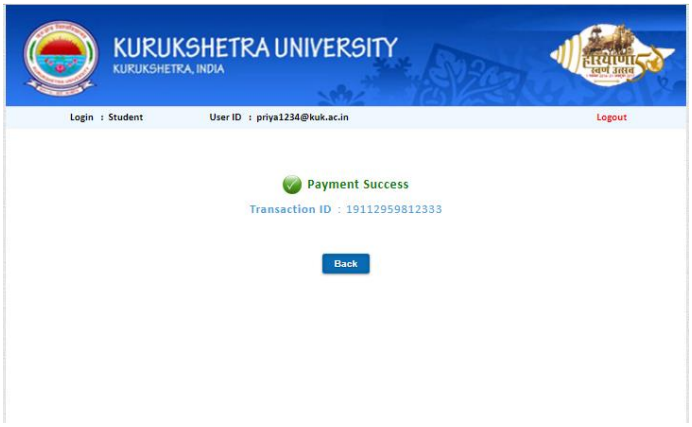
Confirm Reset



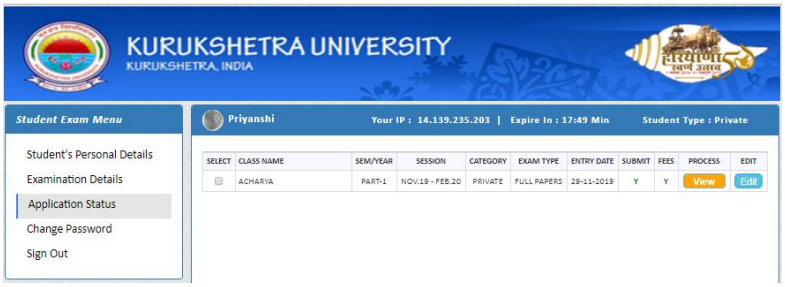
e) After the successful payment, a message shall be received on your registered mobile no.(s). along with an application no. that shall be used for all future correspondences.



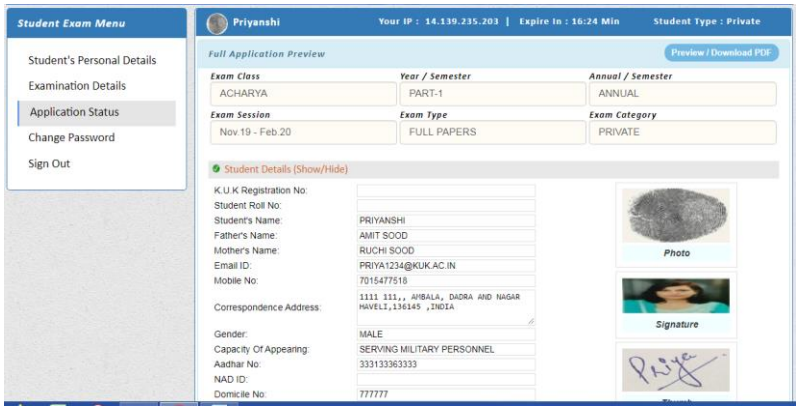
f) Click on 'Back' button.



g) Click on 'View' button. Kindly note that for all successfully submitted and paid application examination forms, the respective statuses of 'Submitted'and 'Fees' shall be 'Y'and 'Y'resp. 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.



