



Kurukshetra University, Kurukshetra

(Established by the State Legislature Act-XII of 1956)

(A+ Grade, NAAC Accredited)

No.: COE/Lab. /2022/1740

Date: 21/04/2022

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 even semesters for BALLB, LLB courses for May - June 2022 examinations.

Sir/Madam,

It is submitted that the portal for receiving Online Examination Application Forms and Fee of even semesters for BALLB, LLB courses for May-June 2022 examinations has been made operational as per the schedule mentioned:

Table-1

Description	Opening Date (9:00 am)	Closing Date (5:00 pm)	Fee
For Students for filling online examination application forms	22/04/2022	27/04/2022	With normal fee
	29/04/2022	04/05/2022	With late fee of Rs. 500
	06/05/2022	7/05/2022	With late fee of Rs. 1000
For Colleges/Institutes for payment of online examination fee through portal	22/04/2022	28/04/2022	With normal fee
	29/04/2022	05/05/2022	With late fee of Rs. 500
	06/05/2022	07/05/2022	With late fee of Rs. 1000

Further, it may be noted that:

1. The online examination portal (<https://examforms.kuk.ac.in/KukHome/Index.aspx>) has been made operational for obtaining online examination forms and fee for 4th, 6th, 8th and 10th semester (Full papers/ Reappear/ Improvement/ Additional) of BALLB and LLB.

2. The online examination portal for 2nd semester (Reappear/Improvement/Additional) shall be made operational separately for which the schedule will be notified later. Further, the examination forms for 2nd semester Full papers shall be received through the IUMS portal later.
3. Earlier the passed out students (Ex-Students) who wished to appear in Reappear/Improvement/Additional categories were being dealt by the university directly. **Now, all the passed out students including the Special Mercy Chance Students (Reappear/Improvement/Additional of semester system only) shall be routed to the university via their respective last attended college/department/institute of the said course. (Detailed notification enclosed).** Therefore, it shall be the responsibility of the concerned Department/Institute to incorporate their all passed out students and submit the examination forms and fee through the Online Examination Portal.
4. All such students (Regular/Ex-students/Mercy Chance Students of semester system only) shall now apply through the online mode and submit their Online Examination Forms with an initial fee as visible on the Examination Portal to their respective last attended Departments/Institute through the Online Examination Portal. After checking the eligibility of the students, the deficit/ balance fee, if any, shall be updated/ raised by the university and shall be displayed in the Students' login as well as in the department Login.
5. After the generation of the Deficit/Balance fee by the university, it shall be the duty of the concerned Department to collect the Deficit/Balance fee from the concerned student and pay the same to the university through the Online Examination Portal. **Please note that the Deficit/ Balance Fee shall be received by the university through the online mode through the portal only. Therefore, all the above departments are requested to timely make the arrangements of the Net Banking Kits to avoid the 11th hour chaos.**
6. Please note that the Admit Cards-cum-Roll Numbers of such students will not be issued whose Deficit/Balance fee has been generated by the university and is unpaid by the concerned department.

7. The Deficit/Balance fee (as generated by the university) shall be paid by the respective departments through the Online Examination Portal only to the University. After realizing the complete Examination Fee by the university, the Admit cards-cum-Roll Numbers shall be made available in the **Generate NOC section** of the College Login. After the issuance of NOC by the concerned department, the Admit Cards-cum-Roll Numbers will be made available in the Students' as well as the College Login.

Please note: NO other mode of the payment of the Deficit/Balance Fee (except through the Online Examination Portal) shall be entertained by the university in any case. Therefore, all the above departments are requested to timely make the arrangements of the Net Banking Kits to avoid the 11th hour chaos.

8. The departments shall be able to pay the Deficit/Balance fee through the link **Exam Fees --> Submit Deficit Fees.**

9. Departments/Institutes shall have to mandatorily submit a hard copy of the list of Full papers/ Reappear/ Improvement/ Additional approved students who have filled the online examination form for even semesters for the session May-June 2022 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 which is available on their portal.

Please note that the list of the approved Students in the specified format (Annexure-A) shall be received by the Computer Lab., schedule wise as mentioned in the Table-1 above.

Furthermore, the hard copy/.pdf of the online examination forms as submitted by the students to their respective departments/institutes along with the FEE RECEIPT of the examination fee shall be mandatorily submitted by the department/institutes to the Result Branches schedule wise as mentioned in the Table-1 above.

Annexure-A

List of the Approved Students

1. Name of the Department/Institute :
2. Name of the Course :
3. Semester :
4. Examination to be held in :
5. Total number of approved students :
6. Total fees paid :

S. No.	College Roll No	Student's Name	Father's Name	Regn. No	Examination Type (Full papers /Reappear /Improvement /Additional)	Examination Fee amount	OBC scroll no./Transaction ID/DD no.	Date of fee payment

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

(Seal and Signature)
Head of the Department/Institute

10. All the Departments/Institutes must 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 Colleges must also ensure that no eligible student be deprived of from filling the online examination form.
11. Departments/Institutes are free to change the wrongly opted subjects of the students at their own end through the link **STUDENT --> Student Exam Subject Updation**.
12. The Departments/Institutes have been facilitated with a provision for resetting the passwords of the students by using **Students --> Reset All Profile Password** tab.
13. If a student wishes to change his/her then the mobile number of the students can be changed by the Department using **Update Students Profile link**.

14. All the pre-examinations activities in terms of Admit Cards, Signature Charts and Confidential pastings shall be undertaken by the Departments/Institutes themselves.

