



Kurukshetra University, Kurukshetra

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

(A+ Grade, NAAC Accredited)

No.: COE/Lab/2021/1069

Date: 15/04/2021

To

All the Chairpersons /Principals/Directors,

1. University Teaching Departments, KUK.
2. UG/PG Colleges/Institutes affiliated to KUK.

Subject: Regarding submission of the Online Theory Awards for the examinations held in January – March 2021.

Respected Sir/Madam,

In furtherance to the conduct of the UG/PG odd semester examinations held in Jan- March 2021 and B.Tech odd semester examinations held in Dec. 2020, it is submitted that the link for the submission of the online theory awards for the same has been made operational w.e.f. **15/04/2021 upto 30/04/2021**. The link for the uploading of the Online Theory Awards is placed below:

<https://examforms.kuk.ac.in/CollegeControl/TheoryMarkEntryCollege.aspx>

Therefore, all the Departments/Colleges/ Institutes are requested to start the process of the entering of the theory awards by following the steps as mentioned in the Instruction Manual (**Annexure-A**).

Following points may kindly be noted:

1. All the theory awards will be entered through the said online awards portal except those whose results are being prepared through DU Portal by M/s. HKCL. All the Departments/Colleges/Institutes/ Nodal Evaluation centres will use their existing Departments/Colleges/Institutes login ID's for which passwords are already available with them.

Please note: The Departments/Colleges/Institutes/Nodal Evaluation Centres who do not have Login ID and password for uploading the theory awards on the portal shall send their request through their email ID at examlab@kuk.ac.in specifying the Name of the College, College Code, Name of Principal, Mobile No., E-mail ID, Details of courses after which the requisite Login ID(s) shall be created and sent via e-mail.

2. All the Departments/Colleges/Institutes/ Nodal Evaluation centres will maintain proper record of evaluated answer-sheets as they can be demanded for re-evaluation purpose etc. as per requirement.
3. All the Departments/Colleges/Institutes/ Nodal Evaluation centres shall mandatorily fill the award list (**Annexure-B** already provided by the Secrecy Branch, KUK). The hard copy of the completely filled award list (**Annexure-B**) shall be submitted to the Secrecy Branch, KUK.
4. In case, if a roll no. of any student is not available on the university's online theory award portal for the uploading of the marks, then in such cases all the concerned Departments/Colleges/Institutes/ Nodal Evaluation centres shall fill the separate awards list placed at **Annexure-C** and submit the same along with the hard copy of the evaluated answer books to the Secrecy Branch, KUK.
5. All the Departments/Colleges/Institutes/Nodal Evaluation centres shall mandatorily maintain a copy of the **Annexures- B and C** with them for future references.
6. All the Departments/Colleges/Institutes/Nodal Evaluation centres will maintain the list of examiner id (s).
7. Before initiating the process of feeding the theory awards on the online portal, the examiner id shall have to be created by the Departments/Colleges/Institutes/Nodal Evaluation centres mandatorily. For this, the detailed procedure has been mentioned in the instruction manual (**Annexure-A**).
8. While creating the examiner id in the online examination system, utmost care need to be taken up during its creation as any type of editing in the examiner id form shall not be allowed after saving the information. The wrong examiner id can only be deleted along with its awards data (if entered).
9. While entering the awards, the Departments/Colleges/Institutes/Nodal Evaluation centres will enter the range of Roll numbers of 50 students in one lot at a time; as it would allow smooth entering of awards, their saving and to avoid the traffic congestion on the server.

We solicit your kind cooperation.



