

Kurukshetra University, Kurukshetra

*Established by the State Legislature Act XII of 1956
A+ Grade, NAAC Accredited*

Rules for the Private Candidates of Kurukshetra University,

Kurukshetra (K.U.K)

Note:

- (i) Fee for Private candidates includes Registration and continuation fees.
- (ii) A fine of 500/- (Rupees five hundred only) shall be charged from the candidates who are Defaulter of actual examination fee by less than 20%. If the fee due is more than 20% a fine of 1000/- (One thousand only) shall be charged.
- (iii) The Examination Form shall be accepted without late fee within 25 days of publication of result or 15 days from the date of dispatch of DMC which is later.
- (iv) The candidates desirous of appearing privately under the ordinance for private candidate of Kurukshetra University, Kurukshetra in various Under-Graduate/Post Graduate examinations shall submit their examination forms complete in all respects. They shall deposit the required examination fee at any of the C.B.S. authorized branch of Punjab National Bank and shall attach original receipt thereof with the examination form
- (v) Candidates must use only Blue or Blue Black Ink for filling the examination form

IMPORTANT INSTRUCTIONS:

Only

- (i) Member of Scheduled Caste/Tribe.
 - (ii) A Woman Candidate.
 - (iii) A Permanently Physically Handicapped.
 - (iv) Serving Military Personnel.
 - (v) KUK Employee.
 - (vi) Ex-Serviceman. All belonging to the State of Haryana are eligible to appear as private candidates as fresh.
1. The candidates should read very carefully all the rules and instructions before depositing the Fees. Candidates who are appearing as fresh and are getting enrolled for the 1st time in this University shall pay the fees given in the prescribed column for fresh candidates.
 2. This fee includes the migration fees of 100/- which shall be charged from students who have not passed 10+2 examination & other qualifying exam. i.e. B.A./B.Sc./B.Com. from Haryana Education Board, Bhiwani and Kurukshetra University, Kurukshetra respectively.
 3. Penalty Fee of 1000/- per year shall be charged with a maximum of 5000/- from the candidate who submits their Migration Certificate after the declaration of the result of the class in which the candidate had appeared.
 4. Examination Fees once paid is neither refundable nor creditable to the candidates account for any subsequent examination.
 5. Candidate seeking admission in an examination on the basis of lower examination passed from other than Kurukshetra University, Kurukshetra should send the original Migration Certificate of the examination. Photocopy shall not be acceptable in any case. The Original Migration Certificate from other University/Board may also be attached with the admission/examination form.

6. Application for change of Paper and/OR centre OR any other entry in the examination/admission form after its submission, will be considered only if received one month before the commencement of Annual Examinations and 15 days in case of Supplementary Examinations along with prescribed fee of 100/- for change of subject and 250/- for change of Centre on the prescribed form available at the University Press. Until and unless the candidates get written permission for change in paper/centre he/she shall not be allowed to appear in that Paper/Centre.
7. In all correspondence including telegrams with the University Office till the receipt of Roll No.; the candidate must give his/her name and father's name, name of examination, subjects offered, examination centre and correspondence address. After the receipt of Roll No., the name of examination and the Roll No. allotted by the Kurukshetra University be quoted; without these particulars, no reply may be expected.

SUBMISSION OF MIGRATION CERTIFICATE:

- a. Last date for the submission of Migration Certificate in the University is the last date prescribed for the submission of the examination form. After that late fee of 200/- shall be charged.
 - b. Late fee for Migration Certificate shall not be charged if the admission/examination form is received with late fee of 500/- or 1000/-.
 - c. The candidate shall not be allowed to appear in the examination if he/she does not submit the Migration Certificate up to 28th February of the every year. But in exceptional cases, where the Vice-Chancellor is satisfied, the candidate can appear in the examination provided that he/she furnishes an affidavit with late fee of 400/- duly verified by the first class Magistrate that he/she is not appearing in any other examination simultaneously from any other University. But if he fails to submit the Migration certificate upto the time of declaration of his/her result; then in such case his/her candidature shall be cancelled. But even if the candidate submits the Migration Certificate within one year from the date of declaration of result with late fee of 1000/-; then his/her result can be revived.
 - d. In case the candidate submits the Migration Certificate before appearing in the Annual Examination; then he/she shall not submit the affidavit.
8. Candidates are allowed to appear according to the old syllabus only in compartment cases, in 1st supplementary examination. The candidates of all other categories like Additional/Full Subjects/Improvement shall have to appear according to the new syllabus in force for the regular students unless otherwise stated.
 9. Candidates who do not mention the Centre of Examination shall be allowed Centre as per his/her address and he/she will not claim for change of it, without fee of 250/- if otherwise eligible as per rules.
 10. If any candidate passes due to reevaluation before the date of Examination, he/she is shall not be allowed to appear in the examinations, even if he/she receives the Roll No.
 11. In case a private candidate has practical subjects – Geography/Psychology/Home Science, he/she shall submit practical attendance certificate from the Principal of recognized colleges.
 12. In case a candidate does not receive his/her Roll No., 10 days prior to the commencement of the Examination; then he/she shall contact the Deputy Registrar/Assistant Registrar of his/her concerned result branch of Kurukshetra University, Kurukshetra for this purpose.

