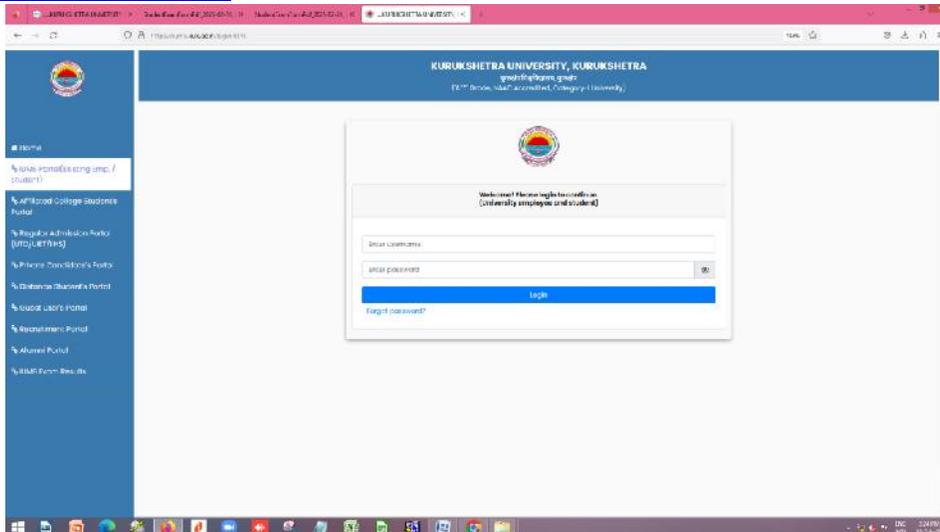


Instruction Manual for Private Candidates (IUMS Portal)

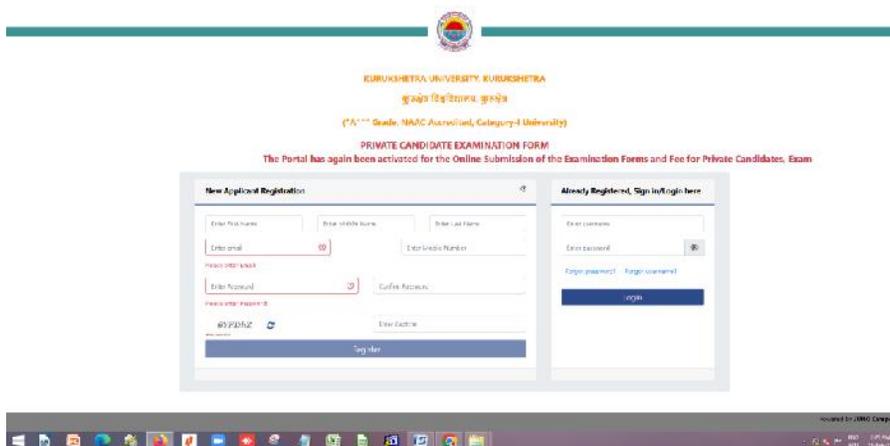
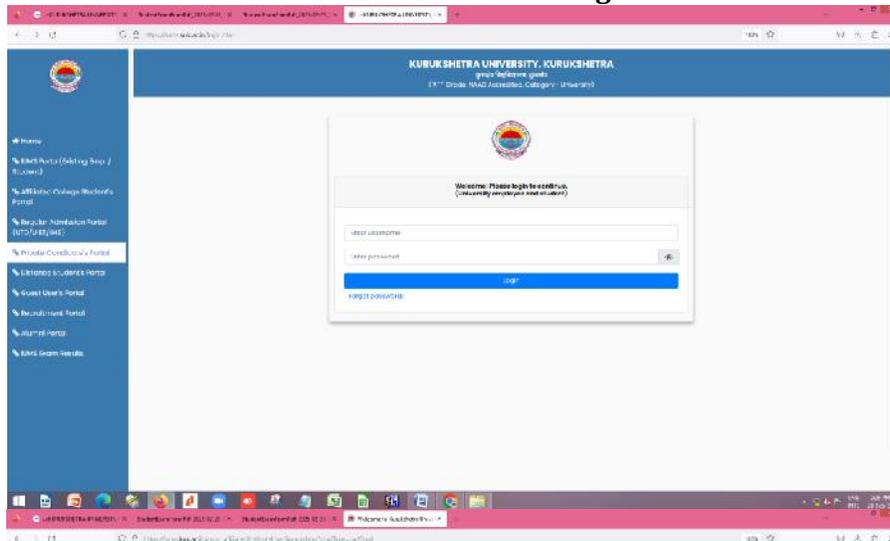
- A. How to submit the examination form and fee by a new user? (Page-1)
- B. How to submit the examination form and fee by an already registered user? (Page-11)
- C. How to view the discrepancy and resolve it? (Page-13)
- D. How to apply for Re-evaluation examination form and fee through login? (Page-17)
- E. How to view the result through login? (Page-18)
- F. How to download admit card through login? (Page-19)
- G. How to correct the wrongly opted subject? (Page-20)

A. How to submit the examination form and fee by a new user?

1. Click on www.iums.kuk.ac.in as shown below:



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



-) 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.

KURUKSHETRA UNIVERSITY, KURUKSHETRA
 कुरुक्षेत्र विश्वविद्यालय, कुरुक्षेत्र
 (A*** Grade, NAAC Accredited, Category-I University)

PRIVATE CANDIDATE EXAMINATION FORM
Fee of ₹ 17,000/-). The Admit Cards for all the UG/PG Private Programs for the examinations to be held in May-June 2024 have been activated in the student's login. The s

New Applicant Registration

Otp sent on registered email. Otp sent on registered mobile number.

Already Registered, Sign in/Login here

3. Login into your account as shown below using the credentials.

JNU
JOSHUA KUMAR SINGH

- [Dashboard](#)
- [Registration Form](#)
- [Help](#)
- [Logout](#)

KURUKSHETRA UNIVERSITY, KURUKSHETRA
कुरुक्षेत्र विश्वविद्यालय
(A*** Grade, NAAC Accredited, Category-I University)

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.

)] 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.

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

)] 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.

)] 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**.

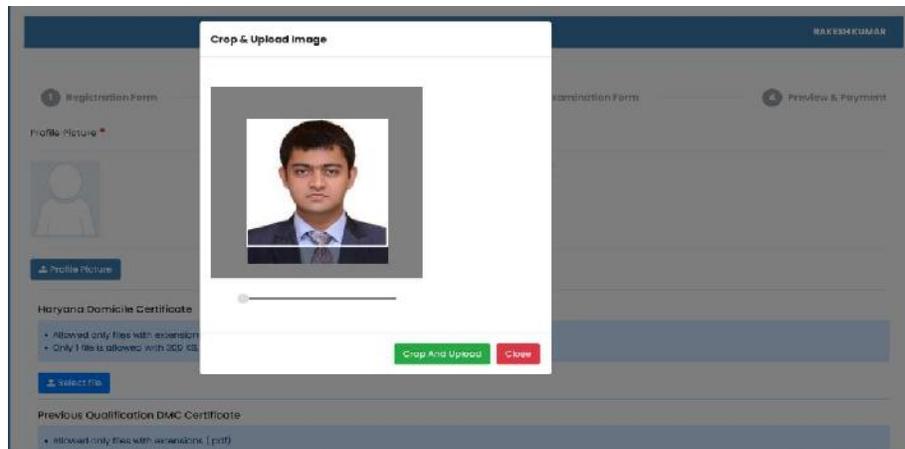
-) Now enter Personal Details such as **Father Name, Mother Name, Date of Birth, Gender, Category, Religion, Aadhaar No.** and **select Residential Area.** Note that the Name, email id and mobile no. shall be auto filled as entered through the New Applicant Registration.
-) Now, enter the Address Details 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.**

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

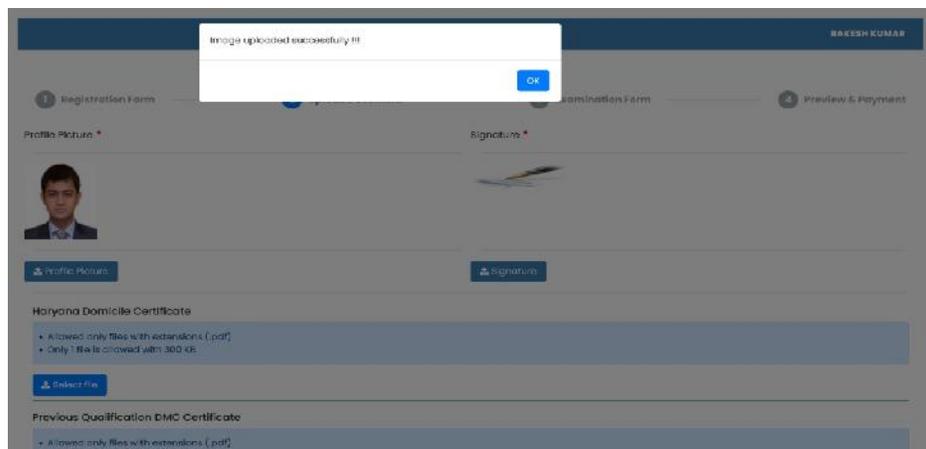
-) When you click on **Next** button, the information on the current page gets saved successfully.

