



KURUKSHETRA UNIVERSITY, KURUKSHETRA

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

(A+ Grade, NAAC Accredited)

No.: COE/Lab./2020/814

Dated: 27/11/2020

To

The Chairpersons/Directors of

1. Institute of Law, KUK.
2. Department of Law, KUK.
3. Institute of Mass Communication and Media Technology, KUK.
4. Department of Physical Education, KUK.
5. Department of Fine Arts, KUK.
6. Department of Hotel and Tourism Management, KUK.
7. Department of Education, KUK.
8. University College, KUK (IIHS).

Subject: Regarding extension of the dates for Submission of Online Examination Application Forms and Fees for various UG courses – 1st semester (Regular Reappear), 3rd semester (Regular Fresh + Reappear), 5th semester (Regular Fresh only for 3 year course) and 7th semester (Regular Fresh only) for the examinations to be held in Jan-March 2021.

Sir/Madam,

It is submitted that the portal for receiving Online Examination Application Forms and Fee of various **UG courses – 1st semester (Regular Reappear), 3rd semester (Regular Fresh + Reappear), 5th semester (Regular Fresh only for 3 year course) and 7th semester (Regular Fresh only)** for the examinations to be held in Jan-Mar 2021 will be operational as per the schedule mentioned below.

<u>Opening and Closing Dates for</u> <u>Students till 5:00 pm</u>	<u>Examination fee</u>
28/11/2020 to 02/12/2020	With Normal Fee.
05/12/2020 to 11/12/2020	With late fee of Rs. 500.
13/12/2020 to 18/12/2020	With late fee of Rs. 1000.

Further, it may also be noted that:

1. All the Department/Institutes shall have to mandatorily submit a hard copy of the list of regular approved students who have filled the online examination form for odd semester for the session Jan-Mar. 2021 in the specified format placed below at **Annexure -A** duly signed by the Head of the Department/Institute immediately as and when the work of the online filling of the forms get completed for a class.
2. The Department/Institutes shall be able to generate and download forms 176, 177 and 178 available on the Department/Institute's portal only after the submission of the **Annexure-A** to the Computer Lab. Further, the forms 176, 177 and 178 shall be submitted at the University Enquiry Counter within a week from the final date of the closing of the portal.

Annexure-A

List of the Approved Students

1. Name of the Department/Institute :
2. Name of the Course :
3. Examination Type(Fresh/Reappear) :
4. Semester :
5. Examination to be held in :
6. Total number of approved students :
7. Total fees paid :

S. No.	College Roll No	Student's Name	Father's Name	Regn. No	Mobile No	Email Address

Declaration: It is certified that the requisite examination fee of the above mentioned students has been timely deposited in the University's account by the Department/Institute.

(Seal and Signature)
Head of the Department/Institute

3. The regular students appearing in 9th semester need not to submit the online examination application forms. In this context, Departments/Institutes would furnish

the offline lists of – forms 176, 177 and 178 of 9th semester (as per past practice) and submit the **Single Copy** of the same to the examination enquiry counter of university by the stipulated dates already notified by the university. Departments/Institutes are also requested to clearly mention the nomenclature of the subjects opted by students in form 178 and the text “**All Subjects**” shall not be entertained in any case.

4. All the Departments/Institutes may ensure that the online examination application forms are being filled up in their respective Computer Lab.(s) to avoid any type of discrepancy while filling the forms. The Departments /Institutes must also ensure that no eligible student be deprived of from filling the online examination form.
5. Departments/Institutes are free to change the wrongly opted subjects of the students at their own end through the link **STUDENT>Student Exam Subject Updation** before submission of the examination fee free of cost. Further, after the submission of form and fee, the subjects can be changed by paying the subject change fee.
6. The portal shall be made operational for receiving examination forms and fee for UG courses- 1st semester (Fresh); Regular PG courses students -1st semester (Fresh + Reappear) and 3rd semester (Fresh only) later and shall be notified separately.
7. The Departments/Institutes have also been provided with a facility to promote their students (whose previous examination forms already exist in the online system) to successive semesters. The Departments/Institutes shall ensure proper and timely coordination with their students so as to fix the responsibility of filling the online examination form on the part of Departments/Institute OR Student. In case a Departments/Institute decides to promote their students through College Panel, then the decision of promoting the students by Departments/Institutes may be clearly communicated to their students in order to avoid any ambiguity. Departments/Institutes may promote their students by following the below mentioned steps:
 - i. Go to ‘**Students**’ tab and click on ‘**Promote Student**’.
 - ii. Enter details like Exam System, Class name, Semester/Part, Exam Type and Exam Session and click on ‘**Find**’ button. A list of eligible students whose previous examination forms already exists in the online system will be displayed.

