Kurukshetra University, Kurukshetra

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

No.: COE/Lab/2020/636
Date: 31/08/2020

To

The Principals/Directors/Chairpersons,

1. of all the UG/PG/B.Ed Colleges/Institutes affiliated to KUK.
2. University Teaching Departments, KUK.

Subject:

1. **Regarding availability of Admit Cards-cum-Roll Numbers on the College/Institute/Departments' and Students' portal in view of the Online Submission of Examination Application Forms and Fee for intermediate (2nd and 4th) semesters (Reappear) and terminating semester (Fresh Only) of various UG/PG non CBCS courses and B.Ed Part-I (Full Paper + Reappear)/Part-II (Full paper Only) for the session Apr-June 2020 examinations.**

2. **Opening of the Portal for Online Submission of Practical Awards of various UG/PG non CBCS courses and B.Ed for the session Apr-June 2020 examinations w.e.f 01/09/2020 to 15/09/2020.**

3. **Withdrawal of the notification No.COE/LAB/2020/635 dated 27/08/2020 regarding providing the EVS awards of even semesters for the session Apr-June 2020.**

Dear Sir/Madam,

This is in furtherance to the instructions regarding Online Submission of Examination Application Forms and Fee of various UG/PG non CBCS courses and B.ED Part-/Part-II for the session Apr-June 2020. In this regard, it is submitted that the Roll no. cum Admit Cards have been made available on the respective Portals of Colleges/Departments/Institutes w.e.f. 01/09/2020.

Steps for issuance of NOC and Roll no. cum Admit cards:

1. Go to www.kuk.ac.in and click on Online Exam Forms.

2. Click on College Login and Login with the user ID and password.

3. Go to Exam Fees -> Generate NOC for the session Apr-June 2020.

4. Select "Issue" radio button for eligible students and "Hold" button for ineligible students and Click on the button "**Generate NOC**".

5. This will generate the Admit Cards for eligible students and students will get informed about the NOC status through SMS and they can directly take the print out of the Admit Card from their respective student login Id(s).

6. In case, the Colleges/Departments/Institutes holds the NOC and admit card of any ineligible student i.e. then a SMS will be sent to such students and they may contact their concerned Colleges/Departments/Institutes for clearing the NOC and obtaining the Admit Card through college's or student's portal .

7. Colleges/Departments/Institutes may also view/print the Admit Card by clicking on Reportings>Student Admit Card. It is recommended that Colleges/Departments/Institutes may download the admit cards and signature charts of 50 students in one instance in order to avoid any network congestion. For this, the specific range of University assigned roll no.(s) may be obtained from either

   a) Reportings > Admit Card Status Class Wise.

   OR

   b) Reportings > Class Wise Report.

8. In case, there is a mismatch of roll no. of any student with already assigned roll no. in previous odd semester examinations or any other issue; 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 at examlab@kuk.ac.in in order to avoid 11th hour chaos.

Further, It is also being brought to your kind notice that the online examination portal shall also be made operational for submission of the Practical Awards w.e.f. 01/09/2020 to 15/09/2020. Furthermore, the hard Copies of the Practical Awards dully signed by the Examiner/Principal/Director/Chairperson   shall   be   submitted   by   the

Colleges/Departments/Institutes at the Secrecy Branch Counter, Kurukshetra University within a week of the conduct of Practicals.

It is also worthwhile to mention here that the notification No.COE/LAB/2020/635 dated 27/08/2020 regarding providing the EVS awards of even semesters for the session Apr-June 2020 stands withdrawn.

For any queries, Colleges/Departments/Institutes may contact at 7082113136, 7082113029 or examlab@kuk.ac.in.

We solicit your kind cooperation.

System Analyst/Programmer
for Controller of Examinations-II