-) 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.

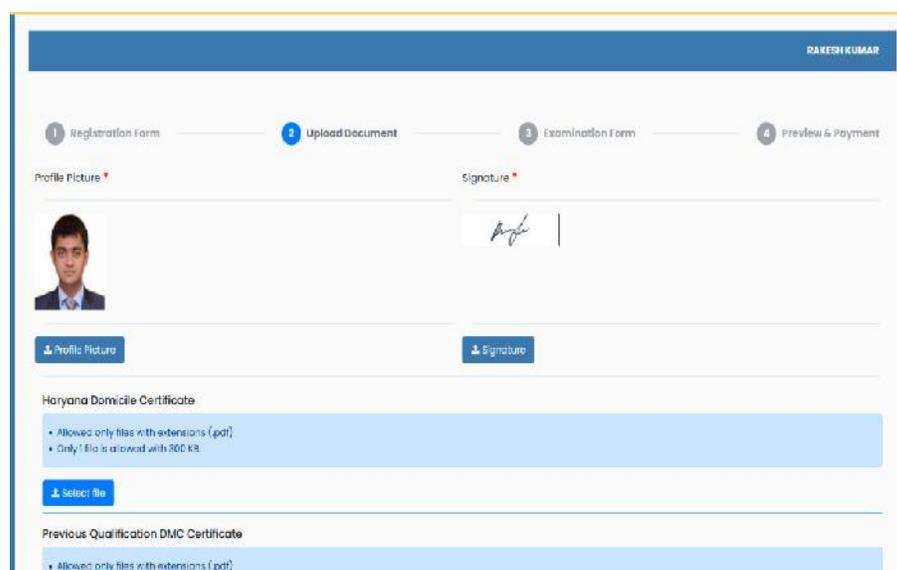
-) Select the Profile Picture to upload by clicking on **Profile Picture** option and upload the profile picture using **Crop and Upload** button.



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



-) Upload **Signature** in the similar manner.



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.**

The screenshot shows a user profile at the top with a photo and a signature. Below are three document upload sections:

- Haryana Domicile Certificate:** Allowed only files with extensions (.pdf). Only 1 file is allowed with 300 KB. [Select File]
- Previous Qualification DMC Certificate:** Allowed only files with extensions (.pdf). Only 1 file is allowed with 300 KB. [Select File]
- Migration Certificate (Candidates seeking admission 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.):** Allowed only files with extensions (.pdf). Only 1 file is allowed with 300 KB. [Select File]

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

The screenshot shows the same three document upload sections, but now each has a file name and size displayed: 'SDWDSWJWanRhatBqBA=.pdf (173.82 Kb)'. The 'Select File' buttons are still present.

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

The screenshot shows the 'Examination Form' page with the following details:

- Progress Bar:** 1. Registration Form, 2. Upload Document, 3. Examination Form (active), 4. Preview & Payment.
- Schedule Details:** Exam Type: Full Paper; Exam Session: MAY_2022_Full Paper; Term/Year: First.
- Station Details:** District: Select; Exam Station: Select.
- People with Disabilities:** Blind or Deaf or Persons with Disabilities (PwD) from writing with his/her hands.
- Exam Details:** Year: 1; Total Course (Min: 5 Max: 5); Core Course; Total Core Groups (Min: 1 Max: 1); Total Core Course (Min: 4 Max: 4); Compulsory (Min: 4 Max: 4) Is Compulsory Group: Yes.

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

Exam type: Full Paper | Exam session: MAY_2022_Full Paper | Term/year: FIRST

Station Details

District: Amibolia | Exam Station: AMEBALA CANTT

People with Disabilities

Blind or Deaf or Persons with Disabilities(PWD) from writing with His/Her Hands.

Exam Details

Year 1

Total Course (Min : 5 Max : 5)

Core Course

Total Core Groups (Min : 1 Max : 1)
Total Core Course (Min : 4 Max : 4)

Compulsory (Min : 4 Max : 4) Is Compulsory Group : Yes

Course Name [Course Code]

- LITERATURE IN ENGLISH 1550-1660 [EN1]
- LITERATURE IN ENGLISH 1660-1798 [EN2]
- LITERATURE IN ENGLISH 1798-1914 [EN3]
- LITERATURE IN ENGLISH 1914-2000 [EN4]

) 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.

Exam Details

Year 1

Total Course (Min : 5 Max : 5)

Core Course

Total Core Groups (Min : 1 Max : 1)
Total Core Course (Min : 4 Max : 4)

Compulsory (Min : 4 Max : 4) Is Compulsory Group : Yes

Course Name [Course Code]

- LITERATURE IN ENGLISH 1550-1660 [EN1]
- LITERATURE IN ENGLISH 1660-1798 [EN2]
- LITERATURE IN ENGLISH 1798-1914 [EN3]
- LITERATURE IN ENGLISH 1914-2000 [EN4]

Elective Course

Total Elective Groups (Min : 1 Max : 1)
Total Elective Course (Min : 1 Max : 1)

Elective Group-1 (Min : 1 Max : 1) Is Compulsory Group : Yes

Course Name [Course Code]

- STUDY OF A GENRE FICTION [EN5]
- STUDY OF A GENRE DRAMA [EN6]
- STUDY OF A GENRE POETRY [EN7]

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

Course Name [Course Code]

- LITERATURE IN ENGLISH 1550-1660 [EN1]
- LITERATURE IN ENGLISH 1660-1798 [EN2]
- LITERATURE IN ENGLISH 1798-1914 [EN3]
- LITERATURE IN ENGLISH 1914-2000 [EN4]

Elective Course

Total Elective Groups (Min : 1 Max : 1)
Total Elective Course (Min : 1 Max : 1)

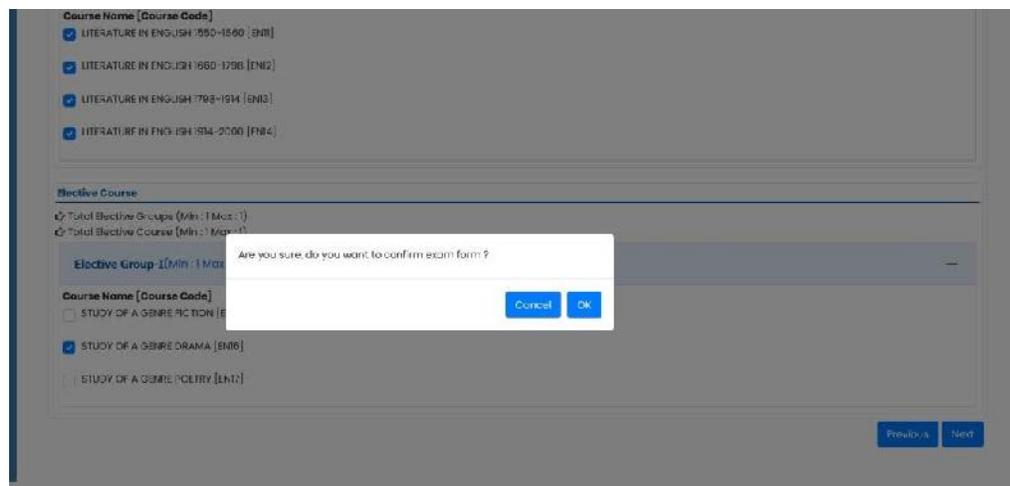
Elective Group-1 (Min : 1 Max : 1) Is Compulsory Group : Yes

Course Name [Course Code]

- STUDY OF A GENRE FICTION [EN5]
- STUDY OF A GENRE DRAMA [EN6]
- STUDY OF A GENRE POETRY [EN7]

Previous Next

- 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,
- Then Click on **OK** button.



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

Personal Details			
Name as Per 12th Certificate	RAKESH KUMAR		
Father's Name	RAMESH		
Mother's Name	RITIKA		
Date of Birth	May 18, 2006	Gender	Female
Category	General	Religion	Hinduism
Personal Email Id	rb310603@gmail.com		
Mobile No	9896533066	Aadhaar No	222758269420
Residential Area	Rural		

Current Program Details			
Program Name	Master of Arts (English) (Annual)	Term/Year	I
Capacity Appearing	Woman		
Haryana State Domicile No	HR-055335	Haryana State Domicile Date	May 18, 2022

Address	
Correspondence Address	
Address Line 1	VPO - Dhand
Address Line 2	

- Enable the checkbox **I, agree and continue to make Payment** after reading **Declaration**.

Exam Sessions			
Exam Name	MAY_2022_Full Paper	Exam Type	Full Paper
Exam Station - I	AMBALA CAMPUS		
Sr. No.	Course Code	Course Name	Course Type
1	EN11	LITERATURE IN ENGLISH-1650-1800	Core
2	EN12	LITERATURE IN ENGLISH-1850-1798	Core
3	EN13	LITERATURE IN ENGLISH-1798-1914	Core
4	EN14	LITERATURE IN ENGLISH-1914-2000	Core
5	EN15	STUDY OF A GENRE DRAMA	Elective

Payment Details		
Sr. No.	Particulate	Amount
I	Examination Fee	I
Total Amount		I

Declaration

I solemnly declare and affirm that the particulars given above are correct and true to the best of my knowledge and nothing has been concealed there in. I am eligible for the Examination as per rules and regulations of the university. I have consulted syllabus, scheme, eligibility conditions etc. and have gone through general rules/instructions of Kurukshetra University, Kurukshetra, before filling it and I undertake to abide by the same in all respects.

