



Kurukshetra University, Kurukshetra

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

(A+ Grade, NAAC Accredited)

No.: COE/Lab./2023/5059

Date: 01/12/2023

To

The Principals of

1. Of All affiliated UG/PG /Law Colleges, KUK
2. IHS.

Subject: Opening of the portal for the Online Submission of the Practical Awards and Internal Assessments of various courses for the session Dec. 2023 odd semester examinations w.e.f 05/12/2023 to 31/12/2023.

Sir/Madam,

In furtherance to the receipt of the examination application forms at www.examforms.kuk.ac.in, pertaining to the various UG/PG Non-NEP courses for Dec. 2023 examinations (except UG -NEP1st semester, full papers), **kindly note that:**

- A.** The online examination portal has been activated for the submission of Internal Assessments w.e.f. **05/12/2023 to 31/12/2023**.

Therefore, the Colleges are requested to complete the process of entering the Internal Assessments of the students against University allotted roll no.(s) by the stipulated date.

Further, no Internal Assessments shall be accepted in any case through online mode after the expiry of last date i.e. 01/07/2022 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 concerned through offline mode to the respective result branches.

- B.** Furthermore, the portal for the Online Submission of the Practical Awards has also been made operational w.e.f. **05/12/2023 to 20/12/2023**. Therefore, the Colleges are requested to complete the process of entering the Practical Awards of the students against University allotted roll no.(s) by the stipulated date.

KINDLY NOTE:

1. In context of the Practical Awards, it has been decided that concerned College will enter the practical awards as provided by the examiner through the online mode. After being crosschecked, stamped (college/deptt./institute) and signed by the concerned examiner, the system generated hard copy of the same will be submitted to the university within 3 days from the date of Online Submission of the Practical Awards. 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 before the opening of the portal then, the Colleges will enter the Practical Awards upon the opening of the portal and submit the system generated hard copy of the practical awards with the stamp and signatures of the Principals of the Colleges to the university within 3 days from the last date of the Online Submission of the Practical Awards. 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 will send their requests (on letter head) for opening of the portal for Online Submission of Practical Awards through email (at examlab@kuk.ac.in) consequent upon which, they shall be allowed to enter the Practical Awards through the online mode. After entering the awards, the verified system generated hardcopy of the same will be submitted to the university within three days from the last date of the Online Submission of the Practical Awards and in no case they should be varied from the awards entered on the online portal.
4. The concerned College 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.**
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 of the College 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 of the College; 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 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.



Programmer
For Controller of Examinations-II