Kurukshetra University, Kurukshetra

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

Date: 17/05/2019

Subject: Regarding availability of Admit Cards-cum-Roll Numbers, Signature Charts and Confidential Pasting on the College/Institute's and Students' portal in view of the Online Submission of Examination Application Forms and Fee for B.Ed Part-I (Fresh + Reappear) and B.Ed Part-II (Fresh only) examinations to be held in June 2019.

In furtherance to the instructions regarding Online Submission of Examination Application Forms and Fee of **B.Ed Part-I (Fresh + Reappear) and B.Ed Part-II (Fresh only) examinations to be held in June 2019.** In this regard, it is submitted that the Roll no.- cum-Admit Cards, Signature Charts and Confidential Pastings will be made available on the respective Portals of Colleges/Institutes **w.e.f. 23/05/2019.**

It may kindly be noted that:

1. All the education colleges who have not submitted the No Dues Certificate to the University shall submit their No Dues Certificate to the office of the Computer Lab., Examination Wing-II, KUK by 21/05/2019 positively.
2. All the Education Colleges who have not submitted the requisite eligibility documents viz: Migration Certificate, DMC (s) etc. of their respective students shall submit the same to the Registration Branch, KUK by 21/05/2019 positively otherwise Admit Card-cum-Roll Numbers will not be issued to such students. It is pertinent to mention here that Admit Cards would be issued only to the eligible students.

It may be treated as most urgent and conformed immediately to avoid any chaotic situation for students, colleges and university as examinations are commencing from 01/06/2019.

Steps for issuance of NOC and Roll no. cum Admit cards and other important instructions:

1. Go to www.kuk.ac.in and click on Online Exam Forms.
2. Click on College Login and Login with the user ID and password.
3. Go to Exam Fees -> Generate NOC.
4. Select "Issue" radio button for eligible students and "Hold" button for ineligible students and Click on the button "**Generate NOC**".

5. This will generate the Admit Cards for eligible students and students will get informed about the NOC status through SMS and they can directly take the print out of the Admit Card from their respective student login Id(s).

6. In case, the Colleges/Institutes hold the NOC and admit card of any ineligible student, then a SMS will be sent to such students and they may contact their concerned Colleges/Institutes for clearing the NOC. After the clearance of NOC, student will be able to download the admit cards from his/her respective student login.

7. Colleges/Institutes may also view/print the Admit Card by clicking on Reportings>Student Admit Card. It is recommended that Colleges/Institutes may download the admit cards and signature charts of 50 students in one instance by specifying the Range of the University Roll Numbers. This action would also avoid any network congestion. Further, the specific range of University assigned roll no.(s) may be obtained from either
   a) Exam Fees > Generate NOC Section.
   OR
   b) Reportings > Class Wise Report .

8. Colleges/Institutes who have been made Examinations Centres may obtain signature chart and confidential pastings from their respective Logins under '**Reportings**' tab.

9. In case, there is a mismatch of roll no. of any student with already assigned roll no. in B.Ed Part-I July 2018; such cases may be reported by the Colleges/Institutes to the University for the correction of the Roll No.

10. All the requests in context of subject change (if any) of students may be reported to the **Computer Lab., Examination Wing-II, KUK** along with a fee of Rs.100 per subject per student at the earliest possible otherwise the updated information will not get reflected in Admit Cards, Signature Charts and Confidential Pastings. Furthermore, additional penalty fee of Rs. 100 (i.e. Total Rs. 200) per subject per student will be charged in case requests for subject change are received after the completion of examinations.