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

ANNEXURE - A

Kurukshetra University, Kurukshetra

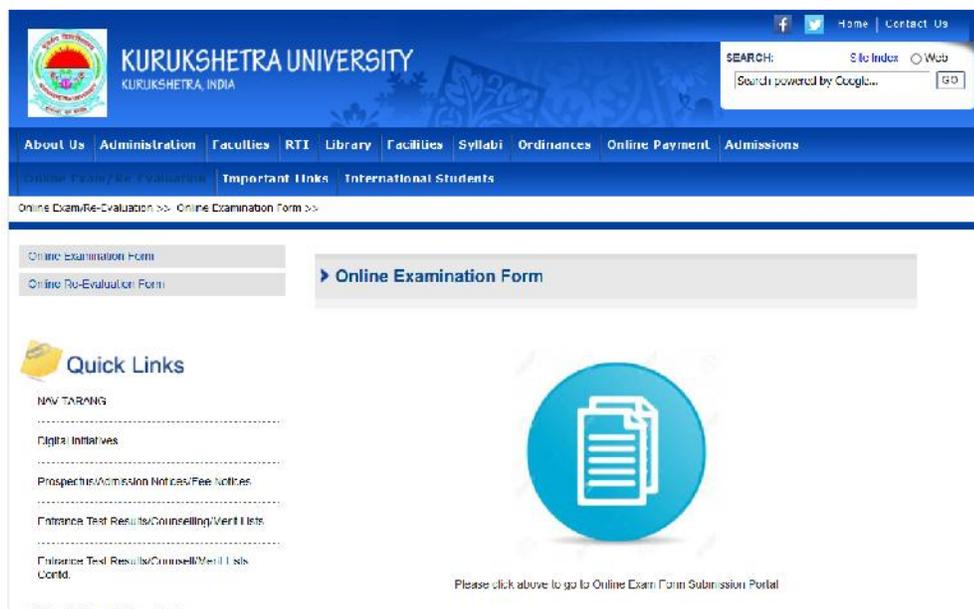
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Instruction Manual for entering Online Theory Awards

1. Visit the official website of Kurukshetra University www.kuk.ac.in and click on the link “**Online Exam/Re-Evaluation**” as shown below



2. Click on the link “**Online Examination Forms**” and then click on the image 



3. Click on the link “**UNIV./COLLEGE LOGIN**” as shown in the below snapshot:

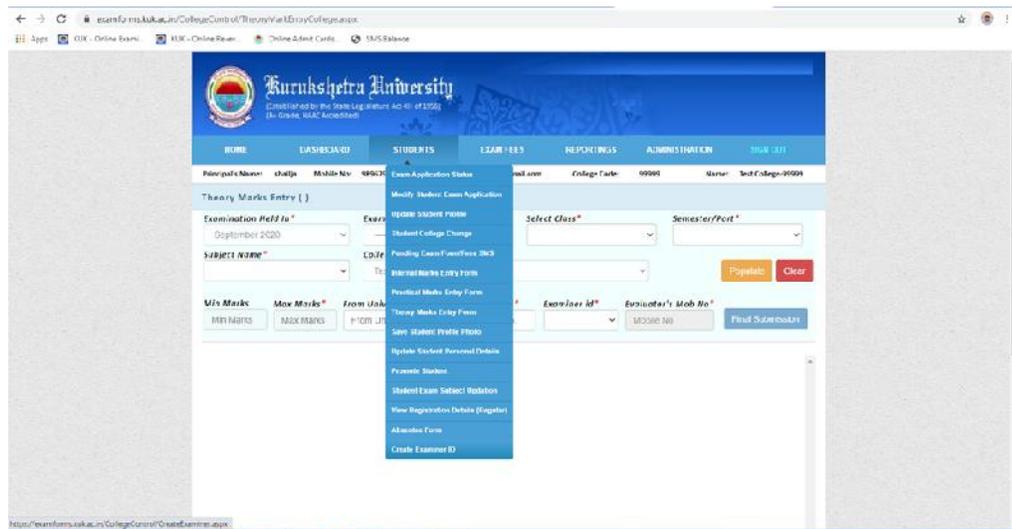


- The following page as shown below will appear. Enter the Email ID (provided by the university), Password, Captcha and click on “Login”.

