



Kurukshetra University, Kurukshetra

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

(A+ Grade, NAAC Accredited)

No.: COE/Lab. /2020/708A

Date: 31/05/2020

Subject: Regarding Submission of Online Examination Application Forms and Fee for the B.Ed. -Part I(Reappear only) for the examinations to be held in July 2020.

It is submitted that the portal for receiving Online Examination Forms of **B.Ed. - Part I (Reappear only) to be held in July 2020** will be operational as per the schedule mentioned below for the students whose result was declared on 26/05/2020 (for the reappear examinations held in Nov/Dec. 2019).

In this regard, the students may also be directed to resolve issues (if, any) related to their DMC (s) viz: RLA, RL (Regn.) etc. from the University timely so as to enable them to fill the online form as per the below mentioned schedule.

<u>Opening and Closing Dates for Submission of Online Examination Forms and Fee through examination portal</u>	
For Students(for filling online examination forms)	For Colleges/Institutes(for making online payments)
01/06/2020 - 10/06/2020 (without late fees)	01/06/2020 - 11/06/2020 (without late fees)
12/06/2020 - 15/06/2020 (with late fees of Rs. 500)	12/06/2020 - 16/06/2020 (with late fees of Rs. 500)

It is also worthwhile to mention here that the Colleges/Institutes are free to make the requisite fee payments in small lots at any time as and when they receive sufficient number of forms from the students. This early action will avoid unnecessary traffic congestion resulting in payment failure during the last dates.

The system generated reports of form 176, 177 and 178 shall be submitted by the respective colleges/institutes to the examination enquiry counter of Kurukshetra University, Kurukshetra by 19/06/2020.

The Colleges/Institutes must also ensure that no eligible student be deprived of from filling the examination form.

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 fill their forms online and also upload the photographs, signature and thumb impression on the University Examination Portal.
2. Before filling 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) www.kuk.ac.in> Online Exam Forms > 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 the mobile number of the student.
 - 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 in 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.
 5. The students shall have to fill separate examination form for every semester/year of same class with same login ID and password.
 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. The fees for the Regular (Fresh/Reappear) Students shall be paid through their concerned College/Institute through the online portal.
 10. 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 College/Institute.
 11. For any changes after final submission of examination form, the regular students may contact their concerned College/Institute.
 12. The students shall carefully select the subjects while filling the examination subject details in the online examination form. After submission of form and fee by the College/Institute, a subject change fee of Rs. 100 per subject will be charged in order to correct the wrongly opted subjects. Colleges have been facilitated to change the subjects at their own end by accessing the tab 'Student Exam Subject Updation'; therefore, no request for subject change may be sent to the university.
10. No two students shall register by using same mobile number.
 11. No single student shall register himself/herself from different email id(s).
 12. Students applying for B.Ed. – Part I (Reappear) Examination shall use the same email id and mobile number as used in B.Ed. - Part I (Fresh& Reappear) Examinations held in July 2019 and Nov./Dec. 2019 respectively.
 13. Any ambiguity shall be reported by the student to the concerned College/Institute who will resolve or get it resolved either by them or by the university.
 14. In case, a student forgets his email id or mobile number, the same may be retrieved either by himself or by contacting their College/Institute.

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

16. The Ex-students will apply offline as per past practice.

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