I, agree and continue to make payment

- 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.

2	EN12	LITERATURE IN ENGLISH-1650-1758	Core
3	EN13	LITERATURE IN ENGLISH-1798-1914	Core
4	EN14	LITERATURE IN ENGLISH-1914-2000	Core
5	EN16	STUDY OF A GENRE DRAMA	Elective

Payment Details

Sr. No.	Particulars	Amount
1	Examination Fee	1
Total Amount		1

Declaration

I solemnly declare and affirm that the particulars given above are correct and true to the best of my knowledge and nothing has been concealed there in. I am eligible for the Examination as per rules and regulations of the University. I have consulted Syllabus, Scheme, Eligibility conditions etc and have gone through general rules/instructions of Kurukshetra University, Kurukshetra, before filling it and I undertake to abide by the same in all respects.

I, agree and continue to make payment



[Click here to Pay](#)

All Banks Internet Banking, NEFT and UPI Supported



[Click here to Pay](#)

All Banks Internet Banking and UPI Supported

[Previous](#)

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



Merchant : THE REGISTRAR, KURUKSHETRA UNIVERSITY, KURUKSHETRA
18/05/2022 08:25:58Z

Payment Mode

RTGS / NEFT

Net Banking

UPI

Transaction ID	220518121994528
Amount	Rs. 1.00
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
Total Amount	Rs. 1.00

Mobile No : 99967210066 Email ID : Optional

Payer Name : Optional

*Please provide the mobile number for transaction communication & viewing transaction history.

ICICI Bank (Retail) Other Bank

Proceed Now
Cancel

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

Merchant : THE REGISTRAR, KURUKSHETRA UNIVERSITY, KURUKSHETRA
13/05/2022 08:05:58Z

Payment Mode

RTGS / NEFT

Net Banking

UPI

Transaction ID	220518121994528
Amount	Rs. 1.00
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
Total Amount	Rs. 1.00

Mobile No : 999533066 Email ID : Optional

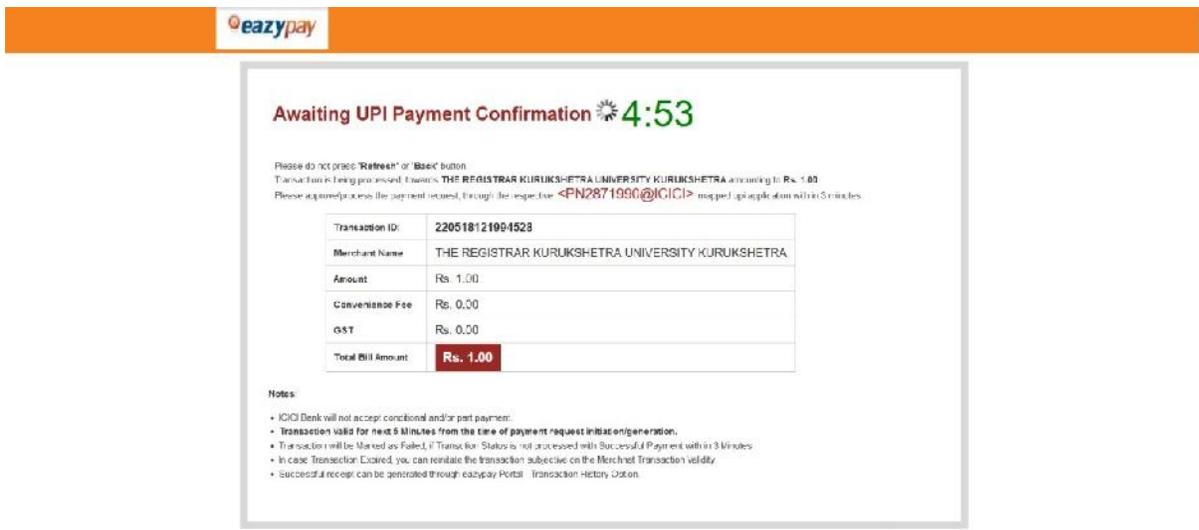
Payer Name : Optional VPA : PN7B7199@ICICI

Payer Name: NARESH KUMAR

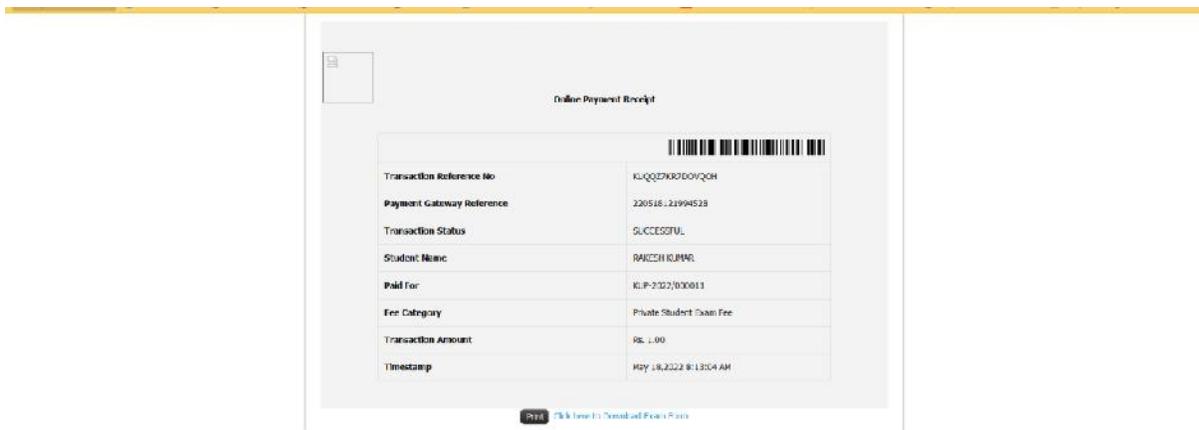
*Please provide the mobile number for transaction communication & viewing transaction history.

Proceed Now
Cancel

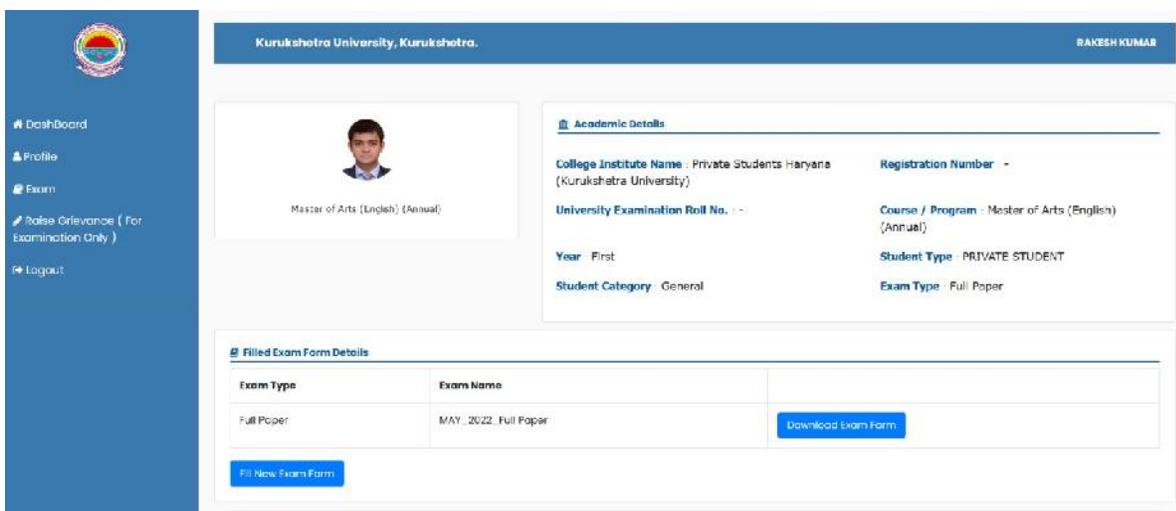
Brought to you by 



-) After the successful payment, you can check and take print of **Online Payment Receipt**.
-) Click on **Click here to Download Exam Form**



-) 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.



) .PDF of the Examination form.

