



## Tutorial for Karakorum International University Examination Section Institutions Focal Person

### Steps:

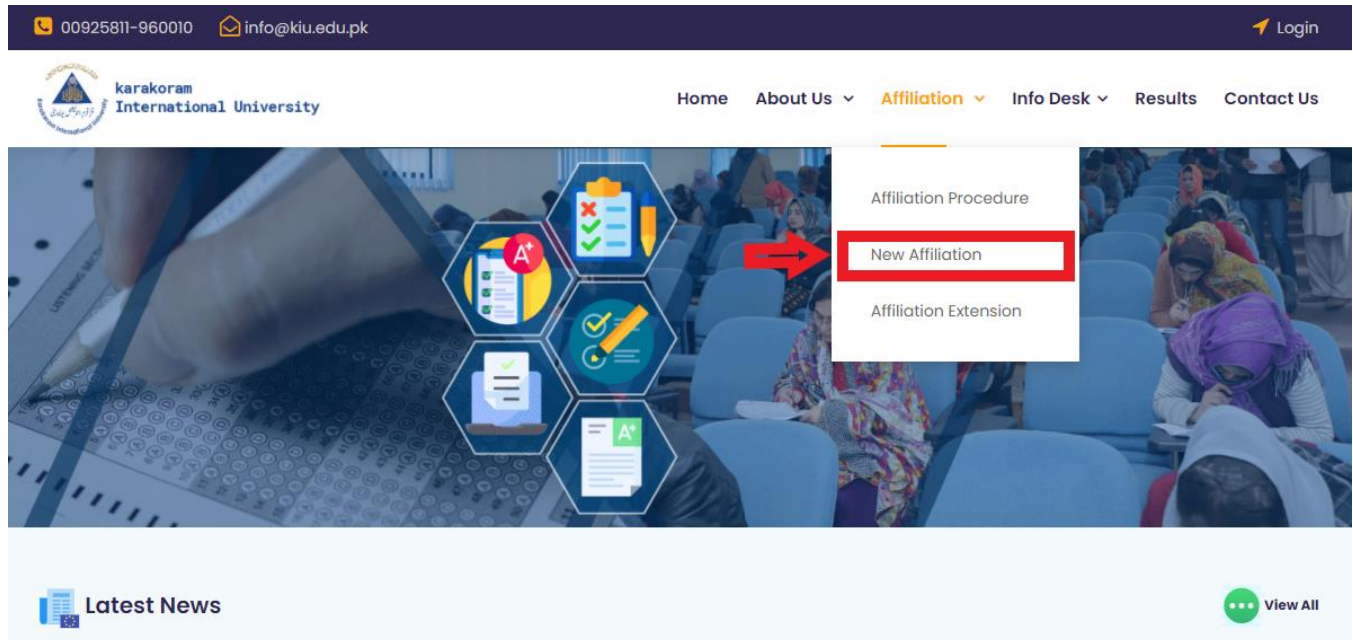
1. Visit Examination Site
2. Create Institution Account and Add User Details
3. Login
4. Complete Institution Profile
  - a. Basic Information
  - b. Manage Degrees
  - c. Student Strength
  - d. Fee Details
  - e. General Details
5. Add Staff Details
6. Apply for Affiliation and Print Affiliation Challan
7. Student Registration
8. Print Registration Challan

## 1. Visit Examination Site

Visit <https://examinations.kiu.edu.pk>

## 2. Create Institution Account and Add User Details

Go to Affiliation->New Affiliation tab in menu



Fill the Institution Form and User account details

## Create Institute Account

Institute Name:

Ahmed Public School

Select District:

Gilgit

Address:

Danyore Gilgit

Institute Type:

Private

Institute Category:

Male

Phone:

22553112131

Fax:

3851534513

Establishment Date:

(Your Institute Established Date)

12/31/2017

Registered Governing Body/SMC:

(Only For Private Institutes)

GB Government

The registered with field is required.

Construction of Building:

Institutional Building

Building Constructed Date:

01/28/2018

## User Account Details

These details will be used to access institution account...

Focal Person Name:

Focal Person Email:

Password:

Confirm Password:

The emp password must be at least 8 characters.