The screenshot shows the Kurukshetra University website header with the logo and navigation menu. Below the header is the 'Online Examination Application Form' section. A 'Latest News' banner is visible. The main content area is titled 'Univ./College Login Form' and includes a note: '^ All Fields are mandatory.' The login form contains four input fields: 'Email ID *', 'Password *', 'Enter Captcha *', and 'Captcha *'. The captcha image displays the numbers '96040'. A 'Login' button is positioned below the fields, and a 'Forgot Password?' link is located underneath it.

- Once you login, go to the “STUDENTS” Tab. and click on “Create Examiner ID”.

Please Note that without creating examiner id; a department/college/institute shall not be able to enter the theory awards.



6. Following page shall appear as shown in the below placed snapshot.

Create Examiner

Personal Information

- * Section: Jan Month 2021
- * Exam System: Select Exam System
- * Class Name:
- * Semester/Year:
- * Subject Name:

Examiner Information

- * Examiner Full Name: Enter Name
- * Examiner ID: 9999 Q Code ID No [Q Code Example](#)
- * Examiner Mobile No (10 Digit): Enter Mobile No
- * Examiner Email ID: Enter Email Address
- * Service Type: Select Service Type
- * Designation: Select Designation
- * Total Experience: 0 Years

Save Clear Search Print

-) All the fields are mandatory and should be filled very carefully by the concerned official/evaluator/examiner.
-) Select the Examination System, Class, Semester/Year and Subject whose examiner id need to be created.
-) Enter the Name of the evaluator/teacher.
-) The examiner id shall be a 11 digit number comprising of following:
 - o 4 digit college code (already available)
 - o 5 digit Q code - Q code is a unique question paper code available on the top right corner of the question paper (please see snapshot below and also available at [Q Code Example](#) link on create examiner form)
 - o 2 digit ID No. (unique ID for each subject teacher)

KLIK UNIVERSITY - INFO PANFI

Roll No. Total Pages : 2

LG/D-18
SOCIOLOGY-I
(BASICS OF SOCIOLOGY)
Paper-103

14503
Q Code

Time : Three Hours [Maximum Marks : 80]

Note : Attempt five questions in all. Short answer type Question No. 9 carrying 20 marks is compulsory. For remaining four questions, answer one question carrying 15 marks from each unit.

OK

▪ Examiner ID :

9999

Q Code

ID No.

College code
(4 digit)

Q Code
(5 digit)

ID No.
(2 digit)

For e.g. the examiner ID for subject Sociology whose question paper is shown above can be created as 99991450301, 99991450302, 99991450303 and so on for different evaluators of Sociology.

Please note that each subject will have a unique id.

-) Enter the correct mobile number (as future OTPs for editing marks and other acknowledgement messages shall be sent on the same mobile number).
-) Enter the valid email id.
-) Select the Service Type, Designation and Teaching Experience.
-) After making all the entries, click on the **“Save”** button that shall create the examiner id.

Create Examiner

Personal Information

* Session : Jan-March 2021

* Exam System: SEMESTER

* Class Name : TEST

* Semester/Part : III

* Subject Name : FM36 - SECURITY ANALYSIS&

Examiner Information

* Examiner's Full Name : Priya Singh

* Examiner ID : 9999 00009 01 [Q Code Example](#)

