

## **Important Instructions for the Private Candidates**

1. The Private Candidates under the categories of Fresh/ Reappear/ Compartment/ Improvement/ Additional shall submit their examinations form and fee through the IUMS portal.
2. The requisite Private Candidates must read the instructions, manuals and eligibility criteria etc. very carefully as available on the **Private Candidates' Portal**. The candidates will apply their examination form through the IUMS portal by using the link [www.iums.kuk.ac.in](http://www.iums.kuk.ac.in) > **Private Candidates' Portal**> **Private Candidate Login**.
3. The examination forms and fee for the **Additional Category for the program B.Ed for the session May-June 2025** shall not be received through private mode.  
All such students who have passed B.Ed 1-year/2-year/through regular mode/through distance mode and wants to apply for the additional category under B.Ed for the session May-June 2025 shall submit their examination forms and fee through affiliated colleges for which detailed instructions and schedule will be notified later.
4. The private students of **Bachelor of Arts Part-I and Bachelor of Commerce Part-I** having compartment/reappear in one or many subjects shall now submit their examination forms and fee under **Reappear category** by selecting one or many subjects as applicable.
5. The private students of **Bachelor of Arts Part-II/III and Bachelor of Commerce Part-II /III** having compartment shall submit their examination forms and fee under **Compartment category** by selecting one subject as per past practice.
6. 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. The candidates are advised to retain/remember and record the same email ID and mobile number throughout the class/program.  
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.
7. The candidates must submit their online examinations forms along with fee as per the notified schedule.
8. The students shall have to fill an online examination form and upload the photographs, signature and other requisite documents mandatorily. **Please note that the scanned copies of the uploaded documents should be clear and readable.** The candidates must have images/.pdf of the following:
  - a. Domicile No. and Date
  - b. Photo
  - c. Signature

- d. DMC of the last qualifying Exam
  - e. Migration Certificate
  - 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.
    - ) Supporting document for Ex-Defense servicemen etc.
9. The Ex-Students of Directorate of Distance Education (DDE) shall submit their examination form under the category of Compartment/ Reappear/ Additional/ Improvement by selecting the capacity "**Ex-Students of DDE**".
10. Please note that the Distance Students who have enrolled themselves on the IUMS portal in 1<sup>st</sup> year full papers of UG/PG Annual programs w.e.f. July 2023 shall submit their examination forms in Reappear category for 1<sup>st</sup> year through their respective logins via [www.iums.kuk.ac.in](http://www.iums.kuk.ac.in) > **Distance Students' Portal**> **Distance Student Login**.
11. The candidate is required to submit the examination fee as visible on the portal via online mode through the portal only. If the fee has been deducted from your account and the same has not been updated on the IUMS portal, then in such cases, the candidates are advised not to pay the fee again immediately; instead they must wait for 24 hours till the settlement of the fee. Furthermore, if the debited examination fee gets credited back into the account, then in such case, the candidate must pay the fee again immediately as applicable.
- NOTE:**
- a. **It will be the responsibility of the candidate to submit the examination form and fee well before in time within the notified schedule.**
  - b. **No other mode of the submission of the examination fee except through the IUMS portal shall be entertained by the university in any case.**
12. 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 notified in the Mercy Fee Notification; 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 again advised to regularly visit their respective logins to check and pay the raised deficit/ balance fee through the portal only. After realizing the complete examination fee, the admit cards shall be issued to the eligible students which will also be made available in their logins. **PLEASE NOTE that the admit cards shall not be issued to such students if the deficit/balance**

**fee remains unpaid.**

13. The candidates who have applied their online examination forms shall regularly check their respective logins for the status of discrepancy as raised by the university. Further, the candidates are advised to immediately resolve the raised discrepancy otherwise admit cards shall not be issued to such students whose discrepancies are pending.
14. The candidate shall carefully select the subjects while filling the examination subject/course details in the online examination form. After the submission of the examination form and fee, the subject change fee of Rs. 200 per subject/course shall be charged to correct the wrongly opted subjects.
15. The candidates applying for UG Annual 1<sup>st</sup> year full papers and PG Annual 1<sup>st</sup> year full papers (migrating from other universities) shall submit their original migration certificate along with the examination form to  
**The Incharge, Examination Enquiry, KurukshetraUniversity, Kurukshetra.**
16. The candidates shall contact the Exam Enquiry for the resolution of any queries/ambiguities regarding the online examination form. In this regard, candidates shall fill the Discrepancy Performa (available on the IUMS portal/university website) and submit the same to the Exam Enquiry.
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.
18. The private candidates applying their examination forms through online mode must keep themselves updated with the University website i.e. [www.kuk.ac.in](http://www.kuk.ac.in) and the IUMS portal for latest updates regarding Date-Sheets, Admit Cards, Examination Schedules and other information.
19. The Private Candidate shall carefully cross-check and submit the online examination forms and fee by selecting the correct class/year and examination type. If the examination form and fee have been submitted in the wrong class/year/examination type, then in such case, the student will have to again fill the fresh examination form and fee in the correct class/year/ examination type within the notified schedule. Further, the candidates may apply for the refund of the examination fee for the wrongly submitted form in the Cash and Fee section, Accounts Branch, Kurukshetra University.
20. The online examination form for private students shall not be considered **'Submitted'** to the university until the examination fee through the portal is paid.
21. The private candidate/s who submits the examination form after the beginning of the examinations as per the date sheet; shall not claim for appearing in those examinations that have already been conducted before the submission of his/her examination form. Such candidate/s shall appear only in the remaining examinations of subjects/courses. It shall be the responsibility of the private candidates to check the date sheet from the university website ([www.kuk.ac.in](http://www.kuk.ac.in)).