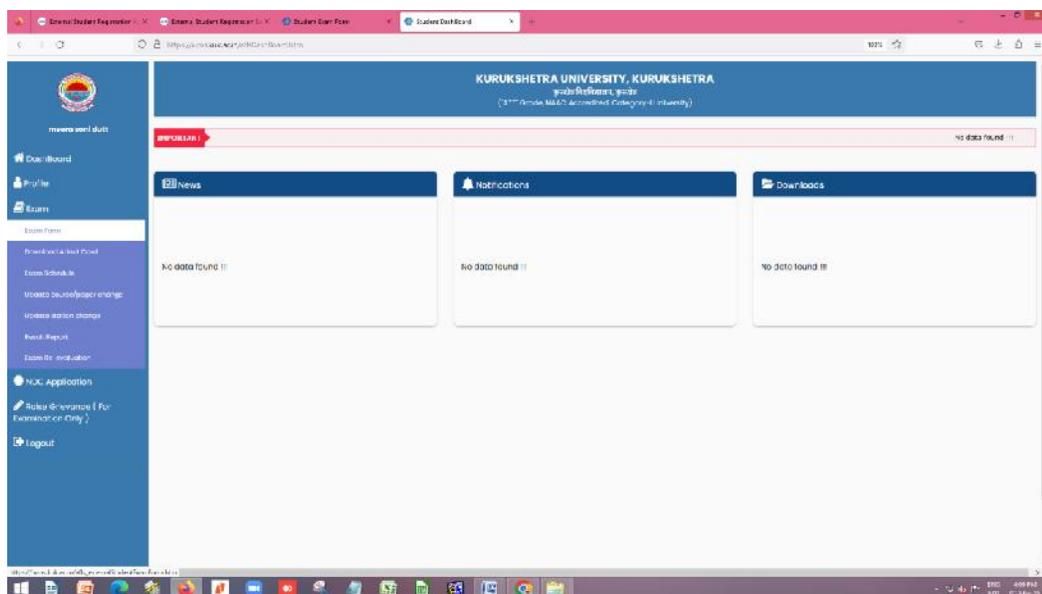
EXAMINATION APPLICATION FORM (Session - MAY_2022_Full Paper)			
Application No : KUP-2022/000011	Student Type	PRIVATE STUDENT	
Exam District	Amblela	Exam Station I	AMBALA CANTT
Class Name	Master of Arts (English) (Annual)	Annual / Semester	Annual
Year	I	Session	MAY_2022_Full Paper
Exam Type	Full Paper	Capacity Appearing	Woman
KU. Reg. No.	08-BAGK-95	Domicile No.	HR-053336
Domicile Date	May 18,2022	Blind/Deaf	No
Student Name	RAKESH KUMAR	Father Name	RAMESH
Mother Name	RECNA	Mobile No	9996533066
Email Id	r8310803@gmail.com	Gender	Female
Correspondence Address	VPO - Dhand		
State	HARYANA	District	Kaithal
Area Type	Rural	Caste Category	General
Date of Birth	May 18,2006	Aadhaar No	222756269420
Religion	Hinduism		
Student Photo		Student Signature	

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.

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



) 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:

Kurukshetra University, Kurukshetra. RAKESHKUMAR



Master of Arts (English) (Annual)

Academic Details

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 Forms Details

Exam Type	Exam Name	
Full Paper	MAY_2022_Full Paper	Download Exam Form

[Fill New Exam Form](#)

Schedule Details

Exam Type: Capacity Appearing:

Are you a resident of Haryana State? Yes No Haryana Domicile Certificate Number: Haryana Domicile Certificate Date:

Program: Exam Session: Term/Year:

Station Details

Station Details

District: Exam Station I:

Exam Details

Year I

Total Course (Min: 6 Max: 6)

Core Course

Total Core Groups (Min: 1 Max: 1)

Total Core Course (Min: 0 Max: 0)

Compulsory (Min: 0 Max: 5) Is Compulsory Group: Yes

Course Name [Course Code]

Geomorphology [01]

Climatology [02]

Economic Geography [03]

Geography Of India [04]

Quantitative Method & Cartographic Representation of Climate & Socio Economic Data [05 (A)]

Quantitative Method & Cartographic Representation of Climate & Socio economic data (Practical) [05 (B)]

L	SIAI SIIIGS	SIAI
---	-------------	------

[Save](#)

Course Name [Course Code]

Geomorphology [01]

Are you sure, do you want to confirm exam form?

[Cancel](#) [OK](#)

Quantitative Method & Cartographic Representation of Climate & Socio Economic Data [05 (A)]

Quantitative Method & Cartographic Representation of Climate & Socio economic data (Practical) [05 (B)]

Click on **Save** button and proceed for uploading the required documents as shown below:

Click on **Save and Make Payment** button for paying the examination fee and final submission of the form.

Sr. No.	Particulars	Amount
1	Examination Fee	2000
Total Amount		2000

Download the .pdf of your examination form.

Process Complete

C. How to view the discrepancy related to fee or documents and resolve it?

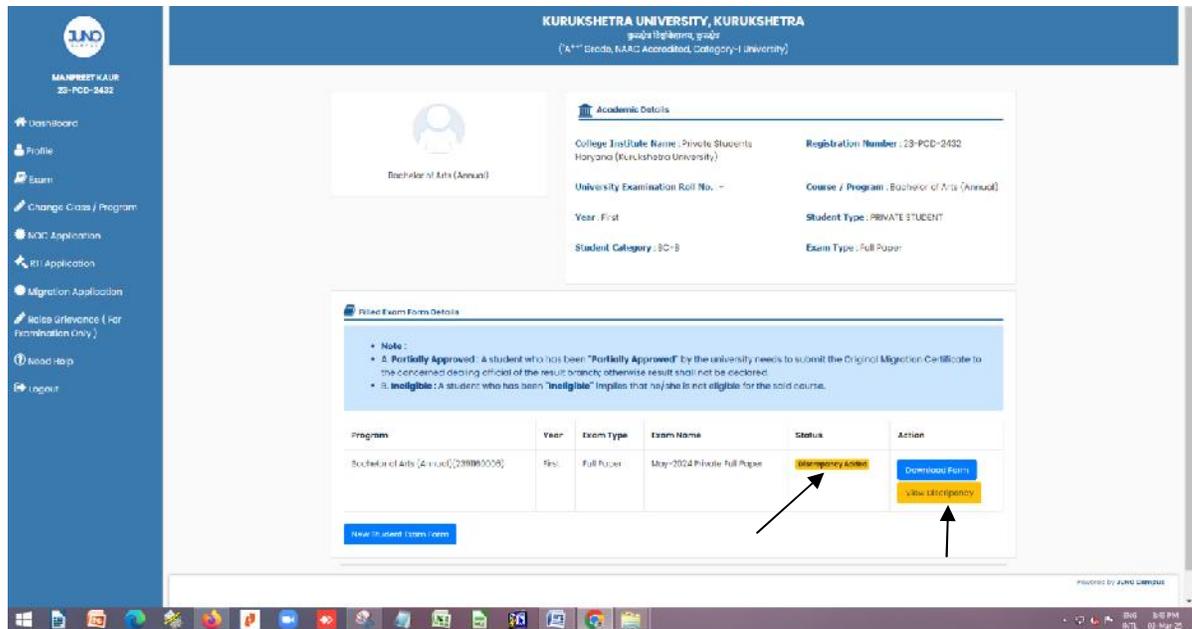
Enter your login using your credentials and click on Exam Tab.

Check the status.