* Examiner's Mobile No(10 Digit): 9898965848

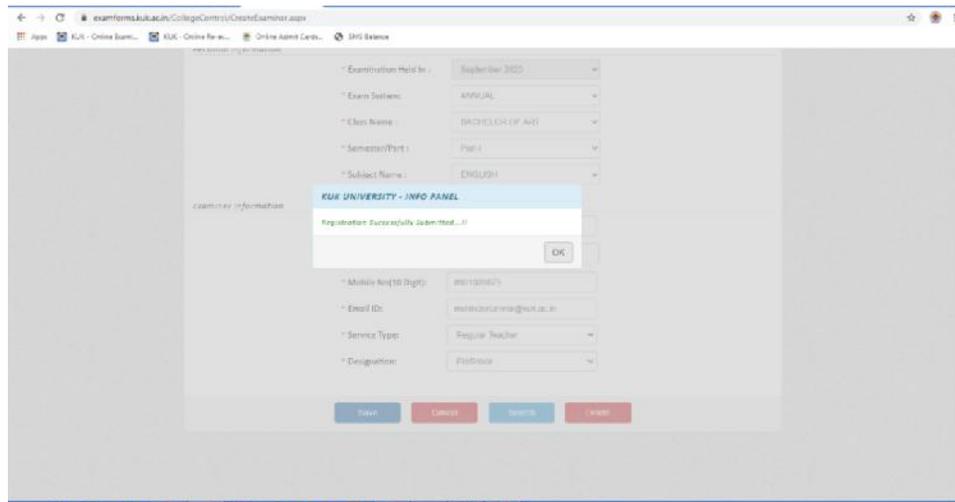
* Examiner Email ID: abcd@gmail.com

* Service Type: Regular Teacher

* Designation: Assistant Professor

* Total Experience: 11 Years

-) An Acknowledgement Message for the successful creation of the examiner id shall get displayed on the screen.



-) Also the message (SMS) shall also be received by the examiner/evaluator on his/her entered mobile number.

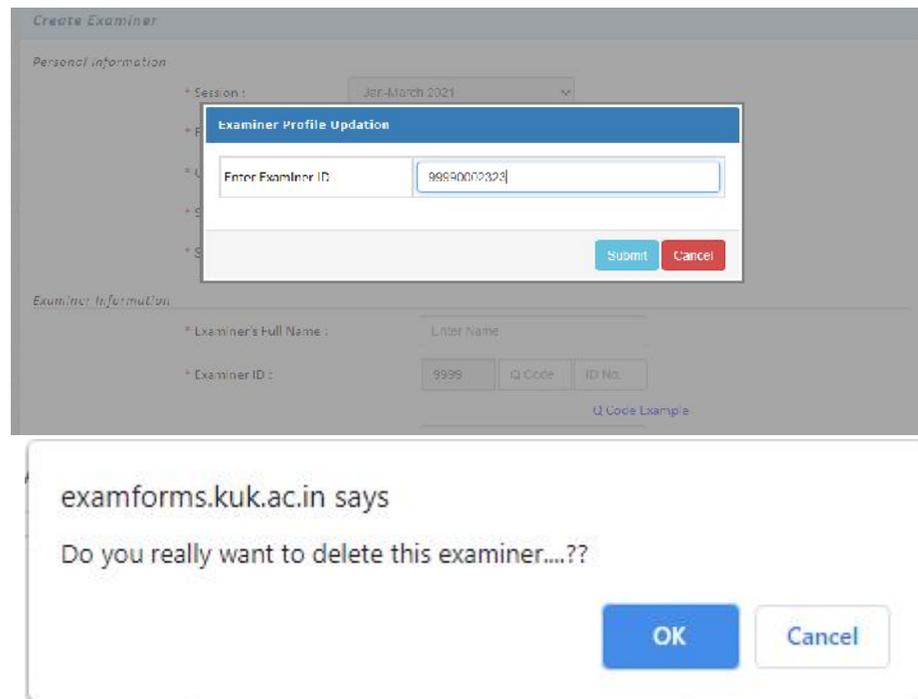
Dear ABC,
You have been successfully
registered on the Online
Examination Portal of KUK with
Examiner ID - 99990002323 for the
Subject - FM36 - SECURITY
ANALYSIS

-) **Please note that the examiner id once created cannot be changed/edited; it can only be deleted along with the awards data (if entered). Therefore, utmost care should be taken by the departments/colleges/institutes while entering name, class, subject, mobile number, email id of the examiner/evaluator etc. during the creation of any examiner id.**

