

CHAPTER-4

PROCEDURE TO APPLY

- (1) Download Prospectus 2025. **Read it carefully** to ensure your eligibility and acquaint with the requirements for submission of Online Application Form. Prospectus can be downloaded from the website of Kurukshetra University, Kurukshetra (www.kuk.ac.in) : B.Ed. Admission Portal:<https://bed.kukadmissions.com>
- (2) Candidates have to apply for Admissions 2025 online ONLY by accessing the website. Applications other than online mode at admission portal in due time will not be accepted in any case.
- (3) Candidates are required to upload all the relevant documents and testimonials along with their application form for ascertaining their Date of Birth, Eligibility, Category as well as for calculating the Merit for Admission Purpose. Before starting to fill up the online application, keep ready the following details, and images of documents (size of image of any document should not exceed 1024 kb) with you:
 - (a) A Valid Email ID (the email should be valid for at least next 1 year), a valid mobile number as all information via SMS will be sent to this number. The candidate is advised to submit his/her own email id and mobile number.
 - (b) (i) Parivar Pehchan Patra (PPP) if available.
(ii) Aadhar Card (Mandatory).
 - (c) Image of scanned photograph in jpg / jpeg format.
 - (d) Image of scanned signature in jpg / jpeg format.
 - (e) Personal details.
 - (f) Image of scanned Matriculation or equivalent examination certificate in support of the date of birth and marks.
 - (g) Image of scanned 10+2 or equivalent examination certificate in support of the marks.
 - (h) Image of scanned Certificate showing marks obtained and maximum marks in qualifying examination(s) i.e. Graduation / Post Graduation.
In case a candidate has passed the Master Degree Examination also after Bachelor Degree, the higher percentage of marks obtained either in Under Graduate or Post Graduate degree of the two will be taken into consideration while preparing the merit.
 - (i) Image of scanned Certificate on the prescribed proforma for candidates belonging to SC/ BC/ EWS/ DA/DFF/ ESM/ categories of Haryana(**Annexure II-IX**).
 - (j) Image of scanned Income Certificate of Parental Income from all sources on the prescribed proforma must be uploaded in case of BC(A), BC(B), EWS, Tuition Fees Waiver (TFW) quota and SC Category (when income is upto Rs. 2,50,000). Employed parents are required to obtain income certificates from their employer and for any additional income from other sources; they would furnish declaration by way of an affidavit on non-judicial stamp paper.
 - (k) Image of scanned Bonafide Resident Certificate as per Appendix-A, if applicable. Candidates who have passed their qualifying examination from a University in the State of Haryana will be deemed to be Haryana residents and will not be required to submit a certificate of bonafide resident of Haryana as per guidelines of Appendix-A.
 - (l) Image of Death Certificate of Parents/single earning parent/adopted Parents of COVID-19 orphans.
 - (m) Image of scanned employer's certificate in case of employee (if applicable).