Focal Person CNIC:

Focal Person Cell No:

Gender:

[Register Now](#)



Click Register Now

### 3. Login

00925811-960010 info@kiu.edu.pk



[Login](#)

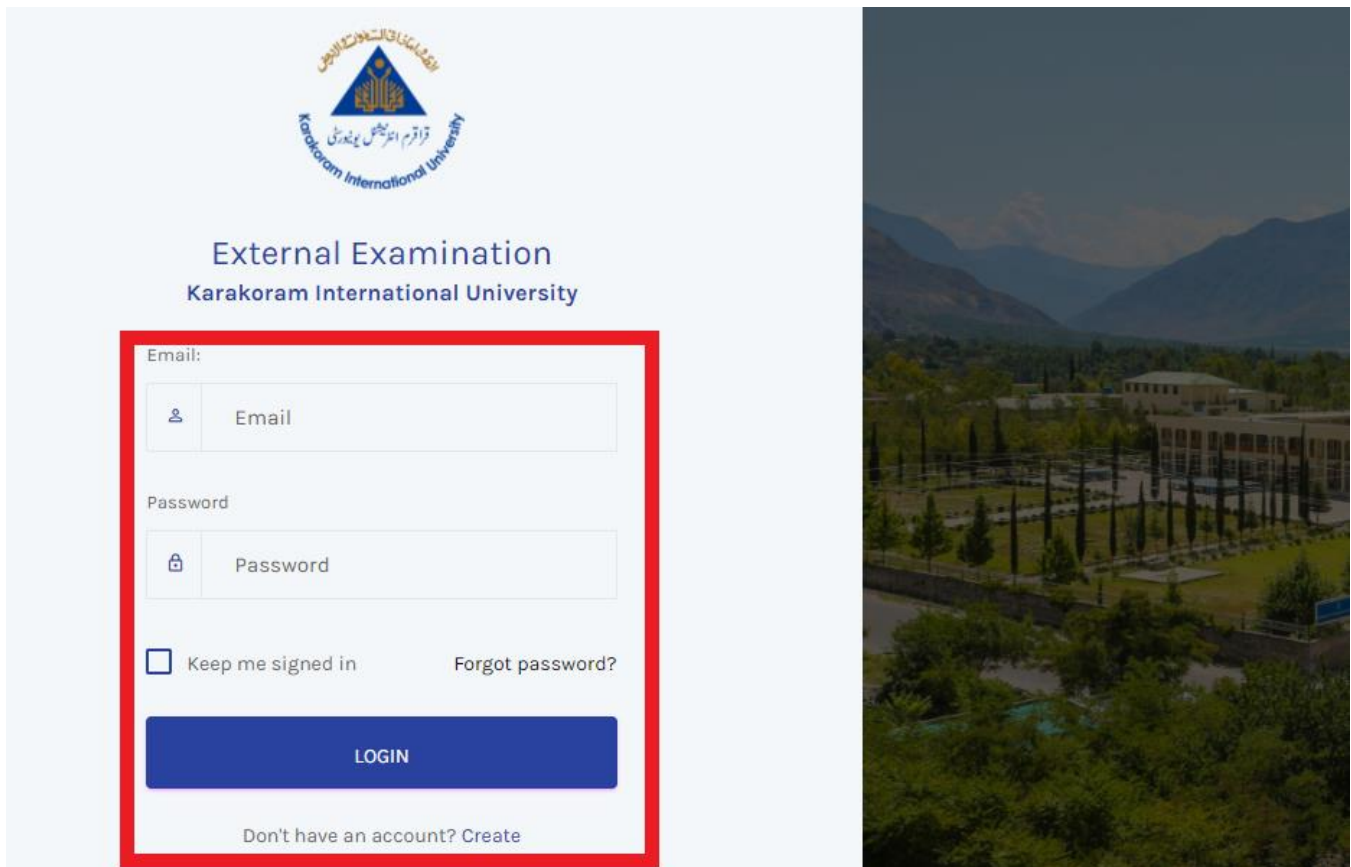


Karakoram International University

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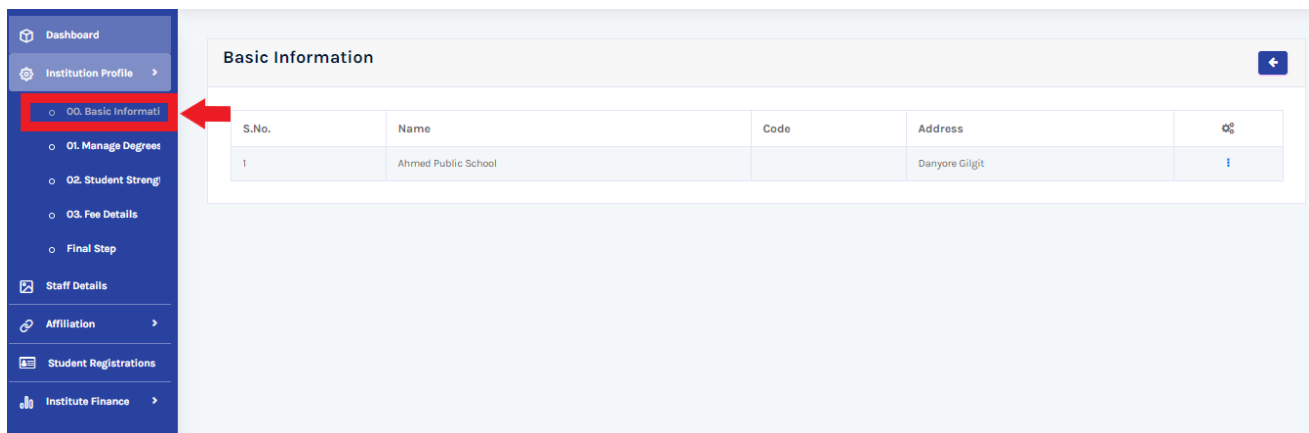
Click on Login on the top right corner of screen and fill the form with the credentials provided in registration.



## 4. Complete Institution Profile

### a. Basic Information

Go to Basic Information tab in the dashboard



You can view or update institution details.

S.No.	Name	Code	Address	
1	Ahmed Public School		Danyore Gilgit	<a href="#">View</a> <a href="#">Edit Info</a>

## b. Manage Degrees

Add degrees offered by your Institution

Step 01: Institute Degrees

S.No.	Name
No Degree Found	

Next →

Select the Degree from the list

**Add Your Institute Degree**

Add Those Degrees Which Your Institute Offering...

Degree:

Choose Degree

Add

You will see get list of degrees after adding degrees.

Step 01: Institute Degrees

S.No.	Name	
1	SSC	

Next →

### c. Student Strength

Add student strength of Institute in each degree.

Step 02: Student Strength

S.No.	Degree	Group	No of Students	
No Details yet				

Next →

Activate Windows  
Go to Settings to activate Windows

Dashboard

Institution Profile

- 00. Basic Information
- 01. Manage Degrees
- 02. Student Strength
- 03. Fee Details
- Final Step

Staff Details

Affiliation

Student Registrations

Institute Finance

### Student Strength

Add Student Strength against each degree and group...

Degree:  
SSC ✓

Group:  
Pre-Engineering ✓

Exam Session  
2021-22 ✓

Male Students:  
50 ✓

Female Students:  
50 ✓

Other Students:

**Add** ←

After adding above information click add to submit data.