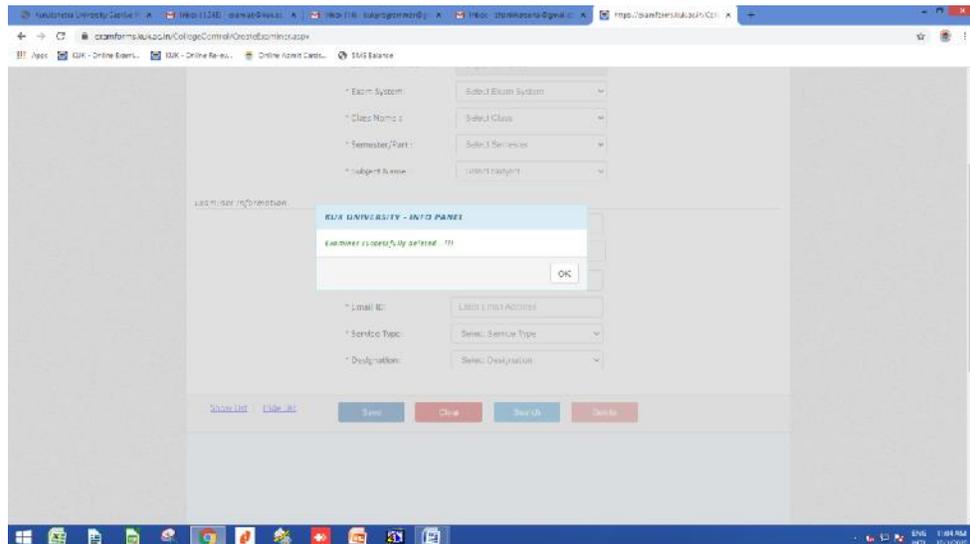
How to delete the wrong /undesired Examiner Id?

(Please note that Examiner ID can only be deleted. If awards have been entered against any examiner id, then the data of the awards shall also be deleted.)

-) For deleting the examiner id, Click on the “**Search**” button. A page will appear asking for the examiner id to be deleted. Enter the 11 digit examiner id and click on “**Submit**”.

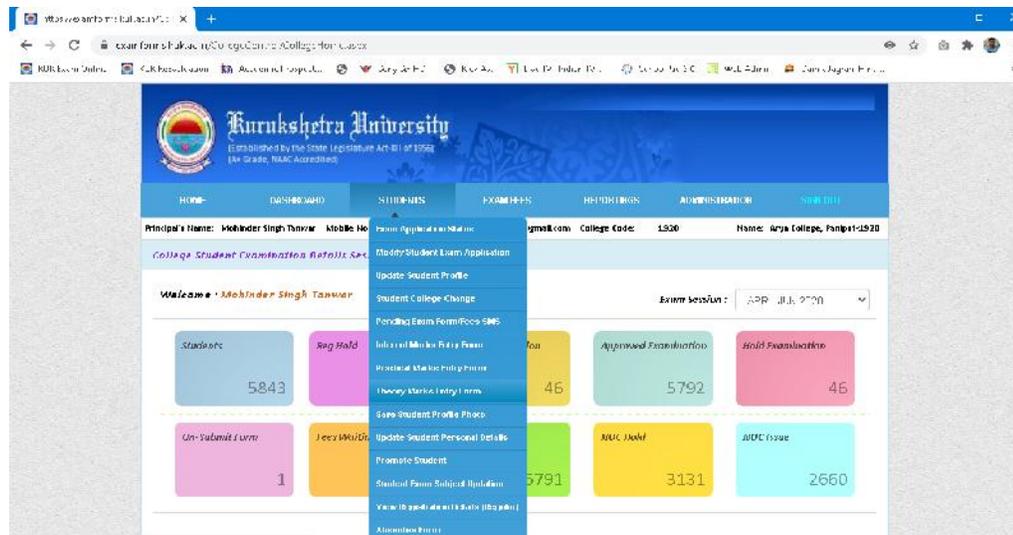


-) The page displaying the complete details of the said examiner id will get opened. Click on the “**Delete**” button. The Examiner id shall get deleted along with the awards data, if entered.



