Kurukshetra University, Kurukshetra

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

(A+ Grade, NAAC Accredited)

No.: COE/Lab/2021/985

Date: 25/02/2021

Subject: **Regarding opening of the Online Examination Portal for submission of Internal Assessments and Practical Awards for odd semester examinations of all UG/PG courses (Jan-March 2021).**

With reference to the receipt of online examination application forms of **odd semesters of all UG/PG courses for the Jan-March 2021 examinations**, it is stated that the portal for the online submission of Internal Assessments and Practical awards for the same will be made operational w.e.f. 25/02/2021 to 25/03/2021.

Further, no Internal Assessments shall be accepted in any case through online mode after the expiry of last date i.e. 25/03/2021 and thereafter, the Internal Assessments along with the penalty fee @ Rs. 25 per candidate per subject vide University Notification No. Exam Enq/15/945-1400 Dated 22/04/2015 may be submitted by the College/Department/Institute concerned through offline mode to the respective result branches.

Therefore, the Departments/Colleges/Institutes are requested to initiate the process of feeding Internal Assessments and Practical Awards of the students against University allotted roll no.(s).

NOTE:

1. **In context of Practical Awards, it has been decided that concerned College/Department/Institute will enter the practical awards as provided by the external examiner through the online mode. After being crosschecked, stamped (college/deptt./institute) and signed by the external examiner, the system generated hard copy of the same will be submitted to the university. Further, in no case, the Practical Awards in the hard copy should be varied from the marks entered on the online examination portal.**

2. **In case, the Practicals have already been conducted by the Colleges/Departments/Institutes before the opening of the portal then, the Colleges/Departments/Institutes will enter the Practical Awards upon the opening of the portal and submit the system generated hard copy of the practical**

awards without the signatures of the external examiner to the university. In such cases, only the seal and signatures of the Principals/Directors/Chairperson of the Colleges/Institutes/Department would be required. However, the Practical Awards in the hard copy submitted to the university should not be varied from the marks entered on the online examination portal.

3. In case, the Practicals are conducted after the closing of the portal, then such Colleges/Institutes/Departments will send their requests (on letter head) for opening of the portal for Online Submission of Practicals Awards through email consequent upon which, they shall be allowed to enter the Practical awards through online mode. After entering the awards, the verified system generated hardcopy of the same will be submitted to the university and in no case they should be varied from the awards entered on the online portal.

4. 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 entered on the online examination portal.

Instructions/Steps to fill Internal Assessments & Practical Awards 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 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 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. After the expiry of the last date, the .pdf report of Internal Assessment and Practical Awards for selected session can also be obtained by using the tab Reportings> Internal Assessment Reports Or Practical Awards Report.

We solicit your kind cooperation.

System Analyst/Programmer
For Controller of Examinations