Instruction Manual for Private Candidates (IUMS Portal)

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- B. How to submit the examination form and fee by an already registered user? (Page-11)
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A. How to submit the examination form and fee by a new user?

1. Click on <u>www.iums.kuk.ac.in</u> as shown below:

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2. Click on **Private Candidates' Portal > Private Candidate Login** as shown below:

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- A new student shall register him/herself through **New Applicant Registration** as shown below. Enter your name, your valid email id, mobile number and set login password.
- Note: Kindly enter the correct spellings of your name as present in the 10th/12th certificate. No editing in the name will be allowed after registration.
- Click on send OTP button for both email and mobile number to verify the email id and mobile number. Enter both the OTP (s) and Captcha and then click on **Register**. The student will get successfully registered on the IUMS portal. The email address shall be the user id and password will be the same as entered while registration.

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xyz3@gmail.com				99999999999	
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3. Login into your account as shown below using the credentials.

	Already Registered, Sign in/Login	here		
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Click on the tab **Registration Form** (available in the left corner menu) to fill the examination form (first page) as shown below. In **Current Program Details**, select the **Exam Type** for which you want to fill the exam form. Exam types are: Full papers (Fresher), Reappear, Compartment, Additional and Improvement.

Current Program Details						
som Type *:		Course / Yogram Name *:		Term/Year*		
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Select the **Program Name, Term/Year** from drop down list for which you want to fill the Examination form viz: Bachelor of Arts(Annual)Part-I, Bachelor of Commerce etc.

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Select the correct **Appearing Capacity**; otherwise the form will be rejected by the university.

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) Then select **Are you a resident of Haryana State**? If Yes, then enter **Haryana Domicile Certificate Number** and **Haryana Domicile Certificate Date**; otherwise you are not eligible to apply.

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) Now select **Are you already registered student of Kurukshetra University.** If Yes, then enter your **Kurukshetra University Registration Number**, **Last qualified Program Name** from Kurukshetra University and **Registration Year**.

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Student Registration Number	Course / Program Name	Registration Vecr
& Personal Details	NI 20 92	
Name as Par 12th Cartillicata *	Father's Name *:	Mother's Name
RAKESH KUMAR	Father's Name	Methor's Nome

- Now enter Personal Details such as **Father Name, Mother Name, Date of Birth, Gender, Category, Religion, Aadhaar No.** and **select Residential Area.** <u>Note that the Name, email id and</u> <u>mobile no. shall be auto filled as entered through the New Applicant Registration.</u>
-) Now, enter the Address Details in **Correspondence Address Details** and if Correspondence address and Permanent address are the same then enable the check box **Permanent Address same as Correspondence address.**

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) Thereafter, enter the details of Previous Qualification Program information in **Previous Academic Details** section and click on **Next** button.

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) When you click on **Next** button, the information on the current page gets saved successfully.

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) The second page **Upload Document** belongs to the uploading of the photos, signature and other academic documents. The academic and other documents must be scanned so that clear and readable picture quality is obtained.

) Select the Profile Picture to upload by clicking on **Profile Picture** option and upload the profile picture using **Crop and Upload** button.



) Once you click on **Crop and Upload** option system will display message that your profile image has been uploaded successfully.

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Now Upload the documents in the pdf format in appropriate size (<300 KB)which are visible on the screen viz: Haryana Domicile Certificate, Previous Qualification DMC Certificate and Migration Certificate.

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*A*fter uploading all the documents, click on **Next** button to go to the third page i.e **Examination Form.**

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) On the third page i.e. **Examination Form,** the Schedule Details will get auto fetched from the previous pages.

Registration Form	O Upload Document	3 Examination Form	Preview & Paymen
Schedule Details			
Exam Type:*	Exam Session:*	Term/Year:*	
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🏦 Station Details			
District."		Exam Station 🐏	
Select	-		
People with Disabilities			
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Year 1			
(* Total Course (Min : 5 Max : 5)			

) Enter the **Station Details** of your choice by selecting **District** and **Exam Station**.