-) The acknowledgement message of the deletion of the examiner id for a particular subject and semester shall also be sent to the evaluator’s mobile number.

- After having created examiner id, go to the “STUDENTS” tab and click on the “Theory Marks Entry Form”.



- The following form as shown below (in snapshot) will appear. You have to select below given options:
 - Exam System
 - Select Class
 - Exam type
 - Semester/Part
 - Subject Name

The below mentioned information shall be entered by the examiner/evaluator:

- University Roll No. Range (From – To) (Kindly enter range for 50 students at a time so that entering and saving of awards data can be carried out smoothly)
- Examiner ID (shall be selected through a drop down list that has been created by the college/department/institute)
- Evaluator’s Mobile Number. (Auto fetched)

Please note that all above fields are mandatory. After entering all the requisite mandatory fields; the “Populate” Button will appear.

The screenshot shows the 'Theory Marks Entry' form. The fields are filled as follows:

Session*	Exam System*	Select Class*	Semester/Part*
Jan-March 2021	SEMESTER	TEST	III
Subject Name*	College Name*	Populate Clear Edit	
FM36 - SECURITY ANALYSIS	Test college		
Min Marks	Max Marks*	From Univ. Roll No.*	To Univ. Roll No.*
0	/0	4120001	4120020
Examiner id*	Evaluator's Mob No*	Final Submission	
999900008			

- Upon clicking the “Populate” button, following screen will appear; where in entering of the external theory marks can be carried out.



Theory Marks Entry ()

Session* Jan-March 2021 Exam System* SEMESTER Select Class* TEST Semester/Part* III
 Subject Name* FM36 - SECURITY ANALYSIS College Name* Test college

Min Marks 0 Max Marks* 70 From Univ. Roll No.* 4120001 To Univ. Roll No.* 4120020 Examiner id* 996900008 Evaluator's Mob. No.*

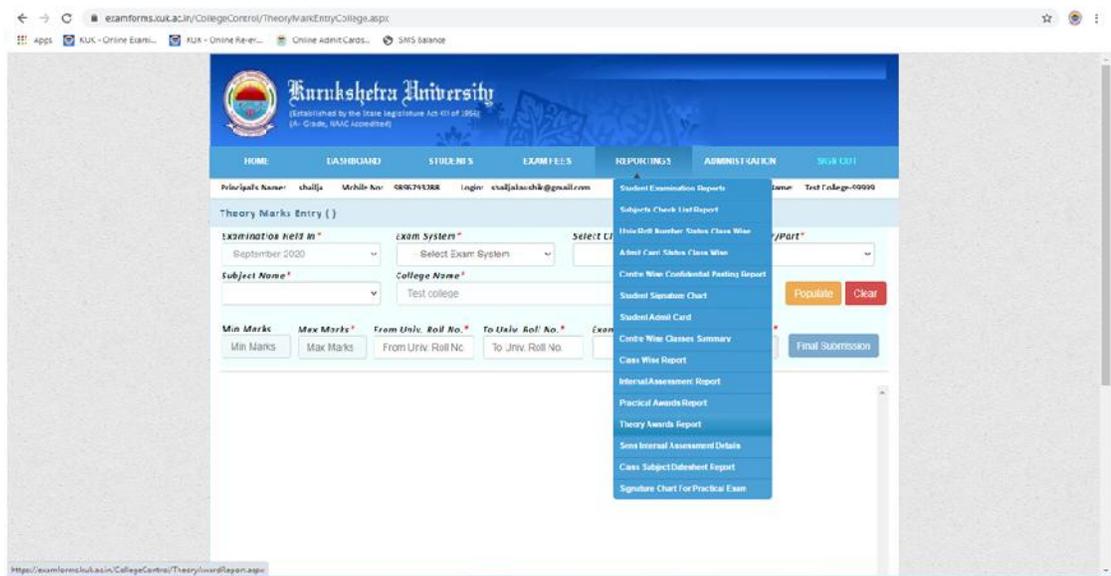
Populate Clear Edit

Final Submission

S.N#	University Roll No	Obtained Marks	Action
1	4120005	15	U

After carrying out the editing in the marks, click on 'Final Submission' button.