## d. Fee Details

Insert fee details of each program.



Step 03: Fee Details

S.No.	Degree	Group	Fee Structure	Action
No Fee Structure Found				

Final Step →

Fill the form below and click add to submit details.

### Add Your Institute Fee Structure

Add Your Institute Fee Structure...

Exam Session  
2018-20 ✓

Degree:  
SSC ✓

Group:  
Pre-Engineering ✓

Fee Amount  
2000 ✓

Add ←

## e. General Details

Select the relevant information of institution given in the check boxes below and save to submit data.

**Final Step: General Details**  
Ahmed Public School

**Building Details:**

- Select all that Apply
- Staff Room
- Classroom

**Furniture Details:**

- Select all that Apply
- Furniture Available for Teacher
- Furniture Available for Students
- Furniture Available for Students

**Institute Facilities:**

- Select all that Apply
- Washroom
- Internet
- Telephone

**Source of Income:**

- Select all that Apply
- Govt. Funding
- Own Resources
- NGOs Funding

**Save**

## 5. Add Staff Details

Add staff details of the institute.

**Institute Staff/Faculty**

S.No.	Name	CNIC	email	Grade	
1	Salar Hussain	7110471531757	iran.ali@kiu.edu.pk	18	

**Next**

Fill the form below, add relevant files and click add to submit data.

## Add Your Institute Staff/Faculty



### Basic Information

Input Staff/Faculty Bio Data here...

Name

CNIC

Gender

Email

Mobile Number

### Job Information

Input Staff/Faculty Job Information here...

Current current\_designation

Current Job Status

Grade/Scale

### Bank Account Information

Input Staff/Faculty Bank Account Details Here To Use Financial Operations.

Bank

Branch Code

Account Title

Account Number

### Profile Photo And Document File

Upload Staff/Faculty Photo (.JPG,PNG) and document File (.docx,PDF) Details here...