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) Now carefully enter the Examination Details i.e the **Courses/Subject** as per the program/class scheme and exam types for which you are filling the examination form. Select the courses/subject carefully because the same will also be displayed on your Examination Admit Card.



After selecting the courses click on **Next** button



-) Once you click on **Next**, system displays message **Are you sure do you want to confirm exam form**, if you are sure that the entered details are correct and no modification is required in them,
- *J* Then Click on **OK** button.

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) Now you can see the preview of your examination application form on the fourth page i.e **Preview & Payment** page.

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Name as Per 12th Certificate		RAKESH KUMAR				
Father's Name		RAMESH			-	
Mother's Name		REENA			E.	
Date of Birth		Mary 18.2006	Gender	Female		
Category		General	Religion	Hinduism	n-le	1
Personal Email Id		r8310803gigmail.com	m		propr	
Mobile No		9996533066	Aadhaar No	222756269420		
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) Enable the checkbox **I**, agree and continue to make Payment after reading Declaration.

Exam peraits			
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Exam Station - I	AMBALA CANTT		
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	1 ENTI	LITERATURE IN ENGLISH 1550-1660	Core
	2 EN12	LITERATURE IN ENGLISH 1860-1798	Core
	3 EN13	LITERATURE IN ENGLISH 1798-1914	Core
	4 EN34	LITERATURE IN ENGLISH 1914-2000	Core
	5 EN16	STUDY OF A GENRE DRAMA	Elective
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Sr. No.		Particulurs	Amount
	I Examination Fee		
		Total Amount	1
Declaration			
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🗆 I. agree and continue to make	payment		
			Previous

) After enabling the check box **I**, agree and continue to make Payment, payment gateway option to Pay examination fees will be visible on the screen

Click on Click here to Pay option on the available Payment Gateway.



Select the option UPI or Net Banking and proceed to pay the examination fees.

		Merchant : THE REGISTRAR KURUKSHETRA UNIVERSITY
Payment Mode		
RTGS / NEFT	1	
Net Banking	Annual Annual	220518121994528
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511	GST	Rs. 0.00
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	Payer Name : Opt	Jorial
	"Please provide the r	noble number for transaction communication & viewing transaction history.
	(Re	tail) 🔿 Other Bank
	Proceed Now	Cancel

Verify the VPA if you are paying examination fees using UPI payment mode and click on Proceed Now button.

ayment Mode	
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UPI	Convenience Fee Rs. 0.00
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	Payer Name : Optional VPA : PN2871990;ptCtCT Victor Spacer Name : MARCST RUMAR
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Brought to you by **FICICI Bank**

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	Merchant Name	THE REGISTRAR KURUKSHETRA UNIVERSITY KURUKSHETRA		
	Amount	Rs. 1.00		
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	GST	Rs. 0.00		
	Total Bill Amount	Rs. 1.00		
Notes				
+ ICICI De	enk will not accept conditions otion valid for next 5 Minu	al and/or part payment. tes from the time of payment request initiation/generation.		

) After the successful payment, you can check and take print of **Online Payment Receipt**.

) Click on **Click here to Download Exam Form**

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	aline Reprint Receipt
Transaction Reference No Payment Gateway Reference Transaction Status	н. одотяки соорон 2005 кв. 21994528 9. ССЕБЯТИ.
Student Name	RAKESH KUMAR
Paid For	KLP-2022/000011
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Transaction Amount	Rs. 1.00
Timestamp	May 18,2022 8:13:04 AM

- Once you click on **Click here to download Exam Form**, you will be redirected to student login page. You can download your Exam form in PDF format by clicking on **Download Exam Form** button.
- Click on **Fill New Exam Form** button if you want to fill the other examination form for the Reappear, Compartment, Additional and Improvement exam types.

۲	Kurukshetra Unive	rsity, Kurukshotra.			RAKESH KUMAR
# DashBoard £ Profile ₽ Faam ♪ Raise Orievance (For Examination Only) I← Lagaut	Mastar of Arts (I	Lngleh) (Annual)	Academic Details College Institute Name : Private S (Kurukshetra University) University Examination Roll No. : Year : First Student Category : General	Students Haryana	Registration Number - Course / Program - Moster of Arts (English) (Annual) Student Type - PRIVATE STUDENT Exam Type - Full Poper
	g Filled Exam Form Details				
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	Full Paper	MAY_2022_1	Full Paper	Download Exc	am Form
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) .PDF of the Examination form.