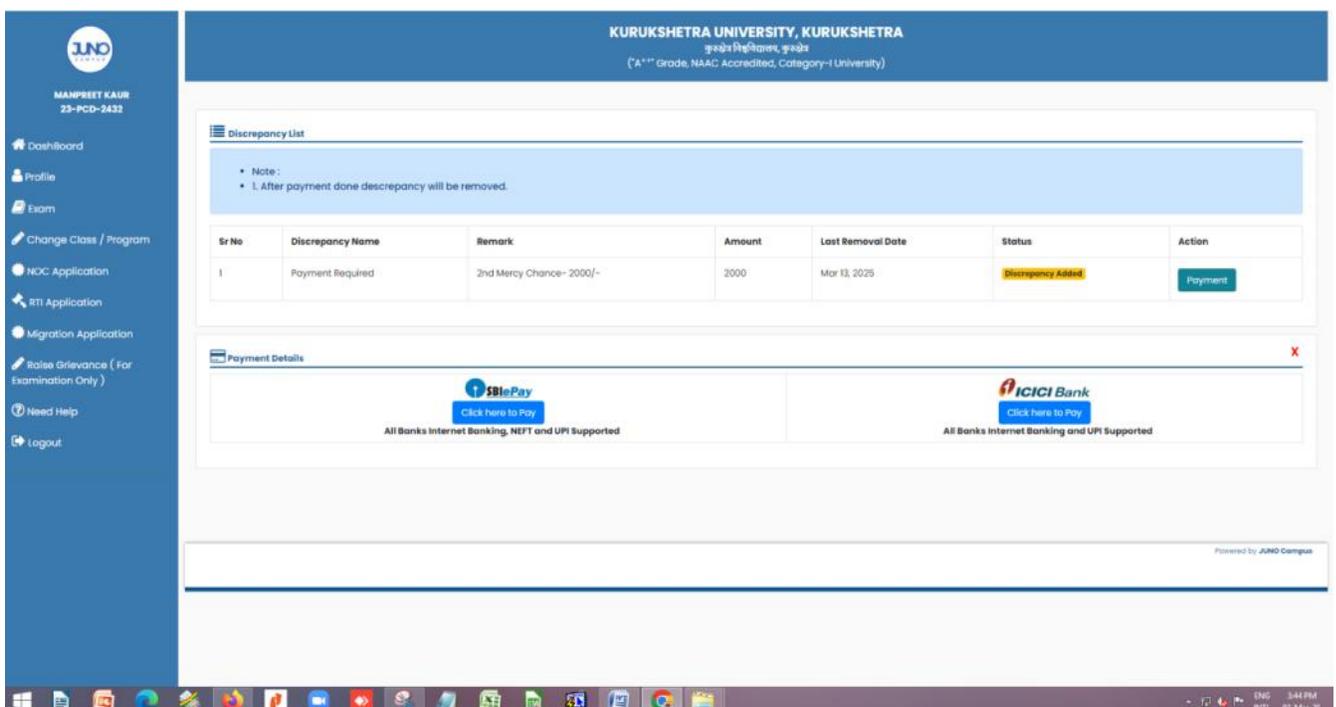
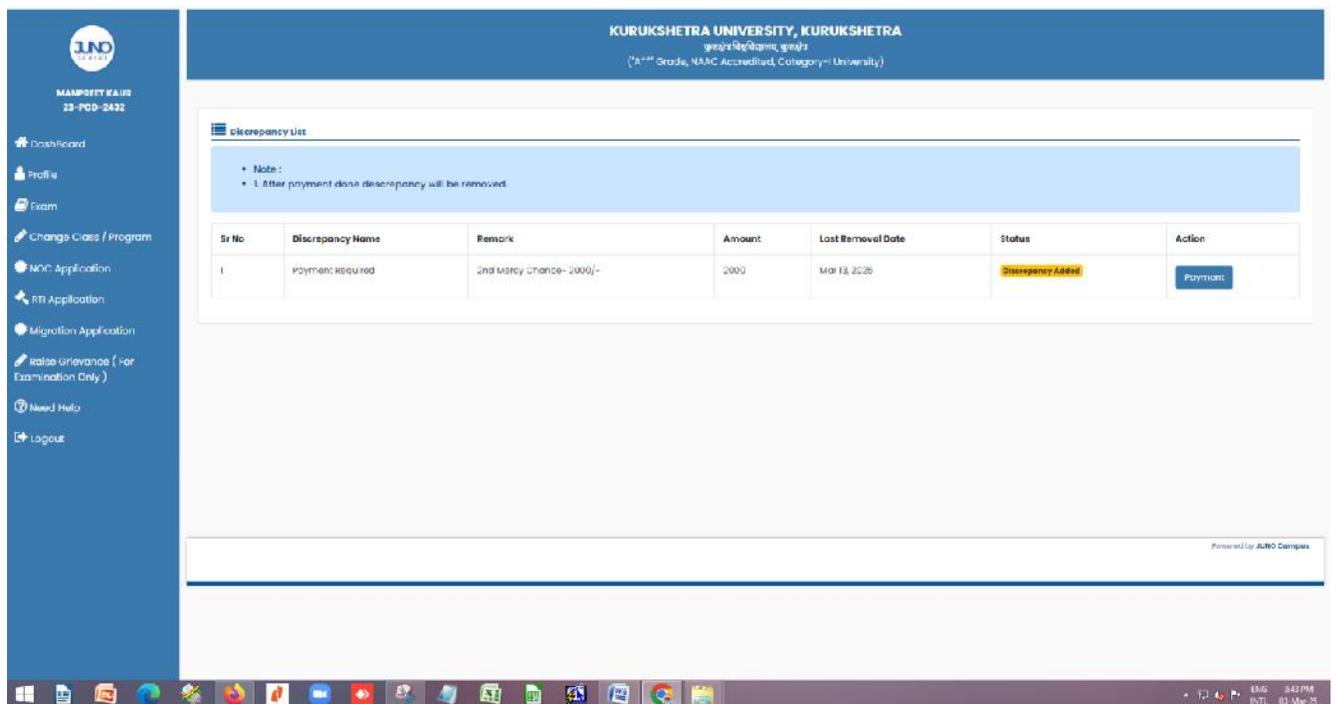
a. If **Ineligible** as shown below, it means you are not allowed to appear in the requisite examination.

Program	Year	Exam Type	Exam Name	Status	Action
Bachelor of Arts [Annual] (2019/2020)	First	Full Paper	May-2024 Private Full Paper	Ineligible	Download Form View Discrepancy

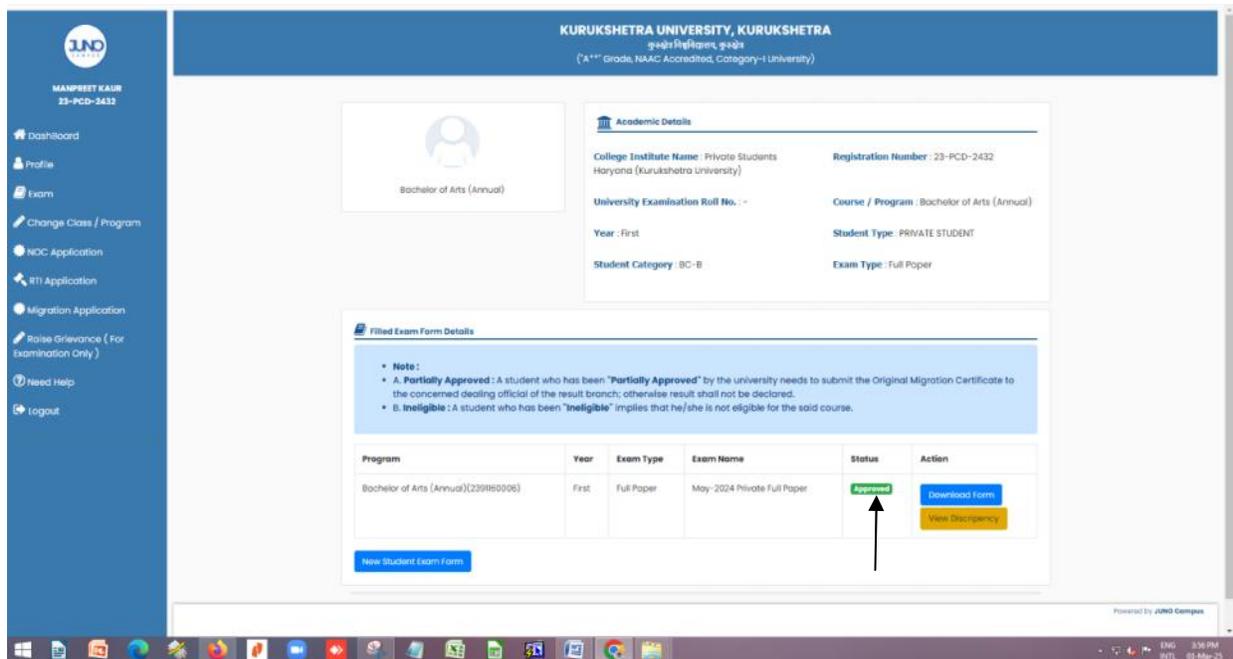
b. If the Status is **Discrepancy Added**, then click on **View Discrepancy** button for more details:



