



# Kurukshetra University, Kurukshetra

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

(A+ Grade, NAAC Accredited)

No.: COE/Lab/2019/309

Date: 26/11/19

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

This is in furtherance to the instructions regarding Online Submission of Examination Application Forms and Fee. In this regard, it is submitted that the Roll no. cum Admit Cards, Signature Charts and Confidential Pasting have been made available on the respective Portals of Colleges/Departments/Institutes w.e.f. 26/11/2019.

**Steps for issuance of NOC and Roll no. cum Admit cards:**

1. Go to [www.kuk.ac.in](http://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 for the session Nov. 19- Feb. 20.
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/Departments/Institutes holds the NOC and admit card of any ineligible student i.e. then a SMS will be sent to such students and they may contact their concerned Colleges/Departments/Institutes for clearing the NOC and obtaining the Admit Card through college's or student's portal .
7. Colleges/Departments/Institutes may also view/print the Admit Card by clicking on Reportings>Student Admit Card. It is recommended that Colleges/Departments/Institutes may download the admit cards and signature charts of 50 students in one instance in order to avoid any network congestion. For this, the specific range of University assigned roll no.(s) may be obtained from either

**a) Reportings > Admit Card Status Class Wise.**

**OR**

**b) Reportings > Class Wise Report.**

8. Colleges/Departments/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 previous examinations held in June 2019; such cases may be reported by the

Colleges/Departments/Institutes to the University for the correction of the Roll No. well in time through email in the below placed prescribed performa in order to avoid 11<sup>th</sup> hour chaos.

To

The Programmer/System Analyst,  
Computer Lab., Examination Computer Lab.,  
Kurukshetra University, Kurukshetra.

**Subject: Regarding providing information in context of correcting the roll no. for already registered students.**

R/Sir/Madam,

Please find below the particulars of the students in reference to the subject cited above:

**Name of the College:**

Sr. No.	Class	Semester/Yr.	College Roll no.	Examination Type (Fresh/ Reappear)	Name of the Student	Father's Name	Wrong Roll no.	Correct Roll no.

Thanking You.

**Principal/Director/Chairperson  
(Signature and seal)**

10. The University in its endeavor to facilitate its students; shall provide date-sheet on the Admit Card of the students also. Though utmost care has been taken to incorporate the correct dates of examinations on the admit card; however, the Colleges/Institutes/Departments and students as well are requested to cross check the dates of examinations from the date-sheet available on the University website [www.kuk.ac.in](http://www.kuk.ac.in). In case of any variation of dates, the dates present on the date-sheet available on the university website shall be considered final and the ambiguity may immediately be reported to the Computer Lab., Examination Wing-II, K.U.K via emails so that it can be rectified timely. In such case, Colleges/Departments/Institutes shall again verify the dates at their own level before re-issuing the NOC and admit cards to the students.

11. Colleges/Departments/Institutes are requested to update the registration no. of their students in case, the said field is left blank in order to avoid the discrepancies in the result declarations.

**Note: Steps for updating the Student's particulars**

Go to Students -> Update Student Profile after login through respective college ID (s).

12. The Colleges/Departments/Institutes have also been facilitated with the utility of subject change at their own end till 15/12/2019 by following the below mentioned steps:

- a. Go to Students>Student Exam Subject Updation.
- b. Enter the email ID and other examination input data of the student whose subject need to be changed.

**KURUKSHETRA UNIVERSITY**  
KURUKSHETRA, INDIA

HOME DASHBOARD STUDENTS EXAM FEES REPORTINGS ADMINISTRATION SIGN OUT

Principal's Name: Mohinder Singh Mobile No: 9466427559 Login: mohindertanwar@kuk.ac.in College Code: 1532 Name: R.K.S.D. (P.G.) College

Subject Update List Payment Fees ₹ 0

Student Email ID: sonu15081398@gmail.com Exam Class Name: Bachelor of Arts(B.A.) Exam Semester: SEMESTER-05

Exam Type: FULL PAPERS Exam Session: Nov 19 - Feb 20 Show Subjects Reset

Max Number Subjects: 4 Total Compulsory Subjects: 1 Total Elective Subjects: 2 Total Fixed Subjects: 1