- (n) Character Certificate as per following details:
- (1) **Private Candidates:** Candidates who have passed the qualifying examination as private candidates should submit their character certificate duly signed by a First Class Magistrate.
 - (2) **Candidates who have recently qualified:** Candidates who have passed/appeared in the qualifying examination in current session must submit Character Certificate from the Head of the Institution last attended as per specimen given in **Annexure-1**
- (o) The candidates must ensure that they have obtained the relevant certificate(s) from the appropriate competent authority approved and notified by Govt. of Haryana and that is according to the format specified in the prospectus.
- (p) It is the sole responsibility of the candidate to upload all necessary documents/ certificates/ testimonials/fees with the application form. Discrepancy, if any, shall not be communicated to the candidates by the university/institute/college.
- (q) Not uploading of required documents will be considered as incomplete application form. The same will be identified and admission will be rejected by the Admission Committee of the concerned college /institute.
- (r) Upload the correct Photograph and Signature, as the facility for correction in images will not be given.
- (4) Visit the official website and follow the following procedure:
- (a) Click on 'New registration' tab.
 - (b) Fill basic details like email, mobile number, name, password etc.
 - (c) A confirmation message will be send to your registered email id / mobile number. Applicant is advised to fill up the E-mail ID carefully, failing which the registration process shall not get completed, since a verification link shall be sent to the applicant's E-mail ID and the registration process shall get completed only when the verification link is clicked upon and the E-mail ID is verified. Once the registration process is completed, a registration ID of the candidate will be generated. This registration ID will be communicated to the registered mobile and Email ID of the candidates. Candidates will ensure that their email-ID and registered mobile No. remains valid for next one year from the date of application.
 - (d) Now login using registered email id and password.
 - (e) Fill the details in the application form carefully.
 - (f) Fill other details like education, personal, address and category etc.
 - (g) Upload your passport size photograph, signature and other documents in the prescribed format as required.
 - (h) Select the Category/Group (Group-I Science/Arts with Mathematics and Group-II Art/ Commerce) in which you want to apply.
 - (i) **In case of a candidate who passed B.A. with Mathematics and wants to take admission on the basis of P.G. and his/her P.G. Degree is other than Mathematics will be considered in Arts/ Commerce group.**
 - (j) Review your Form and if all is ok then submit the same. The candidate must ensure that all entries have been filled correctly and all necessary documents have been uploaded before submitting the form. Once submitted, it will not be edited.
 - (k) Now pay the application fee through online mode. Candidates can submit their application fee using UPI/Net Banking. Online application fee once paid shall not be refunded (full/Partial) under any circumstances. The candidates are required to check the status of fee payment on admission portal and if the status is "OK", the candidate will be able to take the printout of Confirmation Page. In case, the fee payment status is not "OK", it means that transaction is cancelled and the amount will be refunded as per university rules after completion of

admission process. The Application Processing Fee has been fixed of Rs.1400/- (Rs.350/- for SC/BC/Differently Abled candidates of Haryana only).

- (l) Take a printout of the filled application form for further uses.

The following section provides an overview of the steps involved in counselling and admission process.

A. Online Registration

- ☐ Candidate should visit website www.kuk.ac.in
- ☐ Candidates should go through prospectus for gathering information/instruction in details about counselling schedules and procedures. Softcopy is available on B.Ed. Admission Portal: <https://bed.kukadmissions.com>
- ☐ Candidates will register themselves as per key dates mentioned in the admission schedule for ITTR / Govt Aided/ Self Financing Colleges of Education in Haryana.
- ☐ For participation in online admission process, a candidate has to register by submitting personal data/requisite information correctly in the online application form. On submitting this data/ information user Id and password will be generated/ created for use in future logins by the candidate.
- ☐ For subsequent logins, candidates will be able to login directly with their user Id and password. Candidates should remember to logout at the end of their session so that the details filled by them cannot be tampered with or modified by unauthorized person.
- ☐ Candidates are advised to record/remember their password for future logins and not to disclose or share their password with anybody.
- ☐ It is solely the responsibility of the candidates to ensure that their personal data including Category, Sub-category, Group (Science/ Arts with Mathematics& Art/Commerce), Residential Status, Gender etc are consistent with documentary evidence.
- ☐ If the personal data submitted /entered by the candidates are found to be wrong at the time verification of documents either during reporting or at a later stage, the allotment of seat/ provisional admission is liable to be cancelled.
- ☐ Candidates should take a print out (hard copy) of the online application form containing the above personal data for future use.

B. Online Choice Filling & Locking

- ☐ Online choice filling & locking by the candidate can be done as per key dates mentioned in the admission schedule for ITTR/ Govt Aided/ /Self- Financing Colleges of Education affiliated to Kurukshetra University, Kurukshetra.
- ☐ Candidates are advised to go through the updated list of Colleges of Education affiliated to KUK available in the Prospectus on the B.Ed. Admission Portal: <https://bed.kukadmissions.com> and should prepare a list of Colleges in order of preference in which they are interested to seek admission.
- ☐ Candidates can fill in as much number of choices in order of preference as they wish to. Candidates are allowed to change or re-order their choices, delete earlier choices and add new choices any number of times until they lock their final choices.
- ☐ All the candidates must lock their final choices as per key dates mentioned in the admission schedule.
- ☐ Candidates will not be able to unlock their choices once they are locked.
- ☐ If candidate fail to explicitly lock their choices by the last date, their last saved choices will be

automatically locked on the closure of application form/ registration and allotment will be done on that basis.

- ☐ Candidate must take a print out of their locked choices for future reference.
- ☐ Registered candidates who do not fill choices or fail to save the same will not be considered for admission and seat allotment.