



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

Subject: Regarding Online Submission of Internal Assessments for M.Ed. -2nd semester (Full paper and Reappear), M.Ed. -4th semester (Full paper only) examinations to be held in September 2020.

It is apprised that the respective Colleges/Institutes/Department portal for receiving Internal Assessments for **M.Ed. -2nd semester (Full paper and Reappear), M.Ed. -4th semester (Full paper only) September 2020 examinations** will be made operational w.e.f. **17/08/2020 to 24/08/2020**.

After the expiry of last date i.e. 24/08/2020, the Internal Assessments along with the penalty fee @ Rs. 25 per student per subject shall be submitted by the concerned College/Department/Institute vide University Notification No. Exam Enq/15/945-1400 Dated 22/04/2015 by 31/08/2020; details of which has been mentioned at Annexure-1.

The detailed instructions regarding online submission of Internal Assessments are attached along with the letter.

The Colleges/Institutes/Departments are requested to initiate the process of feeding Internal Assessments of the students against University allotted roll no.(s) on the examination portal.

Further, it is also submitted that the concerned College/Department/Institute shall submit the verified, stamped and signed **system generated** .pdf (format) of final Internal Assessments Awards to the university by e-mailing at all the ID(s): onlineaward@kuk.ac.in and arexam2@kuk.ac.in

For any query, kindly contact at 7082113136, 7082113029 OR email at examlab@kuk.ac.in from 9:00 am to 5:00 pm (from Monday-Friday) on working days.

Annexure-1

The Colleges/Department/Institute may kindly note that the date for online submission of Internal Assessments shall not be extended in any case and the left over colleges (who shall not submit the Internal Assessments by the last date i.e. 24/08/2020) shall prepare the Internal Assessments in the prescribed excel format (placed below) as well as in .pdf and submit the same along with the receipt of penalty i.e. Rs. 25 per subject per student (mandatory) by emailing at : onlineaward@kuk.ac.in and arexam2@kuk.ac.in by 31/08/2020.

Please note that Internal Assessments shall not be entertained without the requisite penalty receipt.

Excel Format for Internal Assessments: (also attached)

Internal Assessments			
Session: Apr-July 2020			
Name of the College:			
Class:			
Semester:			
Name of the Subject:			
Subject Code:			
Maximum Marks:			
Sr. No.	University Roll No.	Name of the student	Marks Obtained
1			
2			
3			
4			
5			
6			

The steps for filling Internal Assessment and Practical awards on the examination portal are as follows:

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 or Practical Marks Entry Form whichever is applicable.

3. Fill all the requisite fields like class, exam type (Full Papers or Reappear), semester, subjects, range of university roll no.(s), examiner id (in case of practical only) 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, if a student is absent in Internal Assessment OR Practical Awards.
7. The Internal Assessment and Practical Awards 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 and Practical Awards, 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 will 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 .pdf report of Internal Assessment and Practical Awards for selected session can be obtained by using the tab Reportings > Internal Assessment Reports Or Practical Awards Report.

We solicit your kind cooperation.