SN#	Code	Subject Name	Subject Type	Select
1	EN25	ENGLISH	FIXED	<input type="checkbox"/>
2	HI25	HINDI COMP.	COMPULSORY	<input checked="" type="checkbox"/>
3	HR25 (II)	RISE OF MODERN WORLD	ELECTIVE	<input checked="" type="checkbox"/>
4	PS25 (I)	COMPARATIVE POLITICS	ELECTIVE	<input checked="" type="checkbox"/>
5	AA25	COMMERCIAL ART	ELECTIVE	<input type="checkbox"/>
6	AE25	ADDITIONAL ENGLISH	ELECTIVE	<input type="checkbox"/>
7	AH25	ANCIENT HISTORY & ARCH	ELECTIVE	<input type="checkbox"/>
8	AR25	FINE ARTS	ELECTIVE	<input type="checkbox"/>
9	AS25	AGRO SERVICE	ELECTIVE	<input type="checkbox"/>
10	CS25	COMPUTER SCIENCE	ELECTIVE	<input type="checkbox"/>
11	EC25 (I)	INDIAN ECONOMY	ELECTIVE	<input type="checkbox"/>
12	EC25 (II)	INTERNATIONAL ECONOMICS	ELECTIVE	<input type="checkbox"/>
13	EC25 (III)	ECONOMICS OF DEVELOPMENT	ELECTIVE	<input type="checkbox"/>

c. Change the subject by enabling (that will add the correct subject) /disabling (that will delete the wrongly opted subject) the corresponding check boxes whichever is applicable.

d. Make payment.

Exam Fee: FULL PAPERS Exam Session: Nov 19 - Feb 20 Show Subjects Reset

Max Number Subjects: 4 Total Compulsory Subjects: 1 Total Elective Subjects: 2 Total Fixed Subjects: 1

SN#	Code	Subject Name	Subject Type	Select
1	EN25	ENGLISH	FIXED	<input type="checkbox"/>
2	HI25	HINDI COMP.	COMPULSORY	<input checked="" type="checkbox"/>
3	HR25 (II)	RISE OF MODERN WORLD	ELECTIVE	<input checked="" type="checkbox"/>
4	PS25 (I)	COMPARATIVE POLITICS	ELECTIVE	<input checked="" type="checkbox"/>
5	AA25	COMMERCIAL ART	ELECTIVE	<input type="checkbox"/>
6	AE25	ADDITIONAL ENGLISH	ELECTIVE	<input type="checkbox"/>
7	AH25	ANCIENT HISTORY & ARCH	ELECTIVE	<input type="checkbox"/>
8	AR25	FINE ARTS	ELECTIVE	<input type="checkbox"/>
9	AS25	AGRO SERVICE	ELECTIVE	<input type="checkbox"/>
10	CS25	COMPUTER SCIENCE	ELECTIVE	<input type="checkbox"/>
11	EC25 (I)	INDIAN ECONOMY	ELECTIVE	<input type="checkbox"/>
12	EC25 (II)	INTERNATIONAL ECONOMICS	ELECTIVE	<input type="checkbox"/>
13	EC25 (III)	ECONOMICS OF DEVELOPMENT	ELECTIVE	<input type="checkbox"/>
14	EN25	HINDI ELECTIVE	ELECTIVE	<input type="checkbox"/>
15	EP25	PUNJABI ELECTIVE	ELECTIVE	<input type="checkbox"/>
16	ER25	EARLY CHILDHOOD CARE & B&EDU	ELECTIVE	<input type="checkbox"/>
17	ES25	SANSKRIT ELECTIVE	ELECTIVE	<input type="checkbox"/>
18	EU25	URDU ELECTIVE	ELECTIVE	<input type="checkbox"/>
19	FQ25	FASHION DESIGNING	ELECTIVE	<input type="checkbox"/>

Print Receipt Make Payment

**KURUKSHETRA UNIVERSITY**  
KURUKSHETRA, INDIA

Payment Success

Transaction ID: 1911068309806

**KUK UNIVERSITY - INFO PANEL**

Your payment was successful. Please write/scan these details for reconciliation of your payments.

Response Code: 1000

Unique Ref Number: 1911068309806

Reference No: 1000070896

Transaction Amount: 1

Transaction Date: 19-11-2019 11:39:08

Payment Mode: NET\_BANKING

e. Obtain the receipt for future reference by clicking on print button.