13. **FOR IMPROVEMENT OF MARKS:**

The Candidates who have passed B.A./B.Sc./B.Com etc. (General) Examination from this University and is desirous of improving their Result/Performance shall be allowed within a period of two years after passing of final examination to appear in one or more Theory Paper(s) of the B.A./B.Sc./B.Com etc. (General) in one or two parts of I, II, III separately in the Annual Examination(s) which will be held in the month of April. Such candidates shall appear according to latest syllabi. The results for such candidates shall be declared only if they improve the result/performance and D.M.C. shall be sent by UPC/Regd. Post.

14. **FOR ADDITIONAL SUBJECT(S):**

A candidate who has passed the B.A. /B.Sc.(Hons.)/B.Sc (General)/B.Com./BCA/BIM/BTM/BBA/BHM&CT Examination from this University or M.A./M.Sc/M.Com. Examination from this University or from any other recognized University in India, may appear in any one or more additional subjects prescribed for the B.A./B.Sc. examinations subsequently except the subjects in which he/she has already passed the examination.

15. **PROPER AUTHORITIES FOR ATTESTING THE APPLICATION FORM ARE AS UNDER :**

(i)	Ex-students	By the Principal of the College last attended/Directorate of Distance Education in case of D.E. of K.U.K. (or by Gazetted Officer in case of D.D.E. only)
(ii)	Students of unrecognized college for women permitted to send up their admission/examination forms as private candidates	By the Principal of the College concerned.
(iii)	Military Personnels	By the Commanding Officer of the Unit
(iv)	Women and all other categories	By the head of the College/University Teaching Department (UTD)/ Principal of the College in the State of Haryana or by such persons as may be authorized by the Academic Council for the purpose/ Principal of Govt. Senior Secondary School

REGARDING SCHEME OF EXAMINATION AND OTHER RELEVANT RULES TO THE COURSE, PLEASE CONSULT THE UNIVERSITY CALENDAR VOLUME-II, 2003 OF KURUKSHETRA UNIVERSITY, KURUKSHETRA. THE DETAILED SYLLABI OF THE COURSE CAN BE OBTAINED FROM THE MANAGER, PRINTING AND PUBLICATIONS, UNIVERSITY PRESS, KURUKSHETRA UNIVERSITY, KURUKSHETRA ON PAYMENT OF REQUISITE CHARGES.

THE STUDENTS ARE REQUIRED TO SEND THE ADMISSION/EXAMINATION FORM TO THE CONCERNED BRANCHES AS UNDER:

S. No.	Name of the Officer	Courses
1	Dy./Asstt. Registrar, Examination Wing-I, Kurukshetra University, Kurukshetra.	B.A.-II, B.Com.-II, B.Com.-III. B.Sc.-II, BIM-II & III B.Sc.-Home Science, B.C.A.
2	Dy./Asstt. Registrar, Examination Wing-II, Kurukshetra University, Kurukshetra.	B.Ed.,B.A.-I.,B.Sc.-II, Visharada/ Gyani/ Rattan/ Prabhakar/ Shastri
3	Dy./Asstt. Registrar Examination Wing-I, Kurukshetra University, Kurukshetra.	B.A.-III, B.Sc.-III, B.B.A., C.C.A. & C.P.Ed./ Prajna/ Budhimani B.Com-I, BIM-I, B.Sc. I.T. (I,II,III)

No examination form will ordinarily be entertained after the date with late fee of 500/- and in abnormal circumstances it will be accepted with late fee of 1000/-, if appearing simultaneously in lower examination, submit form and fee for each separately.

16. **Mode of Payment:**
Fee to be paid in any CBS Branch of Panjab National Bank in India or Oriental Bank of Commerce, K.U.K. Branch or through Bank Draft, preferably drawn on State Bank of India or IPO (s) in favour of Registrar, Kurukshetra University, Kurukshetra.
The Candidate should keep the postal receipt and the Acknowledgement Number, University Receipt till he/she gets Roll No. from the University.
17. **PROVISIONAL LIST OF CENTRES FOR UG ANNUAL + SUPPLEMENTARY EXAMINATIONS**
For UG Exam. (Annual Examinations):
Panchkula, Kalka, Ambala Cantt., Ambala City, Barara (only for Girls), Saha, Naraingarh, Yamuna Nagar, Jagadhri, Radour, Sadhaura, Kurukshetra, Ladwa, Pehowa, Shahabad(M), Lohar Majra, Kaithal, Kaul, Pundri, Karnal, Panipat, Samalkha, Madlauda, Israna, Jind, Narwana, Safidon, Hisar, Mandi Adampur, Hansi, Tohana, Ratia, Mandi Dabwali, Sri Jiwan Nagar, Ellenabad, Odhan (only for Girls)
For UG Supplementary Examinations:
Panchkula, Ambala Cantt., Ambala City, Yamuna Nagar, Jagadhri, Kurukshetra, Kaithal, Karnal, Panipat, Jind, Narwana, Hisar, Hansi, Bhodian Khera (only for Girls).
18. **University reserves the right to create or abolish any examination centre(s) at any stage.**
19. Examination admission forms can be obtained from the Manager, Printing & Publishing, K.U. Kurukshetra on payment of 10/- (Ten in cash) at the counter and 20/- (Twenty) by the post and 45/- (Forty Five) if required by Regd. Post or can be downloaded from the University website (www.kuk.ac.in).
20. Private candidates of B.A./B.Sc./B.Com. etc. registered for the Academic Session 2004-OS shall have to offer the subject of Environmental Studies in the 2nd or 3rd year of Bachelor Degree Course during the Academic Session 2005-06 and 2006-07 respectively, if otherwise eligible.