

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 <u>www.kuk.ac.in</u> 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 11th hour chaos.

То

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 <u>www.kuk.ac.in</u>. 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.

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rincipal	s Name: Moh	inder Singh	Mobile No:	9466427559	Login: mohindertany	war@kuk.ac.in	College Code:	1532	Name:	R.K.S.D. (P.G.) Co	olleg
Subjec	t Updation L	ist								Payment Fees	,₹
Studen	t Email ID			Exai	n Class Name			E	xam Semester		
sonu	15081398@g	gmail.com		B	achelor of Arts(B.A.))	*		SEMESTER-05		
Exam T	ype			Exa	n Session						
FUL	L PAPERS			• N	ov.19 - Feb.20		*		Show Subjects	Reset	
	Max Numbe	r Subjects		Total Comp	ulsory Subjects	I	otal Elective Sub	ects	Total F	ixed Subjects	
SN#	Code	Subj	ect Name						Subject Type	Select	
1	EN25	ENG	LISH						FIXED	1	
2	HI25	HIND	OI COMP.						COMPULSORY	•	
3	HR25 (II) RISE	OF MODERN	WORLD					ELECTIVE		
4	PS25 (I)	COM	IPARATIVE POI	ITICS					ELECTIVE		
5	AA25	COM	IMERCIAL ART						ELECTIVE		
6	AE25	ADD	ITIONAL ENGL	ISH					ELECTIVE		
7	AH25	ANC	ENT HISTORY	& ARCH					ELECTIVE		
8	AR25	FINE	ARTS						ELECTIVE		
9	AS25	AGR	O SERVICE						ELECTIVE		
10	CS25	COM	IPUTER SCIEN	CE					ELECTIVE		
11	EC25 (I)	INDI	AN ECONOMY						ELECTIVE		
12	EC25 (II)) INTE	RNATIONAL E	CONOMICS					ELECTIVE		
13	EC25 (III) ECOM	NOMICS OF DE	VELOPMENT					ELECTIVE		

- 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.



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



	Kurukshetra Uni Receipt For	subject	Kurukshetra Change	
STUDENT NAME			SONU RAM	
FATHER NAME:			RAMESH KUMAR	
NAME OF THE COLLEGE:			R.K.S.D. (P.G.) 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 CHA	NGE FEI	E DETAILS:	
TRANSACTION ID	TRANSACTION DATE		AMOUNT	QR CODI
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PREVIOUS	SUBJECTS		NEW SU	BJECTS
1) EN25 - ENGLISH		1) EN	25 - ENGLISH	
2) HI25 - HINDI COMP.		2) HI2	25 - HINDI COMP.	
3) HR25 (II) - RISE OF MODERN W	ORLD	3) HR	25 (II) - RISE OF MODERN W	ORLD
4) PS25 (I) - COMPARATIVE POLIT	ICS	4) PE	25 - HEALTH AND PHYSICAL	EDU.
A) NO OF SUBJECTS DELETED:				
B) NO OF SUBJECTS ADDED:				
C) NO OF SUBJECTS CHANGED:			1	

 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.

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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.