0 11 12	۲	Kurukslipefra Uni (Established by tie Stab (* Grade.) EXMINATION (Sension - MA	versity, Huruk Legislature Act XII of 18 NAAC Accredited) APPLICATION FORM Y_2022_Fell Paper)	shetra 🥥	
	Application No : KUP-20	22/000011	Student Type	PRIVATE STUDENT	
	Exam District	Ambala	Exam Station I	AMBALA CANTT	
	Class Name	Master of Arts (English) (Annual)	Annual / Semester	Annual	
	Year	I	Session	MAY_2022_Full Paper	
	Exam Type	Full Paper	Capacity Appearing	Woman	
	KU. Reg. No.	08-BAGK-95	Domicile No.	HR-065336	
	Domicile Date	May 18,2022	Blind/Deaf	No	
	Student Name	RAKESH KUMAR	Father Name	RAMESH	
	Mother Name	REENA	Mobile No	9996533065	
	Email Id	r8310803@gmail.com	Gender	Fernale	
	Correspondence Addres	VPO - Dhand			
	State	HARYANA	District	Kaithal	
	Area Type	Rural	Caste Category	General	
	Date of Birth	May 18,2006	Aadhaar No	222756269420	
	Religion	Hinduism			
	10 Part	itudent Photo	s	tudent Signature	
P Ø				port	

Process Complete

B. How to submit the examination form and fee by an already registered user?

) Already registered students will Login into their respective accounts using the user id and password as shown below.

xyz3@gmail.com		
		Ø
Forgot password?	Forgot username?	
	Login	

) Click on **Exam** Tab and Select **Exam Form**.

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) Select **Fill New Exam form** button if you want to fill a new exam form under the Full Paper/Reappear/ Compartment/Additional/Improvement exam types. Enter all the desired information as shown below:

	•	1 Academic Details		
Mester of Arts (English) (Annual)		College Institute Name - Private Students Haryana (Kurukshetra University)	Registration Number -	
		University Examination Roll No	Course / Program : Master of Arts (English) (Annual)	
		Year . First	Student Type . PRIVATE STUDENT	
		Student Category : General	Exam Type - Full Paper	
Filled Exam Form Details				
Exam Type	Exam Name			
Full Paper	MAY_2022_1	full Paper	Annual Escience	

Exam Type.*	Capacity App	earing *.	
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Master of Science (Geography) (Annual)	May 2025 (Private) Reappear	First	

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	Computeory (Min : 6 Max : 5) Is Computeory Group : Yes -
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Click on **Save** button and proceed for uploading the required documents as shown below:

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2. Select file	
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Migration Certificate (Candidates seeking	mission in an examination on the basis of lower examination passed from other than Kurukshetra University Kurukshetra should send the original migration certificate to the University.
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Click on **Save and Make Payment** button for paying the examination fee and final submission of the form.

Sr. No.		Particulurs	Amount
	1	Examination Fee	200
		Total Amount	200
Declaration:			
solemnly declare and affirm that the particula consulted Syllabus, Scheme, Eligibility condition 2 1, agree and continue to make payment	irs given abo is etc. and ho	ve are correct and true to the best of my knowledge and nothing has been concealed there in. I am eligible for the Examir ave gone through general rules/instructions of Kurukshetra University, Kurukshetra, before filling it and I undertake to abide	nation as per rules and regulations of the University. I have s by the same in all respects.
Note for the Private Candidates: I. If the amount has been debited from your ac not initiate the payment again. 2. If the amount has not been debited from you	count but fe ur account, t	e receipt and the .pdf of the form has not been generated, then in such cases, students must wait for min. 5-6 hours an hen in such cases, the payment must be initiated again immediately.	nd max. 24 hours for the updation of amount and they must also
		Picici Bank	

J Download the .pdf of your examination form.

