Kurukshetra University, Kurukshetra

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

No.: COE/Lab/2020/706A
Date: 25/05/2020

Subject: **Regarding opening of the portal for online submission of Internal Assessments for B.Ed. - Part I (Fresh & Reappear) and B.Ed. – Part II (Fresh only) examinations to be held in July 2020.**

With reference to the receipt of online examination application forms of **B.Ed. - Part I (Fresh & Reappear) and B.Ed. – Part II (Fresh only) examinations to be held in July 2020;** it is stated that the College's/Institute's/Department's portal for online submission of Internal Assessments will be made operational w.e.f. 26/05/2020 to 10/06/2020.

Further, no Internal Assessments shall be accepted in any case through online mode after the expiry of last date i.e. 10/06/2020 and thereafter, the Internal Assessments along with the penalty fee @ Rs. 25 per candidate per subject may be submitted by the College/Department/Institute concerned through offline mode to the respective result branches.

In this context, the detailed instructions regarding online submission of Internal Assessments are attached along with the letter. Therefore, the Departments/Colleges/Institutes are requested to initiate the process of feeding Internal Assessments of the students against University allotted roll no.(s).

Instructions/Steps to fill Internal Assessments through Online Mode

1. Visit www.kuk.ac.in> Click on the link Online Exam Forms > Click on Univ. /College Login.
2. Go to Students and click on the link Internal Marks Entry Form.
3. Fill all the requisite fields like class, exam type (Full Papers or Reappear), Year/Part, subjects, range of university roll no.(s) etc. and select the populate button that will display all the records of that particular class.
4. Enter the awards and click on 'Save as Draft' to save the awards. Kindly note that the awards will be saved as draft/rough and is editable as many times until finally submitted using 'Final Submission' button.
5. For printing or previewing, first populate the awards and then, take the draft printout through print button for checking/verifying from the concerned teacher.
6. Mark the student as 'Absent' by enabling the checkbox being provided, in case a student is absent in Internal Assessment.
7. The Internal Assessment shall be finally submitted by clicking the 'Final Submission' button upon duly verification by the concerned College/Institute/Department.
8. Kindly note that Internal Awards can be changed or entered after the Final Submission and before the expiry of the last date of Internal Assessments with the prior permission of the Principal/Chairperson/Director of the College/Department/Institute only. For

obtaining the permission to edit/enter the Internal Assessment, click on Edit button; an OTP will be sent on the registered mobile number of the Principal/Chairperson/Director of the College/Department/Institute; upon entering which, the editing can take place. Once the requisite editing has been made, click on 'Save as Draft' and then click on 'Final Submission'.

9. The College/Department/Institute shall ensure that the Internal Assessments for no student be left blank as it will not be accepted by the system.

10. Further, to save the document in .pdf format, first click on the populate button and then click on 'pdf' button.

11. The concerned College/Department/Institute will submit the verified, stamped and signed latest system generated hard copy of final Internal Assessments to the university within three days of the last date of online submission to the dealing persons of the Examination Branch as practiced earlier and in no case, the Internal Assessments in the hard copy should be varied from the marks feeded on the online examination portal.

12. After the expiry of the last date, the .pdf report of Internal Assessment for selected session can also be obtained by using the tab Reportings> Internal Assessment Reports.

13. 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.

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/Year	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)

14. The Colleges/Departments/Institutes have also been facilitated with the utility of subject change at their own end till 10/06/2020. Further, since the utility for the subject change has been made available on the college portal; therefore, the Colleges/Institutes/Departments 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.