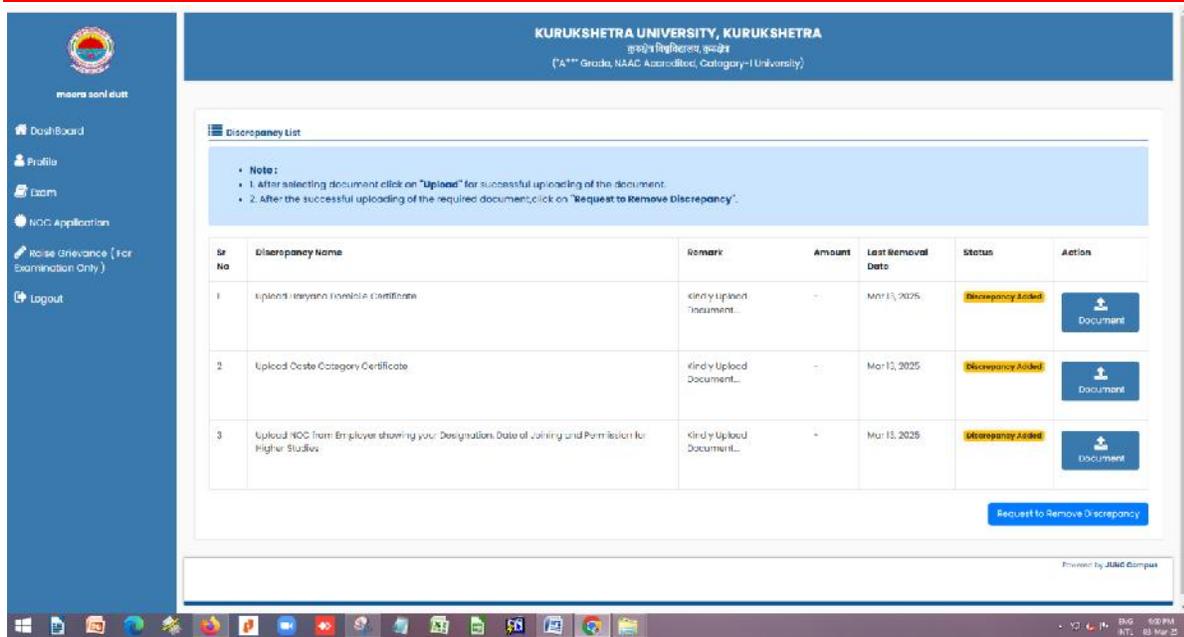
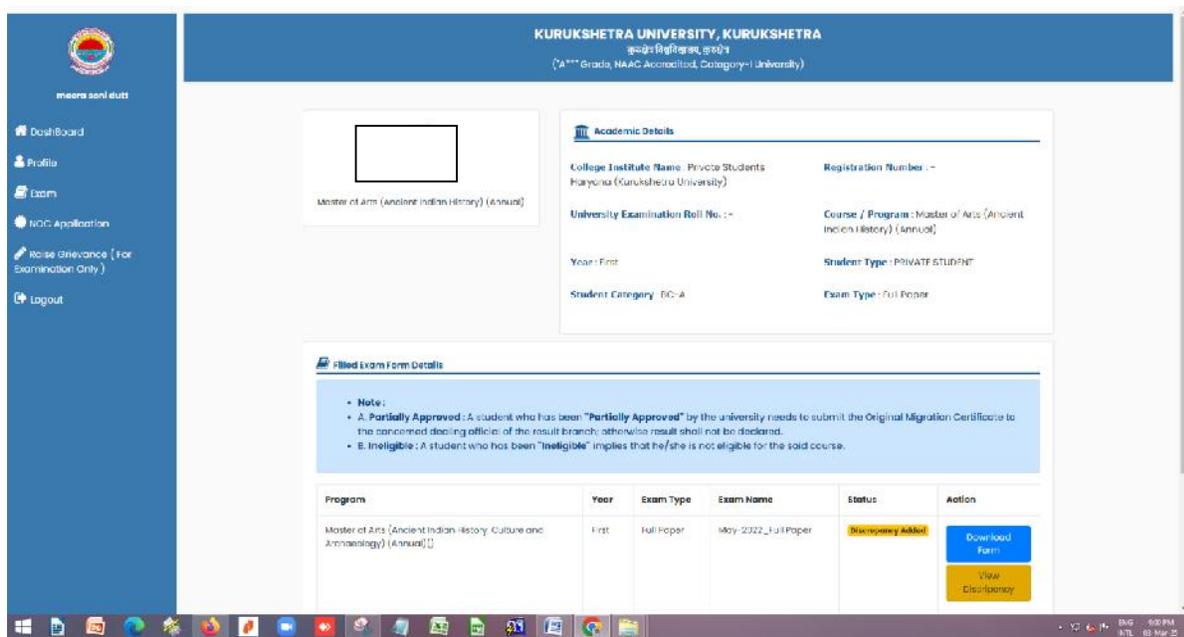
) If the discrepancy is regarding deficit/balance fee, then click on Payment button to pay the balance fee.

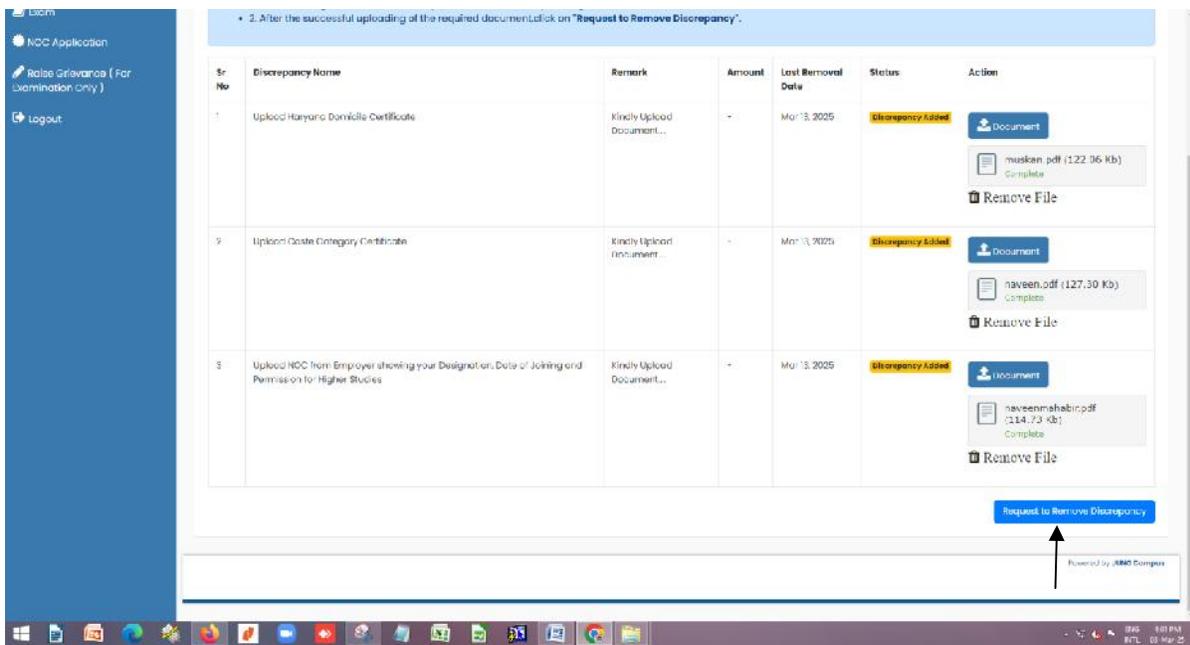


) After updation of the fee into the university account, the **Status** will change to **Approved**.

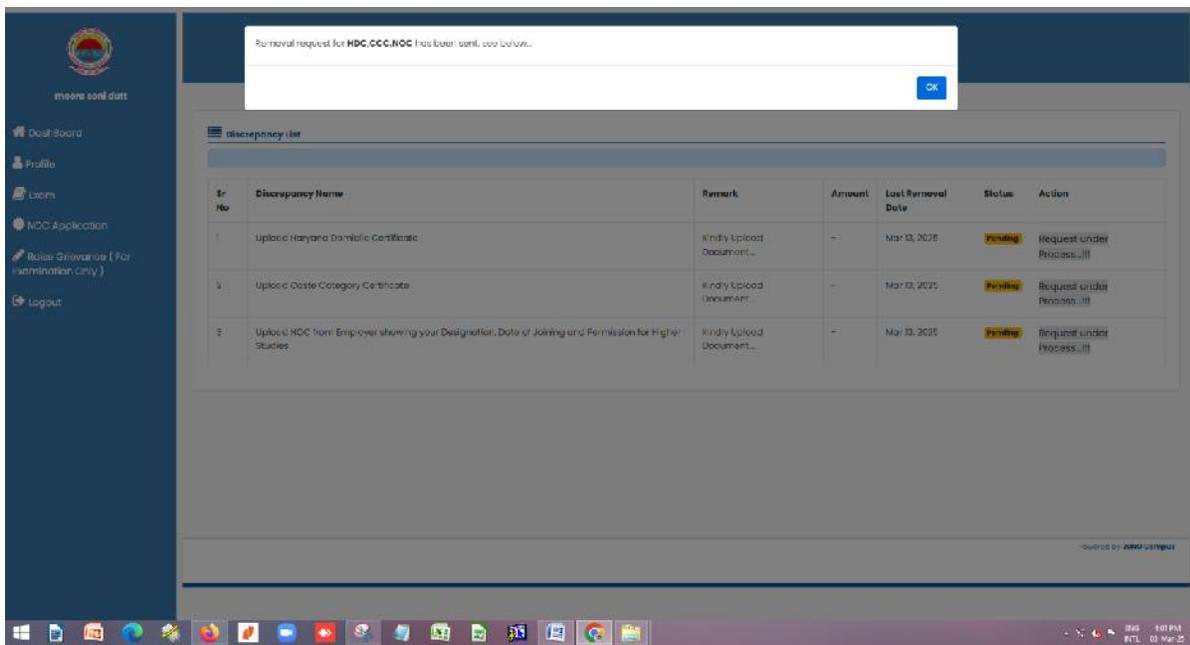


c. If the discrepancy is related to the documents, then click on **View Discrepancy** button for more details:

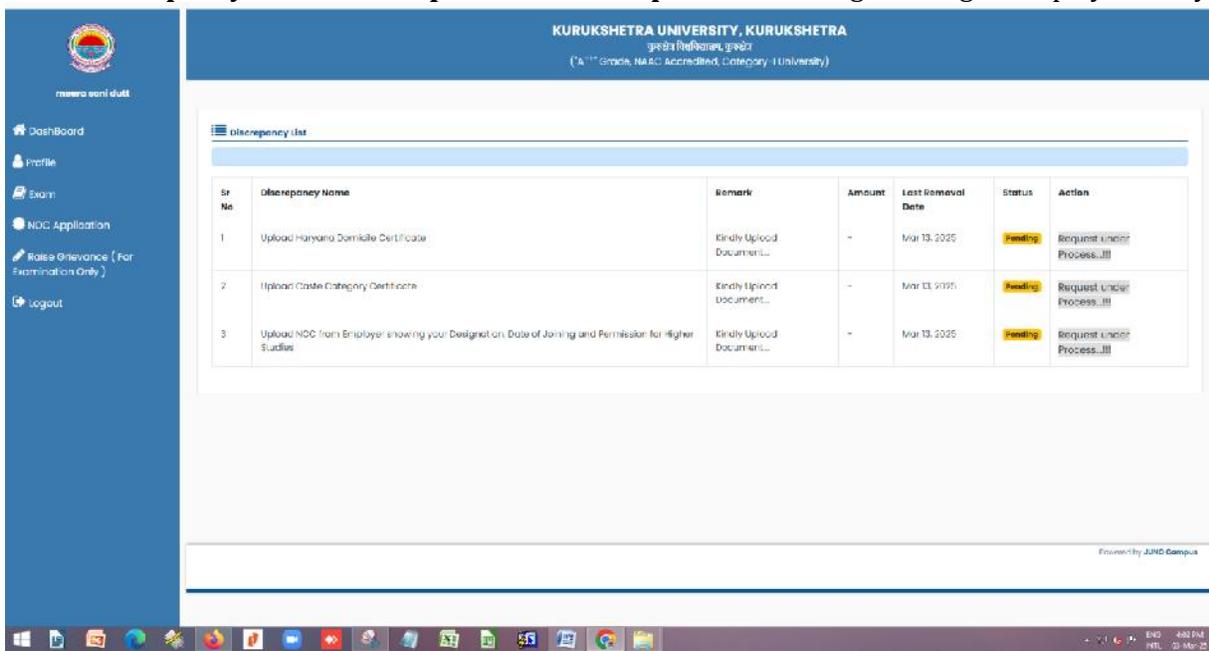




) Upload the requisite documents and click on **Request to Remove Discrepancy** button.