12. The printout of the awards can be obtained by clicking on tab "REPORTINGS" -> "Theory Awards Report".



13. After selecting/entering the specified input fields, click on the "Search" button. The output report shall appear on the screen.

SNo	University Roll No	Obtained Marks	Absent
1	1723101	7	<input type="checkbox"/>
2	1723102	3.5	<input type="checkbox"/>
3	1723103	20.7	<input type="checkbox"/>
4	1723104	3	<input type="checkbox"/>
5	1723105	5	<input type="checkbox"/>
6	1723106	7	<input type="checkbox"/>
7	1723107		<input type="checkbox"/>

14. Upon clicking the “PDF” button, a .pdf report for the same shall get saved on the respective system.

SNo	University Roll No	Obtained Marks	Absent
1	1723101	7	<input type="checkbox"/>
2	1723102	3.5	<input type="checkbox"/>
3	1723103	20.7	<input type="checkbox"/>
4	1723104	3	<input type="checkbox"/>
5	1723105	5	<input type="checkbox"/>
6	1723106	7	<input type="checkbox"/>
7	1723107		<input type="checkbox"/>

15. Upon clicking the **“Print”** button, the printout of the report as placed below can be obtained instantly.

10/1/2020 https://examforms.kuk.ac.in/CollegeControl/TheoryAwardReport.aspx

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Theory Marks Entry For: Class Name : DIPLOMA IN PHYSICAL EDUCATION (E.PED.)
Semester : PART-I | Exam Field in : September 2020
Subject Name : 01 - PRINCIPLES AND HISTORY OF PHYSICAL EDUCATION
Examiner ID : 999995678

Maximum Marks : 40

S.No.	University Roll No	Obtained Marks	Absent
1	1723101	7	PRESENT
2	1723102	3.5	PRESENT
3	1723103	23.7	PRESENT
4	1723104	3	PRESENT
5	1723105	5	PRESENT
6	1723106	7	PRESENT
7	1723107		ABSENT
8	1723108		ABSENT
9	1723109		ABSENT
10	1723110		ABSENT
11	1723111		ABSENT
12	1723112		ABSENT
13	1723113		ABSENT
14	1723114	28.5	PRESENT
15	1723115	7.67	PRESENT

Present Students : 8
Absent Students : 7
Total Students : 15

Grand Total Present : 8	Grand Total Absent : 7	Grand Total Students : 15
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The above award has been prepared on the basis of original hard copy of the award list and is found to be correct in all orders.

Evaluator's Signature _____

Signature of the Official who has entered the awards _____

Print 1 sheet of paper

Destination HP LaserJet Professic ▾

Pages All ▾

Copies 1

Layout Portrait ▾

More settings ▾

Print Cancel

Thanks.

ANNEXURE – C
KURUKSHETRA UNIVERSITY, KURUKSHETRA
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**PERFORMA FOR SENDING AWARD WHOSE ROLL NO. IS NOT
AVAILABLE AT THE UNIVERSITY PORTAL**

Name of the Dept./College.....

Class:Semester:Date of Exam.....

Paper Code and Name

Evaluator ID :Mobile no.....

Sr. No.	Roll NO.	Marks (In Figures)	Marks (In words)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Certified that the Answer-books have been marked by me according to the maximum marks and minimum pass marks prescribed for this paper. The cuttings/overwritings have been duly signed by me.

**Full Signature of Evaluator
Name & Address of the Evaluator**

Countersigned Chairperson/Director/Principal Of Department/Institute/College, KUK
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Seal of Secrecy Branch