Passport Size Photo

No file chosen

Curriculum vitae

No file chosen

## 6. Apply for Institution Affiliation

- Dashboard
- Institution Profile
- Staff Details
- Affiliation
  - Affiliation
- Student Registrations
- Institute Finance

### Affiliations History of Ahmed Public School

S.No.	Degree	Exam Session	Status	
No Affiliation Found				



Click on the green add button and fill the affiliation form with the relevant information.

**Create New Affiliation**  
Ahmed Public School

Degree  
SSC

Exam Session  
2018-20

Create

After clicking create the affiliation process is submitted to KIU Examination Section. Now generate the challan for affiliation of degree.

Dashboard

Institution Profile

Staff Details

Affiliation

Student Registrations

Institute Finance

Generate Challans

Print Challan

Bulk Registrations  
Generate

Affiliation  
Generate

Now select the generated challan from the list and print it.

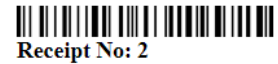
### Generated Challans of your Institute

S.No.	Voucher Amount	No of Records	Date of Generation	Payment Status	
1	1400	2	2021-05-31		<a href="#">Print</a>
2	25000	1	2021-05-31		<a href="#">Print</a>
3	700	1	2021-05-31		<a href="#">Print</a>
4	700	1	2021-05-31		<a href="#">Print</a>
5	25000	1	2021-05-31		<a href="#">Print</a>

Clicking on print will make the challan ready for print as below.



**KARAKORAM INTERNATIONAL UNIVERSITY**  
**GILGIT-BALTISTAN**  
 EXTERNAL EXAMINATIONS  
 Website: www.kiu.edu.pk Email: info@kiu.edu.pk



Receipt No: 2

05811-96001

Bank Info: KCBL Account No: 74385763

Print Date: 31-05-2021

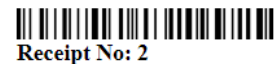
#### Summary Receipt

<b>Name</b>	Sajid College	<b>Date</b>	2021-05-31	<b>Records</b>	1	<b>Bank Charges</b>	40
<b>Address</b>	Flat 305 3rd Floor Dar Plaza Gilgit	<b>Amount</b>	25000/-	<b>Payable Amount</b>	25040/-		

This is a System Generated Receipt and does not Require any Signature.



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Bank Info: KCBL Account No: 74385763

Print Date: 31-05-2021

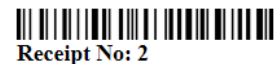
#### Summary Receipt

<b>Name</b>	Sajid College	<b>Date</b>	2021-05-31	<b>Records</b>	1	<b>Bank Charges</b>	40
<b>Address</b>	Flat 305 3rd Floor Dar Plaza Gilgit	<b>Amount</b>	25000/-	<b>Payable Amount</b>	25040/-		

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#### Summary Receipt

<b>Name</b>	Sajid College	<b>Date</b>	2021-05-31	<b>Records</b>	1	<b>Bank Charges</b>	40
<b>Address</b>	Flat 305 3rd Floor Dar Plaza Gilgit	<b>Amount</b>	25000/-	<b>Payable Amount</b>	25040/-		

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## 7. Student Registration

For registration of student with available affiliated degrees follow below steps.

Click on Student Registration menu on your dashboard.

