



# KURUKSHETRA UNIVERSITY, KURUKSHETRA

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

(A<sup>+</sup> Grade, NAAC Accredited)

No.COE/LAB/2021/1485

Dated: 07/01/2022

To

The Principal,  
Institute of Integrated and Honours Studies (IIHS)  
Kurukshetra University, Kurukshetra.

**Subject: Regarding Submission of the Online Examination Application Forms and Fees for various UG/PG odd semester examinations to be held in March 2022 (Session Dec 2021)**

R/Sir/Madam,

It is submitted that the online portal for receiving the Online Examination Application Forms and Fee for **various UG/PG odd semester examinations to be held in March 2022 (Session Dec 2021)** has been made operational as per the schedule mentioned below:

Description	Opening Date (9:00am)	Closing Date (5:00 pm)	Examination Fee
For Students for filling online examination application forms	07/01/2022	25/01/2022	With normal fee
	28/01/2022	03/02/2022	With late fee of Rs. 500
	05/02/2022	10/02/2022	With late fee of 1000/-
For Colleges/Institutes for payment of online examination fee through the portal	07/01/2022	27/01/2022	With normal fee
	28/01/2022	04/02/2022	With late fee of Rs. 500
	05/02/2022	10/02/2022	With late fee of 1000/-

Further, it may also be noted that:

1. The portal has been made operational for obtaining the online examination application forms and fee of the students for Full Papers, Reappear, Improvement, Additional for 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> and 9<sup>th</sup> semesters except 1<sup>st</sup> semester (Full Papers). The examination forms for the 1<sup>st</sup> semester (Full Papers) shall be received through IUMS Portal.
2. As per the orders of the Hon'ble Vice-Chancellor dated 27/09/2021, Examination Fee of the students of the IIHS whose forms are being received through the Online Examination Portal shall not be bypassed w.e.f Dec 2021 session and onwards. The IIHS shall have to pay the online examination fee along with the forms through the portal only as per the above mentioned schedule mandatorily. Therefore, the requisite arrangement of the Net Banking Kit may kindly be made by the IIHS timely in order to avoid delayed payment/failures etc.
3. Earlier the passed out students (Ex-Students) who wished to appear in Reappear/Improvement/Additional categories were being dealt by the university directly. **Now, from the current session onwards, all the passed out students including the Mercy Chance Students (Reappear/Improvement/Additional of semester system only) shall be routed to the university via their respective last attended college of the said course. (Detailed notification enclosed).** It shall be the responsibility of the concerned college to

incorporate their all passed out students and submit the examination forms and fee through the Online Examination Portal.

4. All such students (Regular/Ex-students/Mercy Chance Students of semester system only) shall now apply through the online mode and submit their Online Examination Forms with an initial fee as visible on the Examination Portal to their respective last attended Colleges through the Online Examination Portal. After checking the eligibility of the students, the deficit/ balance fee, if any, shall be updated/ raised by the university and shall be displayed in the Students' login as well as in the College Login.
5. After the generation of the Deficit/Balance fee by the university, it shall be the duty of the concerned College to collect the Deficit/Balance fee from the concerned student and pay the same to the university through the portal. Therefore, the requisite arrangement of the Net Banking Kit may kindly be made by the IIHS timely in order to avoid delayed payment/failures etc.
6. Please note that the Admit Cards-cum-Roll Numbers of such students will not be issued whose Deficit/Balance fee has been generated by the university and is unpaid by the concerned College.
7. The Deficit/Balance fee (as generated by the university) shall be paid by the respective Colleges only through the Online Examination Portal to the University. After realizing the complete Examination Fee by the university, the Admit cards-cum-Roll Numbers shall be made available in the **Generate NOC section** of the College Login. After the issuance of NOC by the College, the Admit Cards-cum-Roll Numbers will be made available in the Students' as well as the College Login.  
**Please note: NO other mode of the payment of the Deficit/Balance Fee (except through the Online Examination Portal) shall be entertained by the university in any case. Therefore, the requisite arrangement of the Net Banking Kit may kindly be made by the IIHS timely in order to avoid delayed payment/failures etc.**
8. The Colleges shall be able to pay the Deficit/Balance fee through the link **Exam Fees --> Submit Deficit Fees**.
9. The system generated reports 176,177 and 178 for the filled online forms shall be submitted by the Colleges at the university enquiry counter immediately after the closing date of the portal.
10. The Colleges are advised to make the requisite fee payments (initial examination fee as well deficit/balance fee) in small lots at any time (without waiting for the last dates) as and when they receive sufficient number of forms from the students. This early action will avoid unnecessary traffic congestion resulting in the payment failure during the last dates.
11. All the Colleges 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 Colleges must also ensure that no eligible student be deprived of from filling the online examination form.
12. Colleges are free to change the wrongly opted subjects of the students at their own end through the link **STUDENT --> Student Exam Subject Updation**.