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



) 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.

Filed Exam Form Details

- Note :**
- A. Partially Approved :** A student who has been "Partially Approved" by the university needs to submit the Original Migration Certificate to the concerned dealing official of the result branch; otherwise result shall not be declared.
- B. Ineligible :** A student who has been "Ineligible" implies that he/she is not eligible for the said course.

Program	Year	Exam Type	Exam Name	Status	Action
Master of Arts (Ancient Indian History, Culture and Archaeology) (Annual)()	First	Full Paper	May-2022_Full Paper	Pending	Download Form View Discrepancy

Filed Exam Form Details

- Note :**
- A. Partially Approved :** A student who has been "Partially Approved" by the university needs to submit the Original Migration Certificate to the concerned dealing official of the result branch; otherwise result shall not be declared.
- B. Ineligible :** A student who has been "Ineligible" implies that he/she is not eligible for the said course.

Program	Year	Exam Type	Exam Name	Status	Action
Master of Arts (Ancient Indian History, Culture and Archaeology) (Annual)()	First	Full Paper	May-2022_Full Paper	Approved	Download Form View Discrepancy

KURUKSHETRA UNIVERSITY, KURUKSHETRA
 ગુરુકુશેત્ર યુનિવર્સિટી
 (A*** Grade, NAAC Accredited, Category-I University)

Discrepancy List

Sr No	Discrepancy Name	Remark	Amount	Last Removal Date	Status	Action
1	Upload NDC from Employer showing your designation, date of joining and Permission for Higher studies	Document Approved	-	Mar 13, 2025	Approved	
2	Upload Haryana Domicile Certificate	Document Approved	-	Mar 13, 2025	Approved	
3	Upload Caste Category Certificate	Document Approved	-	Mar 13, 2025	Approved	

Powered by JMSD Campus

D. How to apply for Re-evaluation examination form and fee through login?

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

KURUKSHETRA UNIVERSITY, KURUKSHETRA
 ગુરુકુશેત્ર યુનિવર્સિટી
 (A*** Grade, NAAC Accredited, Category-I University)

Academic Details

College/Institute Name: Private Students Programs (Kurukshetra University) Registration Number: 22-PCD-3985

University Examination Roll No. :- Course / Program: Bachelor of Commerce (Annual)

Year: First Student type: PRIVATE STUDENT

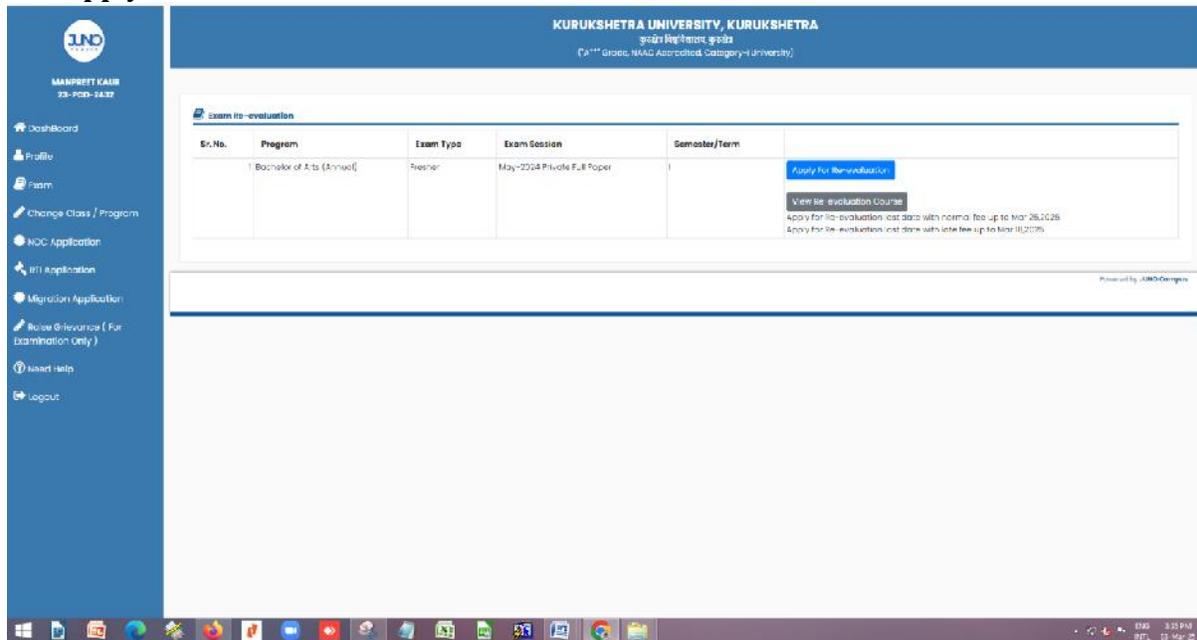
Student Category: General Exam type: Full Paper

Filed Exam Form Details

Program	Year	Exam Type	Exam Name	Status	Action
Bachelor of Commerce (Annual)[21985008]	First	Full Paper	May-2022_Full Paper	Approved	Download Form
Bachelor of Commerce (Annual)[219850004]	First	Full Paper	May-2024 Private Paper	Approved	Download Form

[View Student Exam Form](#)

)] Select **Apply for Re-evaluation** button as shown below



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

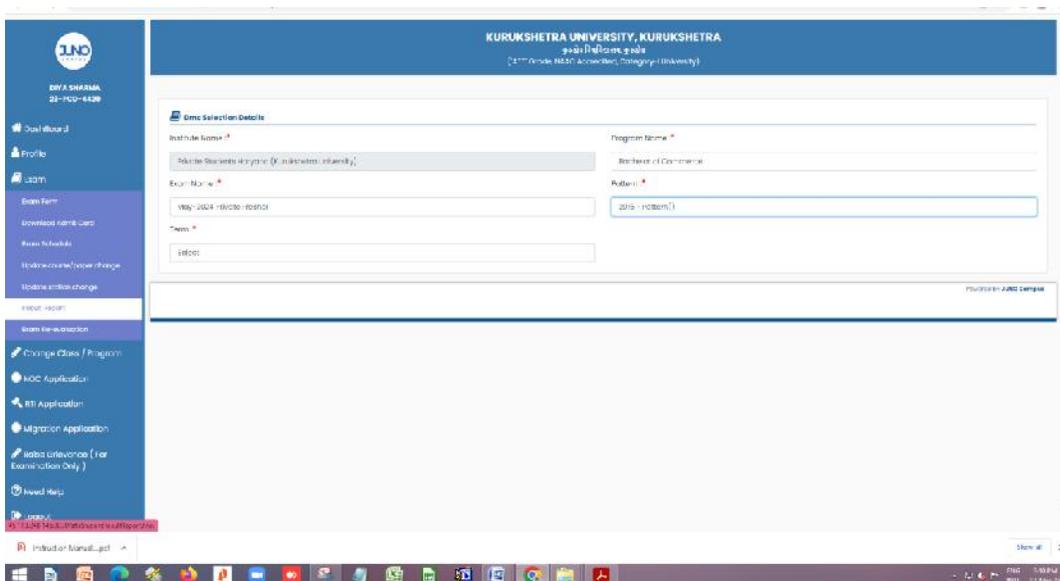
)] Click on **Save** button, enable the **check box of the Declaration** and **Click here to Pay** for final submission of the re-evaluation form and fee.