15. Department/Institutes shall not entertain any ex-student belonging to the closed/disaffiliated colleges.

16. The Departments/Institutes have also been provided with a facility to promote their regular full paper students (whose previous examination forms already exist in the online system) to successive semesters. The Departments 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 OR Student. In case Departments/Institutes decides to promote their students through its Panel, then the decision of promoting the students by departments may be clearly communicated to their students in order to avoid any ambiguity. Departments/Institutes may promote their students by following the below mentioned steps:

- i. Go to '**Students**' tab and click on '**Promote Student**'.
- ii. Enter the input details 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)

Exam System	SEMESTER	Class Name	B.A. (Mass Communicati	Semester/Part	SEMESTER-1	Clear			
Exam Type	FULL PAPERS	Exam Session	Nov-Dec 2018	Entry Date	Select.	Select.	Find		
SN#	Student Name	Father Name	Email Id	Mobile No	DOB	Entry Date	State	City	Promote
1	HIMENDER	HARI PARKASH	yadavhimender@gmail.com	8168009537	25-06-1998	29-08-2018	Haryana	PANIPAT	
2	NEELSH MISHRA	BIDYA BHUSHAN MISHRA	neeshmishra417@gmail.com	9729783408	10-05-1998	29-08-2018	Haryana	PANIPAT	
3	NEERAJ GIRI	ANIL GIRI	neerajgiri20000@gmail.com	9812823829	22-07-2000	29-08-2018	Haryana	SAMALKHA	

- iii. Click on Promote link and enter Semester/Year, Examination Type, Subjects and details about last qualifying examination and save.
- iv. Go to the 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 the online examination forms for the very first time in any of the semester must have an e-mail ID and a 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 (Regular Students) > REGULAR STUDENTS (for this email id and 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 and Save.
 - iv) Fill Examination Details and Save.
 - v) Go to Application Status, Preview the form and Submit. The form will now get finally submitted. **(Please note that the online examination form shall get finally submitted only after following the Step v.)**
 - 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.
4. The students are advised to fill their online examination forms using the **same login ID/email id** as used in previous semester/year in a same class and college.
Please note: Change of email id in the same class and college may lead to different Roll Numbers in different semesters of the same student thereby leading to numerous discrepancies in Roll Numbers as well as Result compilation.
5. The students shall carefully select the College, Class and Examination Type while filling the Online Examination Form. The form submitted in wrong college may lead to non-payment of the examination fee by the said (wrong) college; thereby leading to the non-issuance of the Admit Cards-cum-Roll Numbers.
6. After the submission of one examination form in a particular class and college, if the student wishes to fill more than one examination form in Reappear/Improvement/Additional categories, then by clicking on **Exam Form +/- Click for More Examination Form**, the student shall be able to successfully submit his more than one examination form in various categories through same email id and in the same class and college.
7. The students will fill **their own mobile number and email id only** (and not someone else's) while doing the registration and filling the online examination form as all important correspondence/messages shall be sent on the registered 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 Student Login --> Click on Forgot UserID / Password**. The email Id and password will be sent to his/her registered mobile number.

Forget Password
* All fields are mandatory

Date Of Birth*: 01-Jan-2000

Mobile Number*: 9999999999

Process

Sr. No.	Student's ID	Student's Name	Father's Name	Email Id	Class Name	Semester/Year	College Name	Reset Password
1	514219	KYRA	KKK	kyra@gmail.com				Change Password
2	514221	KYRA	KKK	skkk@gmail.com	B.A. (Mass Communication)	SEMESTER-1	Test college	Change Password
3	514221	KYRA	KKK	skkk@gmail.com	B.A. (Mass Communication)	SEMESTER-3	Test college	Change Password
4	514221	KYRA	KKK	skkk@gmail.com	B.A. (Mass Communication)	SEMESTER-1	Test college	Change Password

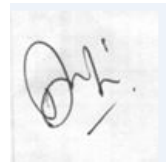
Even Colleges can also provide the user id/mobile number to their students by visiting the **Dashboard** on their panel.

- Details of examination fees for all the courses are available at university's website (www.kuk.ac.in)
- The Examination fees and Deficit/Balance Fee (if any) for all the students who have filled their online examination forms in Full Papers/Reappear/Improvement/Additional shall be paid through their concerned College/Institute through the online examination portal.
Please note: The Deficit/Balance Fee of the students shall be accepted by the university through the Online Examination Portal only by the respective Colleges/ Departments/Institutes. The students shall not pay their deficit/balance fee directly to the university through any other mode except through their last attended college/department/institute via the Online Examination Portal.
- The students shall receive the message on their registered mobile numbers immediately after the generation of the Balance/Deficit Fee by the university. The updated Deficit/Balance Fee shall also be reflected in the Application Status in the students' login. Upon the updation of the Deficit/Balance Fee, the concerned students shall deposit his/her Deficit/Balance fee to the concerned College. This Deficit/Balance fee as received by the College; then shall be paid to the university through the Online Examination Portal.
- The students who have applied their online examination forms shall regularly check the Application Status through their logins for the status of the Deficit/Balance fee (if any) as raised by the university.
- After final submission of the Examination Form, the Students shall take the print out of the form and submit the same to the concerned College.

14. For any changes/ambiguities after final submission of examination form, all the students will contact their concerned College who will resolve themselves or get them resolved by the university.
15. 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 Colleges, the subject change fee of Rs. 100 per subject as a penalty will be charged in order to correct the wrongly opted subjects.

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

Looking forward for your valuable cooperation.



**System Analyst/ Programmer
for Controller of Examinations-II**