13. The Colleges/Institutes have been facilitated with a provision for resetting the passwords of the students by using **Students --> Reset All Profile Password** tab.
14. If a student wishes to change his/her then the mobile number of the students can be changed by the College using **Update Students Profile link**.
15. All the pre-examinations activities in terms of Admit Cards, Signature Charts, Confidential pastings shall be undertaken by the Colleges themselves.
16. The Colleges have also been provided with a facility to promote their regular full paper students (whose previous examination forms already exist in the online system) to successive semesters. The Colleges 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 College OR Student. In case a College decides to promote their students through College Panel, then the decision of promoting the students by Colleges may be clearly communicated to their students in order to avoid any ambiguity. Colleges may promote their students by following the below mentioned steps:

- i. Go to '**Students**' tab and click on '**Promote Student**'.
- ii. Enter the input details 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 System	SEMESTER	Class Name	B.A. (Mass Communicati	Semester/Part	SEMESTER-I	Clear
Exam Type	FULL PAPER3	Exam Section	Nov-Dec 2010	Entry Date	Select..	Find

SN#	Student Name	Father Name	Email Id	Mobile No	DOB	Entry Date	State	City	Promote
1	HIMANSHU	HARI PRADIP	vadruhimanshu@gmail.com	8166005537	24-05-1998	20-08-2018	Haryana	KANINA	
2	MULLURI MISHIKA	ELIYIA JI UDAN MISHI KA	neelashini1994@gmail.com	9729782408	10-01-1998	29-08-2018	Haryana	KANINA	
3	NEERAJ GIRI	ANIL GIRI	neerajgiri20000@gmail.com	9812828829	21-07-2000	25-08-2018	Haryana	BANNAUKHA	

- iii. Click on Promote link and enter Semester/Year, Examination Type, Subjects and details about last qualifying examination and save.
- iv. Go to the 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 the online examination forms for the very first time in any of the semester must have an e-mail ID and a 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) Click on [www.kuk.ac.in](http://www.kuk.ac.in) > Online Exam /Re-evaluation > Online Examination Form (Regular Students) > REGULAR STUDENTS (for this email id and 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 and Save.
  - iv) Fill Examination Details and Save.

- v) Go to Application Status, Preview the form and Submit. The form will get finally submitted.
  - 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.
4. The students are advised to fill their online examination forms using the **same login ID/email id** as used in previous semester/year in a same class and college.

**Please note that Change of email id in the same class and college may lead to different Roll Numbers in different semesters of the same student thereby leading to numerous discrepancies in Roll Numbers as well as Result compilation.**

5. The students shall carefully select the College, Class and Examination Type while filling the Online Examination Form. The form submitted in wrong college may lead to non-payment of the examination fee by the said (wrong) college; thereby leading to the non-issuance of the Admit Cards-cum-Roll Numbers.
6. After the submission of one examination form in a particular class and college, if the student wishes to fill more the one examination form in Reappear/Improvement/Additional categories, then by clicking on **Exam Form +/ Click for More Examination Form**, the student shall be able to successfully submit his more than examination form in various categories through same email id and in the same class and college.
7. The students will fill **his/her mobile number and email id only** (and not someone else's) while doing the registration and filling the online examination form as all important correspondence/messages shall be sent on the registered email id and mobile number.
8. 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.



Even Colleges can also provide the user id/mobile number to their students by visiting the **Dashboard** on their panel.

9. Details of examination fees for all the courses are available at university's website ([www.kuk.ac.in](http://www.kuk.ac.in))
10. The examination fees and Deficit/Balance Fee (if any) for all the students who have filled their online examination forms in Full Papers/Reappear/Improvement/Additional shall be paid through their concerned College/Institute through the online examination portal.

**Please note: The Deficit/Balance Fee of the students shall be accepted by the university through the Online Examination Portal only by the respective Colleges/Institute/Departments. The students shall not pay their deficit/balance fee directly to the university through any other mode except through their last attended College/Institute/Department.**

11. The students shall receive the message on their registered mobile numbers immediately after the generation of the Balance/Deficit Fee by the university. Upon the receipt of the message, the concerned students shall deposit his/her Deficit/Balance fee to the concerned College. This Deficit/Balance fee as received by the College; then shall be paid to the university through the Online Examination Portal.

12. The students who have applied their online examination forms shall regularly check the Application Status through their logins for the status of the Deficit/Balance fee (if any) as raised by the university.
13. After final submission of the Examination Form, the Students shall take the print out of the form and submit the same to the concerned College/Institute.
10. For any changes/ambiguities after final submission of examination form, all the students will contact their concerned College/Institute who will resolve themselves or get them resolved 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 Colleges, the subject change fee of Rs. 100 per subject as a penalty will be charged in order to correct the wrongly opted subjects.

**Important Note: Dates for filling the online examination application forms and fee will not be extended in any case.**

Looking forward for your valuable cooperation.



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