Process Complete

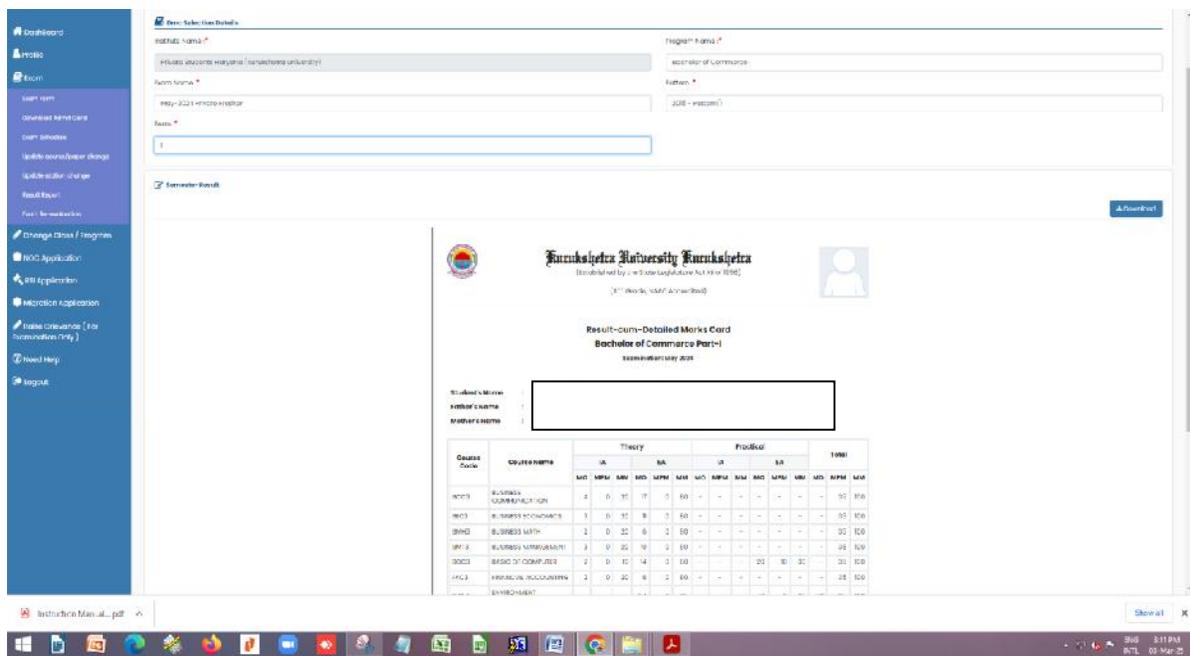
E. How to view the result through login?

)] Login into your account.

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

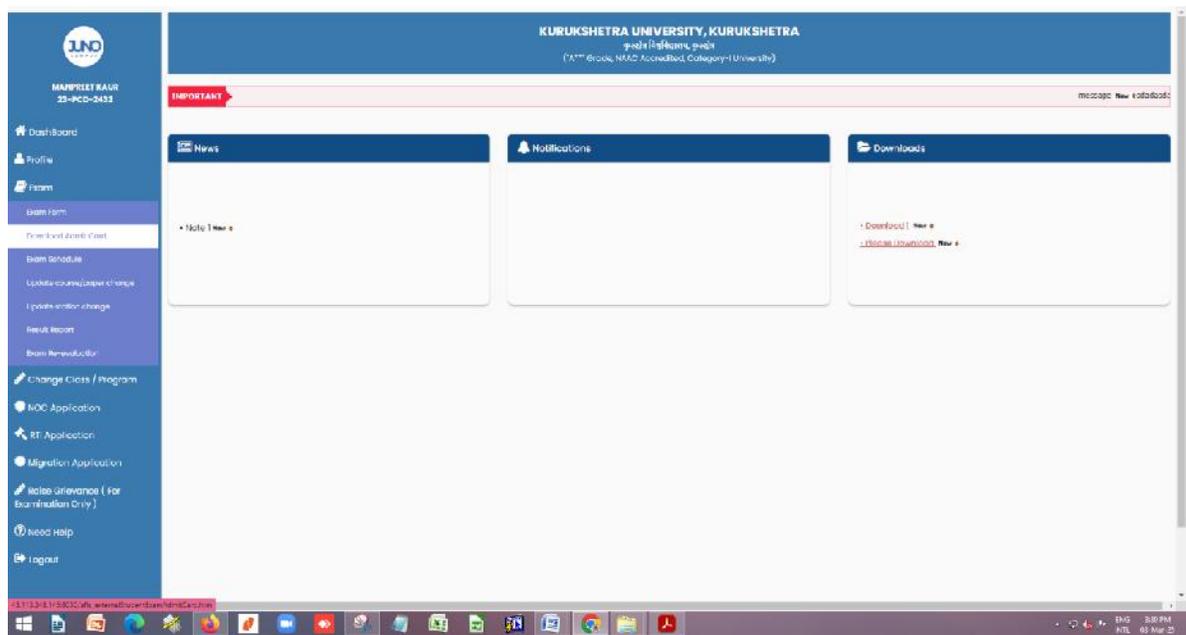


)] Enter the desired information of the class, exam name, pattern, term as shown below and click on download button for obtaining the soft copy of the DMC.

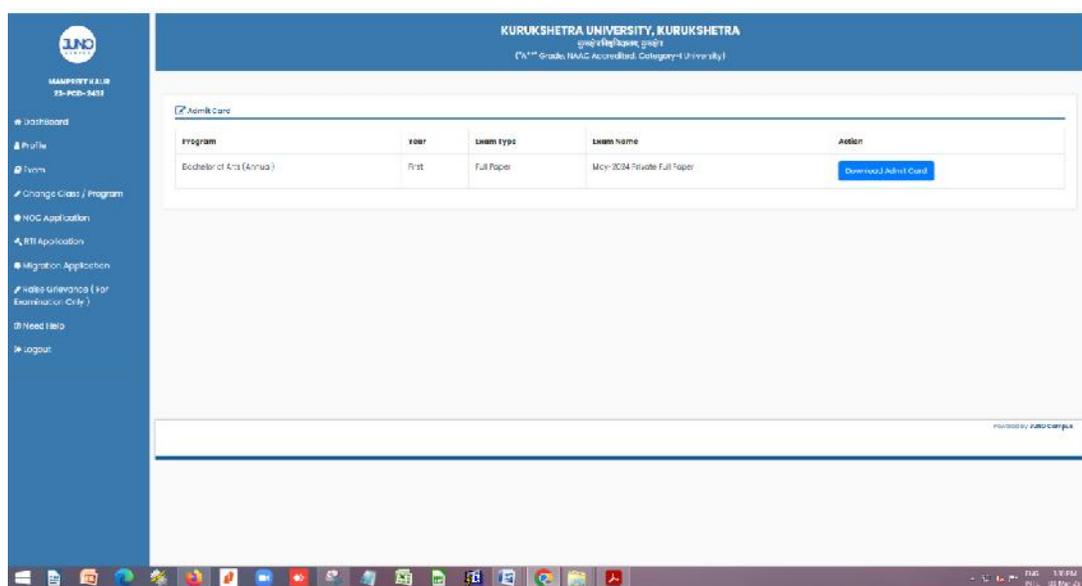


F. How to download admit card through login?

-) Login into your account.
-) Click on the **Download Admit Card** Tab under **Exam** menu.



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



Elective Group V(Min : 0 Max : 1) Is Compulsory Group : No

Course Name [Course Code]

ANCIENT HISTORY AND ARCH. [AH41-1]

HISTORY [HR41-1]

PSYCHOLOGY [PY41-1]

Compulsory Elective(Min : 1 Max : 1) Is Compulsory Group : Yes

Course Name [Course Code]

HINDI (COMPULSORY) [H41-1]

PUNJABI (COMPULSORY) [PU41-1]

SANSKRIT (COMPULSORY) [SA41-1]

URDU (COMPULSORY) [UR41-1]

Save And Make Payment

The screenshot shows a web browser window with the URL 45.113.248.145:8030/privateChangeRequest.htm. The page displays a course change request form. A modal dialog box is open in the center, asking "Are you sure, do you want to final course/paper update?". The dialog has "Cancel" and "OK" buttons. The background form shows the same course selection options as the previous screenshot, with "PSYCHOLOGY [PY41-1]" and "HINDI (COMPULSORY) [H41-1]" selected. A "Save And Make Payment" button is visible at the bottom of the form.

The screenshot shows a web browser window with the URL 45.113.248.145:8030/privateChangeRequest.htm. The page displays a course change request confirmation message. A modal dialog box is open in the center, displaying the text "Subject change request submitted successfully. kindly make payment...!!!". The dialog has a "OK" button. The background shows a sidebar with navigation options like "Dashboard", "Profile", "Exam", "Change Class / Program", "HOC Application", "RTI Application", "Migration Application", "Raise Grievance (For Examination Only)", "Need Help", and "Logout". The main content area has a header for "KURUKSHETRA UNIVERSITY, KURUKSHETRA" and a note about the course change request process. A table with columns "Program Name", "Year", "Exam Type", "Exam Name", "Status", and "Action" is visible. The "Action" column contains buttons for "Make Payment" and "Course/Paper Change".

Program Name	Year	No. Of Course	Amount Per Course(Rs.)	Total Amount(Rs.)
Bachelor of Arts (Annual)(230160006)	First	5	200.0	1000



Click Here to Pay

All Banks Internet Banking, NEFT and UPI Supported



Click Here to Pay

All Banks Internet Banking and UPI Supported

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

Program Name	Year	Exam Type	Exam Name	Status	Action
Bachelor of Arts (Annual)(230160006)	First	Full Paper	May-2024 Private Full Paper	SUCCESS	Course/Paper Change

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

Process Complete