Process Complete

- C. How to view the discrepancy related to fee or documents and resolve it?
- Enter your login using your credentials and click on Exam Tab.) J
- Check the status.
 - a. If **Ineligible** as shown below, it means you are not allowed to appear in the requsite examination.

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vigration Application							
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b. If the Status is **Discrepancy Added**, then click on **View Discrepancy** button for more details:

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J If the discrepancy is regarding deficit/balance fee, then click on Payment button to pay the balance fee.

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) After updation of the fee into the university account, the **Status** will change to **Approved**.

OUL		('A***	grade, NAAC Act	versity, Korokshetk ोषुनिवाल, कुरुक्षेत्र medited, Category-I University)		
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a)		1	Academic Det	sile		
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c. If the discrepancy is related to the documents, then click on **View Discrepancy** button for more details:

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) Upload the requisite documents and click on **Request to Remove Discrepancy** button.

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) Your discrepancy removal request is under process message will get displayed in your login.

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	3 Upload NOC from Employer showing your Designation. Date of Joining and Permission for High Studies	ar Kindly Uplood Document		Mar 13, 2025	Pending	Request under Process!!!
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) If the documents submitted by you are found in order by the university, then the discrepancy status will change from **Pending to Approved** as shown below.

 Note: A. Partially Approved : A student who has be the concerned dealing official of the result b B. Ineligible : A student who has been "Ineligible" 	een "Partially ranch; other lible" implies	y Approved" by t wise result shall that he/she is r	the university needs to sub not be declared. not eligible for the said cou	mit the Original M rse.	gration Certificate
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Rose Grievance (For xomination Only)	2 Uplead Haryana Demicile Certificate	Document Approved		May 13, 2025	Approved					
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D. <u>How to apply for Re-evaluation examination form and fee through login?</u>

) Click on **Exam Form** tab after entering into your login and select **Exam Re-evaluation**.

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🖶 DashBaard 🌡 Protie 🔊 Exam	Bocheior of Commerce (Annual)	College Institute Name : Privato Studento Regi Horyeno (Kinischetro Leizersity)			Registration Numi	ber : 22-PGD-3985		
Dicini Form Dicinitated Admit Dave Estim Schoolus		Vear : Firs	y Examination A t Category : Gener	coll New	Course / Program (Annual) Student Type : PR Coam Type : Full Pr	Bachelor of Commence		
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) Select **Apply for Re-evaluation button** as shown below

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Select the subjects/courses in which you want to apply for re-evaluation.

Click on **Save** button, enable the **check box of the Declaration** and **Click here to Pay** for final submission of the re-evaluation form and fee.

tudent Name:	MANPR	ET KAUN	Exam Roll No.:	259116000	i					
sther Name:	OURME	IT SNOH	Institute	Privoto Stu	dents Haryona (Kurukshotra University)	yona (kurukshoro university)				
r. No.	Ceurse Code	Course Name	Evoluation	on Type	Marks Obtained	Marks out of	Apply for			
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E. How to view the result through login?

) Login into your account.

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) Click on the **Result Report** Tab under **Exam** menu.

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) Enter the desired information of the class, exam name, pattern, term as shown below and click on download button for obtaining the soft copy of the DMC.

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- F. How to download admit card through login?
 Login into your account.
 Click on the Download Admit Card Tab under Exam menu.

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) Click on the Download button for obtaining the desired admit card.

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- G. How to correct the wrongly opted subjects/courses?
- J Login into your account.J Click on the **Update count**
- Click on the **Update course/paper change** Tab under **Exam** menu.

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) Click on **Course/Paper Change button**.

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e Change Request					
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) Disable the check box against the wrong subject and enable the checkbox against the correct subject as shown below. Then click on **Save and Make Payment** button.

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- After successful payment, the wrong subject will change to the correct one which can verified by downloading the examination form again or admit card.
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-) The Status will change to **SUCCESS** as shown below.

Program Name	Year	Exam Type	Exam Name	Status	Action
Bachelor of Arts (Annual)(2391163008)	Hirst	Full Paper	May-2024 Private Full Paper	SUCCESS	Course/Paper Chang

) Please note that after changing the subject, the candidate must download the admit card again with the correct subjects.

Process Complete