(**Note:** In case, the form of any student does not exist in the Online System; then, such students may be asked to register themselves and fill their online examination forms through student panel for the current semester.)

Exam Session	SEMESTER	Exam Type	Exam Session	Exam Type	Exam Session	SEMESTER
Exam Type	Exam Session	Exam Session	Exam Type	Exam Type	Exam Type	Exam Type
Student Name						
Student Name						
Student Name						

- iii. Click on Promote link and enter Semester/Year, Examination Type, Subjects and details about last qualifying examination and save.
- iv. Go to Application Status to Preview and Submit.
- v. Submit fee.

General Instructions for the Students for filling the Online Examination Application Form

1. Those students who are applying for online examination forms for the very first time in any of the semester/year must have a valid e-mail ID and unique mobile number for exam registration. Such students shall have to register and fill their forms online and also upload the photographs, signature and thumb impression on the University Examination Portal.
2. Before filling the form, please read carefully about eligibility criteria, examinations schedule and fee details available on the University Website (<http://www.kuk.ac.in>).
3. Steps for filling the examination form.
 - i) www.kuk.ac.in> Online Exam /Re-evaluation >Online Examination Form> Exam Registration (for this valid email id and unique mobile number is required)
 - ii) After having a successful registration, go to Student Login by using the user id (which is your email id) and password that has been sent to your mobile number.
 - iii) Fill Personal Details.
 - iv) Fill Examination Details.
 - v) Go to Application Status to Preview and Submit.
 - vi) Take printout by clicking on Preview/ Download PDF button at top right corner.
 - vii) Submit the hard copy of the filled online form (.pdf) in the concerned College/Institute.

- 15
4. The students shall have to do one time registration (in first semester/year) on the university's online examination portal in order to apply for the online submission of examination form and fee for 1st semester/year.
 5. While filling the online forms for successive semester/year or reappear, the students shall make use of **same login ID/email id** as used in pervious semester/year. Change of email id may lead to different Roll Numbers in different semesters of the same student thereby leading to numerous discrepancies in Roll Numbers.
 6. The students are advised to retain the same email ID and mobile number throughout the session or course as all important correspondence shall be done using the same email ID and mobile number.
 7. If a student forgets his/her email ID and password; then follow these steps to recover the same: **Go to Student Login --> Click on Forgot UserID / Password**. The email Id and password will be sent to his/her registered mobile number.
 8. Details of examination fees for all the courses are available at Fee Details link at university's website (www.kuk.ac.in)
 9. After final submission of the Examination Form, the Regular (Fresh/Reappear) Students shall take the print out of the form and submit to the concerned Departments /Institute.
 10. For any changes/ambiguities after final submission of examination form, the regular students may contact their concerned Departments/Institute who will resolve or get them resolved either by them or by the university.
 11. The students shall carefully select the subjects while filling the examination subject details in the online examination form. After final submission of the forms and fee by Departments/Institutes, the subject change fee per subject as a penalty will be charged in order to correct the wrongly opted subjects.
 12. No two students shall register by using same mobile number.
 13. No single student shall register himself/herself from different email id(s).
 14. Students applying for current odd semester (Fresh and Reappear) examinations shall use the same email id and mobile number as used in previous semester examinations. In case, the email id has been forgotten, the same can be retrieved by clicking on **Go to Student Login --> Click on Forgot UserID / Password**. The email

Id and password will be sent to his/her registered mobile number. Even Departments/Institutes can provide the user id to their students by visiting the **Dashboard** on their panel.

15. In case, a student forgets his email id or mobile number, the same may be retrieved either by himself or by contacting their Departments/Institute.
16. In case a student wants to change his/her mobile number; he/she may contact the concerned Departments/Institute and the Departments/Institute will change the mobile number through "**Update Students Profile**" link.
17. The pre-examinations activities in terms of Admit Cards, Signature Charts, Confidential pastings shall be undertaken by the Departments/Institutes themselves.

For any queries kindly contact 7082113136, 7082113029(Monday to Friday, 9:00 am to 5:00 pm) or examlab@kuk.ac.in

Looking forward for your valuable cooperation.



**Programmer
for Controller of Examinations-II**