KURUKSHETRA UNIVERSITY, KURUKSHETRA

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

No.: COE/Lab. /2021/1415

Date: 18/11/2021

To

The Chairperson/Director of

1. **Department of Law, KUK**

2. **Institute of law, KUK**

Subject: **Regarding Submission of the Online Examination Application Forms and Fees of odd semesters for BALLB and LLB courses for Dec. 2021 examinations.**

Sir/Madam,

It is submitted that the portal for receiving Online Examination Application Forms and Fee of even semesters for BALLB and LLB courses for Dec. 2021 examinations has been made operational as per the schedule mentioned:

Description	Opening Date (9:00am)	Closing Date (5:00 pm)	Fee
For Students for filling online examination application forms	18/11/2021	26/11/2021	With normal fee
	27/11/2021	02/12/2021	With late fee of Rs. 500

Further, it may also be noted that:

1. The portal for obtaining online examination forms and fee for 1st semester shall be made operational separately for which the schedule will be notified later.

2. The examination forms of the ex-students of 3rd, 5th, 7th and 9th semester pertaining to the courses LLB and BALLB shall be received by the university through offline mode as per past practice.

3. The portal has been made operational for obtaining online examination application forms and fee for

   ⟩ 3rd semester (Fresh + Reappear), 5th semester (Fresh only) for LLB.

   ⟩ 3rd semester (Fresh + Reappear), 5th semester (Fresh + Reappear), 7th semester (Fresh + Reappear) and 9th semester (Fresh only) for BALLB.

4. Departments/Institutes shall have to mandatorily submit a hard copy of the list of regular approved students who have filled the online examination form for odd

semester for the session Dec. 2021 in the specified format placed below at **Annexure – A** duly signed by the Chairperson/Director immediately to the Computer Lab. as and when the work of the online filling of the forms get completed for a class; after which Departments/Institutes shall be able to generate and download forms 176, 177 and 178 available on their portal.

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Annexure-A

List of the Approved Students

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1. **Name of the Department/Institute** :
2. **Name of the Course** :
3. **Examination Type(Fresh/Reappear)** :
4. **Semester** :
5. **Examination to be held in** :
6. **Total number of approved students** :
7. **Total fees paid** :

S. No.	College Roll No	Student's Name	Father's Name	Regn. No	Mobile No	Email Address

Declaration: It is certified that the requisite examination fee of all the aforementioned fresh and reappear students has been timely deposited in the university account by the Department/Institute in accordance with the online schedule of submission of examination forms.

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(Seal and Signature)
Head of the Department/Institute

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6. The last date of submission of system generated reports 176, 177 and 178 for the Department/Institutes at the university enquiry counter shall be within 3 days from the date of the closing of the portal.

7. All the Department/Institutes may ensure that the online examination application forms are being filled up in their respective Computer Lab. (s) to avoid any type of discrepancy while filling the forms. The Department/Institutes must also ensure that no eligible student be deprived of from filling the online examination form.

8. Department/Institutes are free to change the wrongly opted subjects of the students at their own end through the link **STUDENT>Student Exam Subject Updation** before submission of the examination fee free of cost. Further, after the submission of form and fee by the Department/Institutes, the subjects can be changed by paying the subject change fee of Rs. 500 per subject.

9. The Department/Institutes have also been provided with a facility to promote their students (whose previous examination forms already exist in the online system) to successive semesters. The Department/Institutes shall ensure proper and timely coordination with their students so as to fix the responsibility of filling the online examination form on the part of Department/Institute OR Student. In case a Department/Institute decides to promote their students through College Panel, then the decision of promoting the students by Department/Institutes may be clearly communicated to their students in order to avoid any ambiguity. Department/Institutes may promote their students by following the below mentioned steps:

    i. Go to '**Students**' tab and click on'**Promote Student**'.

    ii. Enter details like Exam System, Class name, Semester/Part, Exam Type and Exam Session and click on '**Find**' button. A list of eligible students whose previous examination forms already exists in the online system will be displayed.

    (**Note:** In case, the form of any student does not exist in the Online System; then, such students may be asked to register themselves and fill their online examination forms through student panel for the current semester.)

    iii. Click on Promote link and enter Semester/Year, Examination Type, Subjects and details about last qualifying examination and save.

    iv. Go to Application Status to Preview and Submit.
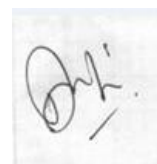
    v. Submit fee.

General Instructions for the Students for filling the Online Examination Application Form

1. Those students who are applying for online examination forms for the very first time in any of the semester/year must have a valid e-mail ID and unique mobile number for exam registration. Such students shall have to register and fill their forms online and also upload the photographs, signature and thumb impression on the University Examination Portal.

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

3. Steps for filling the examination form.
   i)   Click on www.kuk.ac.in> Online Exam /Re-evaluation >Online Examination Form> Exam Registration (for this valid email id and unique mobile number is required)
   ii) After having a successful registration, go to Student Login by using the user id (which is your email id) and password that has been sent to your mobile number.
   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 of the filled online form (.pdf) in the concerned College/Institute.

4. 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 the online submission of examination form and fee for 1st semester/year.

5. While filling the online forms for successive semester/year or reappear, the students shall make use of **same login ID/email id** as used in pervious semester/year. Change of email id may lead to different Roll Numbers in different semesters of the same student thereby leading to numerous discrepancies in Roll Numbers.

6. The students are advised to retain the same email ID and mobile number throughout the session or course as all important correspondence shall be done using the same email ID and mobile number.

7. If a student forgets his/her email ID and password; then follow these steps to recover the same: **Go to Student Login --> Click on Forgot UserID / Password**. The email Id and password will be sent to his/her registered mobile number.

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

9. After final submission of the Examination Form, the Regular (Fresh/Reappear) Students shall take the print out of the form and submit to the concerned Department/Institute.

10. For any changes/ambiguities after final submission of examination form, the regular students may contact their concerned Department/Institute who will resolve themselves or get them resolved by the university.

11. The students shall carefully select the subjects while filling the examination subject details in the online examination form. After final submission of the forms and fee by Department/Institutes, the subject change fee of Rs. 500 per subject as a penalty will be charged in order to correct the wrongly opted subjects.

12. No two students shall register by using same mobile number.

13. No single student shall register himself/herself from different email id(s).

14. Students applying for the current semester (Fresh and Reappear) examinations shall use the same email id and mobile number as used in previous semester examinations. In case, the email id has been forgotten, the same can be retrieved by clicking on **Go to Student Login --> Click on Forgot UserID / Password**. The email Id and password will be sent to his/her registered mobile number. Even Colleges/Institutes can provide the user id to their students by visiting the **Dashboard** on their panel.

15. In case, a student forgets his email id or mobile number, the same may be retrieved either by himself or by contacting their Department/Institute.

16. In case a student wants to change his/her mobile number; he/she may contact the concerned Department/Institute and the Department/Institute will change the mobile number through **"Update Students Profile"**link.

17. The pre-examinations activities in terms of Admit Cards, Signature Charts, Confidential pastings shall be undertaken by the Department/Institutes themselves.

18. The Colleges/Institutes have been facilitated with a provision for resetting the passwords of the students by using Students -> Reset All Profile Password tab.

Important Note: Dates for filling the online examination application forms will not be extended in any case.

Looking forward for your valuable cooperation.

System Analyst/ Programmer
for Controller of Examinations-II