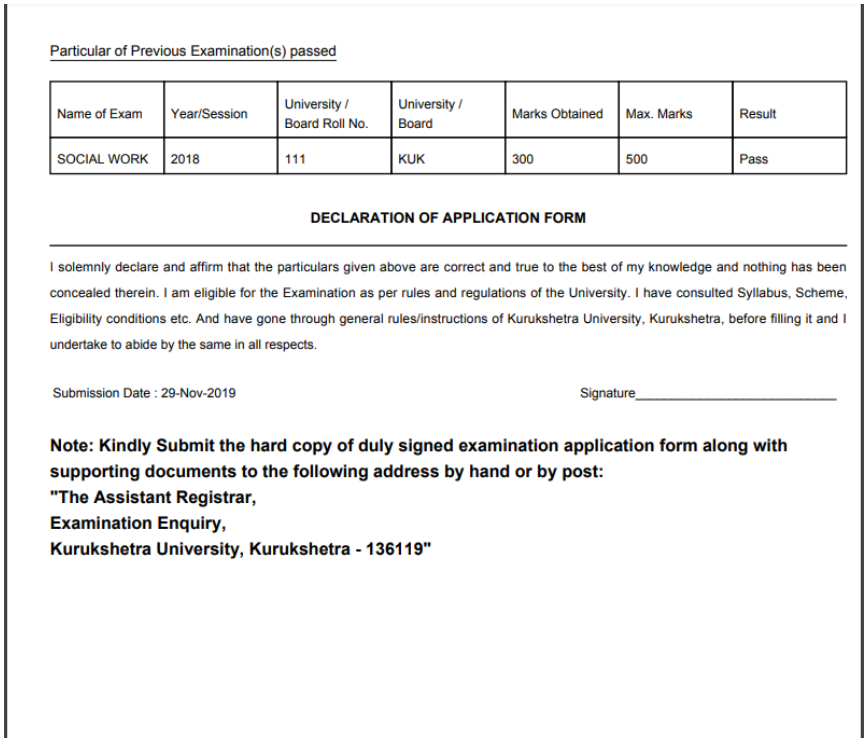
i) A PDF format of the form gets generated. Put signatures on the print out and submit the form along with the requisite documents to the Assistant Registrar (Enquiry), Examination Enquiry, Kurukshetra University, Kurukshetra.

Kurukshetra University
(Established by the State Legislature Act-XII of 1956)
(A+ Grade, NAAC Accredited)

STUDENT EXAMINATION DETAILS, SESSION - NOV.19 - FEB.20

Application No : KU00608421			
Student Type	Private		
Class Name	ACHARYA	Annual / Semester	ANNUAL
Year / Semester	PART-1	Session	Nov.19 - Feb.20
Exam Type	FULL PAPERS	Capacity For Appearing	SERVING MILITARY PERSONNEL
KU.Reg. No		Domicile No.	777777
Domicile Date	05-Feb-2002	Blind/Deaf	No
Student Name	PRIYANSHI	Father Name	AMIT SOOD
Mother Name	RUCHI SOOD	Mobile No	7015477518
Email ID	priya1234@kuk.ac.in	Gender	Male
Correspondence Address	1111 111,, ambala, Dadra and Nagar Haveli, 136145, INDIA		
Area Type	Rural	Category	general
State	Haryana	Date of Birth	01-Jan-2000
Aadhar No	333133363333	Religion	Muslim
NAD ID		District	Kurukshetra

Student Photo	Student Signature	Student Thumb



Particular of Previous Examination(s) passed

Name of Exam	Year/Session	University / Board Roll No.	University / Board	Marks Obtained	Max. Marks	Result
SOCIAL WORK	2018	111	KUK	300	500	Pass

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 : 29-Nov-2019 Signature_____

Note: Kindly Submit the hard copy of duly signed examination application form along with supporting documents to the following address by hand or by post:
"The Assistant Registrar,
Examination Enquiry,
Kurukshetra University, Kurukshetra - 136119"

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 Note:

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 below and submit the same to the Assistant Registrar (Examination Enquiry), Kurukshetra University, Kurukshetra.

Kurukshetra University Kurukshetra

Established by the State Legislature Act XII of 1956
Á+ grade, NAAC accredited"

CORRECTION FORM FOR ONLINE PRIVATE STUDENTS

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

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	Mobile No.		
12	Aadhaar No.		

13	NAD ID/Acknowledgement No.		
14	Religion		
15	Correspondence address		
16	State		
17	District		
18	City/Tehsil		
19	Pin code		
20	Alternate mobile no.		
21	Permanent address		
22	State		
23	District		
24	City/Tehsil		
25	Pincode		
26	Alternate mobile no.		
27	Photo		
28	Signature		
29	Thumb impression		
Examination Details			
3	Domicile Number and date		
4	Capacity of applying as a private candidate	Cannot be changed	
5	Session	Cannot be changed	
6	Registration No.		
8	Examination roll no.		
9	Category	Cannot be changed	
10	Annual		
11	Class		
12	Examination Type		
13	Semester/Year		
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 fee receipt of Rs. 250 as the Centre change fee as per the University rules)		
16	Deaf/Blind		
17	Previous qualification details		

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

The Assistant Registrar (Examination Enquiry),

Kurukshetra University, Kurukshetra - 136119