**KURUKSHETRA UNIVERSITY**  
KURUKSHETRA, INDIA

HOME DASHBOARD STUDENTS EXAM FEES REPORTINGS ADMINISTRATION SIGN OUT

Principal's Name: Mohinder Singh Mobile No: 9466427559 Login: mohindertanwar@kuk.ac.in College Code: 1532 Name: R.K.S.D. (P.G.) College

Student Subject Change Fee Payment

TRANSACTION ID: 1911068309806

REFERENCE NUMBER: 1000070896

STUDENT NAME: SONU RAM

TOTAL PAYMENT AMOUNT: 1

AMOUNT IN WORD: - INVALID INPUT

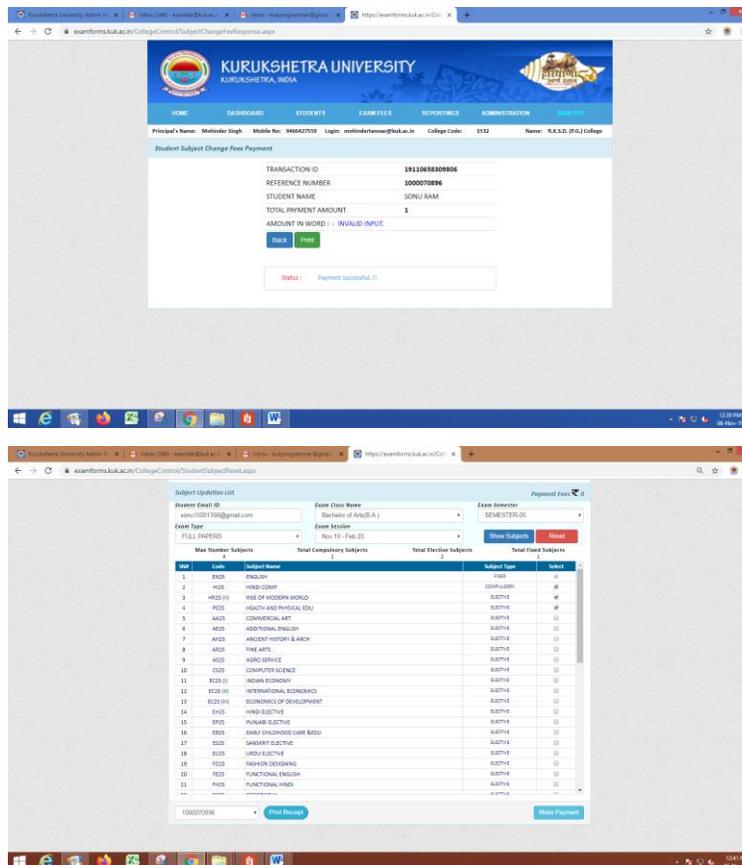
Print Print

Status: Payment successful!!

**Kurukshetra University Kurukshetra**  
Receipt For Subject Change

STUDENT NAME	SONU RAM		
FATHER NAME:	RAMESH KUMAR		
NAME OF THE COLLEGE:	R.K.S.D. (PG.) COLLEGE		
CLASS NAME	BACHELOR OF ARTS(B.A.)		
SEMESTER:	SEMESTER-05		
EXAM TYPE	FULL PAPERS		
SESSION	NOV-19 - FEB-20		
ROLL NUMBER	1602610230		
UNIVERSITY ROLL NUMBER	170086583		
SUBJECT CHANGE FEE DETAILS:			
TRANSACTION ID	TRANSACTION DATE	AMOUNT	QR CODE
19110658309806	06-NOV-2019	RS. 1/-	
SUBJECT CHANGE DETAILS:			
PREVIOUS SUBJECTS		NEW SUBJECTS	
1) EN25 - ENGLISH 2) HI25 - HINDI COMP. 3) HR25 (II) - RISE OF MODERN WORLD 4) PS25 (I) - COMPARATIVE POLITICS		1) EN25 - ENGLISH 2) HI25 - HINDI COMP. 3) HR25 (II) - RISE OF MODERN WORLD 4) PE25 - HEALTH AND PHYSICAL EDU.	
A) NO OF SUBJECTS DELETED:			
B) NO OF SUBJECTS ADDED:			
C) NO OF SUBJECTS CHANGED:		1	
NOTE: RS. 100 WILL BE CHARGED FOR EVERY ADDITION/DELETION/CHANGE IN SUBJECT AS FEE.			

- f. On clicking 'Back' button, the control will shift back to the College login. The payment receipt of any student against any reference no. may also be obtained by clicking on the 'Print Receipt' button.



Further, since the utility for the subject change has been made available on the college portal; therefore, the colleges are requested not to send the request for the subject change to the University as they will be able to do the same at their own end.

We solicit your cooperation.