

Important Instructions for the Private Candidates

1. The online examination portal has been made operational for obtaining the examination forms and fee from the **Private Candidates (Fresh/Reappear/Compartment/Improvement/Additional)**.
2. **The requisite Private Candidates can apply their examination form through the IUMS portal by using the link https://iums.kuk.ac.in/anon_affiliatedInstituteUserSignup.htm?studType=pvtStu**
3. For the successful registration on the IUMS portal as a private candidate, a candidate must have a valid email id and mobile number. **Please note that candidate must use his/her own email id and mobile number (and not someone else's) as all the important communications shall take place through the same email id and mobile number.**
4. Before submitting the online examination form, candidate must read all the Instructions, Eligibility Criteria etc. carefully placed on the university website.
5. **The candidates must submit their online examinations forms along with fee as per the notified schedule.**
6. The students shall have to fill online examination form and also upload the photographs, signature and other requisite documents mandatorily. Therefore, before applying, the candidates must have images/.pdf of the following:
 - a. **Photo**
 - b. **Signature**
 - c. **DMC of the last qualifying Exam**
 - d. **Migration Certificate**
 - e. **Domicile No. and Date**
 - f. **Supporting document for the Capacity under which you are applying as a private candidate for e.g.**
 -) **Caste Certificate for SC**
 -) **NOC from the employer in case of 'Serving Military Personnel' and 'KUK Employee'**
 -) **Physical Disability Certificate for physically handicapped candidates.**
 -) **Any supporting document for Ex-Defense servicemen etc.**
7. The Ex-Students of Directorate of Distance Education (DDE) shall submit their examination form by selecting the capacity "**Ex-Students of DDE**".
8. The candidate is required to submit the examination fee as visible on the portal via online mode through the portal only. **No other mode of the submission of the examination fee except through the online examination portal shall be**

entertained by the university in any case.

9. After the successful submission of the examination forms and initial examination fee (as displayed on the portal), the university shall check and verify the eligibility of the candidate and update the deficit/balance fee (if any as per the notified schedule; placed on the university website) against the eligible candidates. The deficit/balance fee will get reflected in the candidate's login. **Therefore, the candidates are advised to regularly visit their respective logins** to check and pay the updated deficit/ balance fee as visible in his/her respective logins through the portal only. After realizing the complete examination fee, the admit cards shall be issued to the eligible students which will be made available in the logins of the candidates.
10. **PLEASE NOTE that the admit cards shall not be issued to such students who will not resolve the raised DISCREPANCY (displayed in their respective logins)**
11. The candidates who have applied their online examination forms shall regularly check their respective logins for the status of the Deficit/Balance fee (if any)/any other discrepancy as raised by the university. Further, the candidates are advised to immediately resolve the raised discrepancy in respect of Deficit fee or any documents otherwise admit cards shall not be issued to such students whose discrepancies are pending.
12. The candidate shall carefully select the subjects while filling the examination subject details in the online examination form. After the submission of the examination form and fee, the subject change fee of Rs. 200 per subject shall be charged to correct the wrongly opted subjects.
13. After the final submission of the examination form, the candidates shall take the printout of the .pdf of the examination form and fee receipt and submit the same along with the requisite documents to the following:

The Incharge, Examination Enquiry, Kurukshetra University, Kurukshetra.

14. The candidates shall contact the Exam Enquiry for the resolution of any ambiguities in the online examination form.
15. **The candidates are advised to retain/remember and record the same email ID and mobile number throughout the class/program as all important correspondences shall be done using the same email ID and mobile number.**
16. **If an already registered candidate forgets his/her username or password; then follow these steps to recover the same: Go to Login → Click on Forgot**

Password/Forgot Username.

17. The Admit Cards shall be made available only to the eligible and provisionally eligible private candidates who can obtain the same through their student's login by entering user ID and password. Therefore, the candidates are strictly advised to remember and record their mobile no.(s), user ID and passwords.

18. NO OFFLINE FORMS SHALL BE ACCEPTED IN ANY CASE.

19. The private candidates applying their examination forms through online mode must keep in touch with the University website i.e. www.kuk.ac.in and the online examination portal for latest updates regarding Date-Sheets, Admit Cards, Examination Centres and other information etc., if any.

20. The Private Candidate shall carefully cross-check and submit the online examination forms and fee by selecting the correct class. If the examination form and fee have been submitted in the wrong class, then in such case the student will have to again fill the fresh examination form and fee in the correct class within the notified schedule. Further, the candidates may apply for the refund of the examination fee for the form submitted in the wrong class.

21. The online examination form for private students shall not be considered **'Submitted'** to the university until the examination fee through the portal is paid.

22. University reserves the right to create or abolish any Examination Centre at any stage.