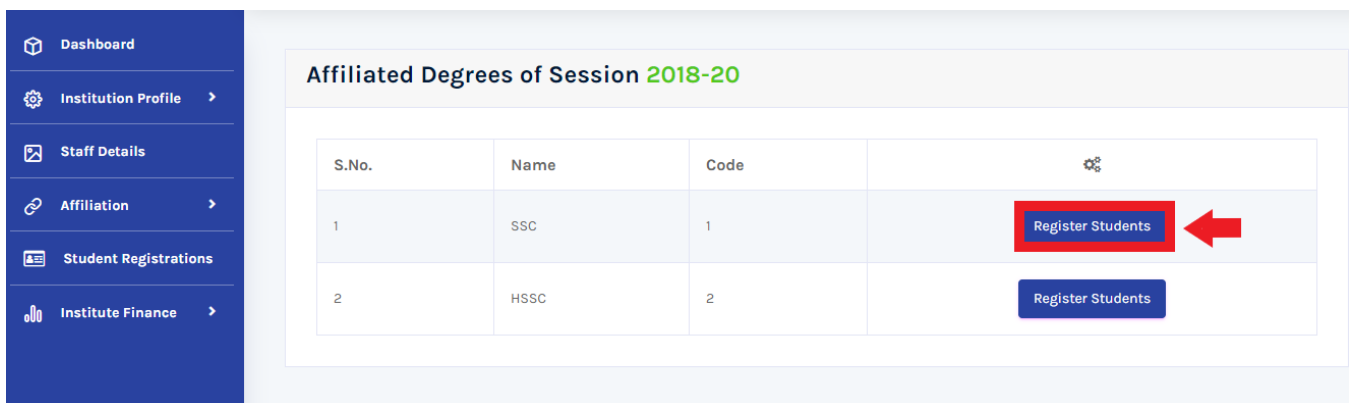


The screenshot shows a dashboard with a sidebar on the left containing the following menu items: Dashboard, Institution Profile, Staff Details, Affiliation, Student Registrations (highlighted with a red box), and Institute Finance. The main content area is titled "Active Exam Sessions for Registrations" and contains a table with the following data:

S.No.	Name	Code	
1	2018-20	1	<b>Available Degrees</b> ←
2	2021-22	4	Available Degrees
3	2023-25	5	Available Degrees

Choose active exam session and click on Available Degrees from the active session.


Select the affiliated degrees from the active session and click on Register Student.



The screenshot shows the same dashboard sidebar as above. The main content area is titled "Affiliated Degrees of Session 2018-20" and contains a table with the following data:

S.No.	Name	Code	
1	SSC	1	<b>Register Students</b> ←
2	HSSC	2	Register Students

Click on green add button to add student in the degree.

**Student Registrations** 

S.No.	Name	Father Name	CNIC	Exam Session	Degree	Reg. Type
No Student Registered						

Fill the below form of each student.


**Register New Student**  
More Details Here...

Name:  ✓ Father's Name:  ✓ Student CNIC:  ✓

Student Cell No:  ✓ Student Date of Birth:   ✓ Gender:  ✓


**Student Login Details**  
These details will be used to access Login account...

Student Email:  ✓ Student Password:

**Create** 

Activate Windows  
Go to Settings to activate Window

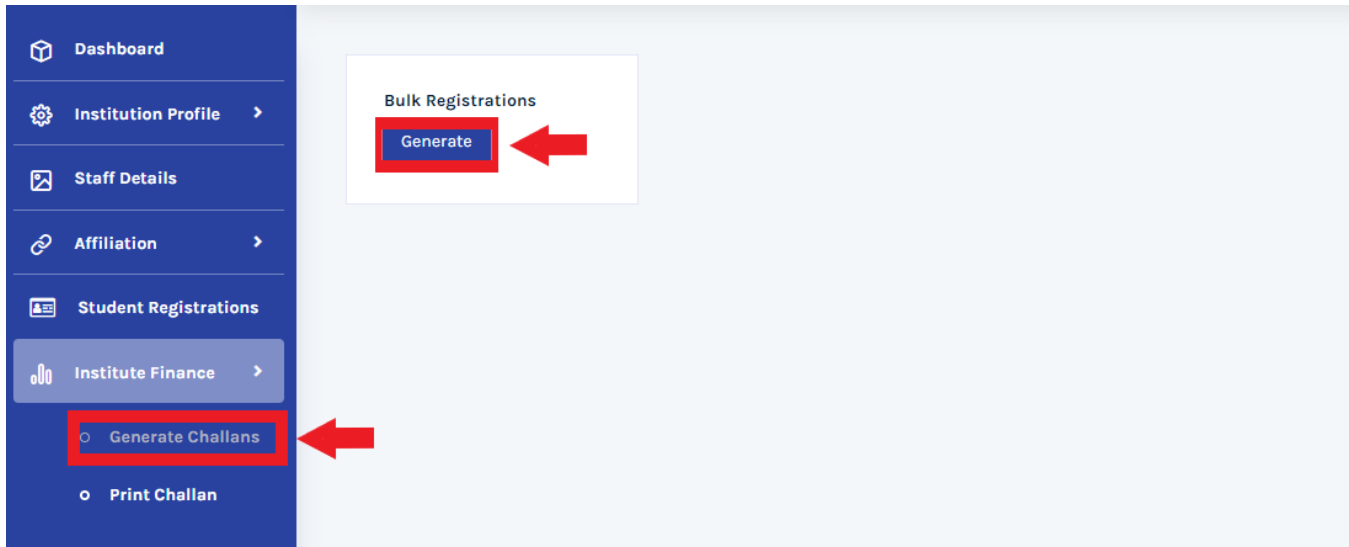
After clicking on create you will get a list of added students for affiliated degree.

**Student Registrations** 

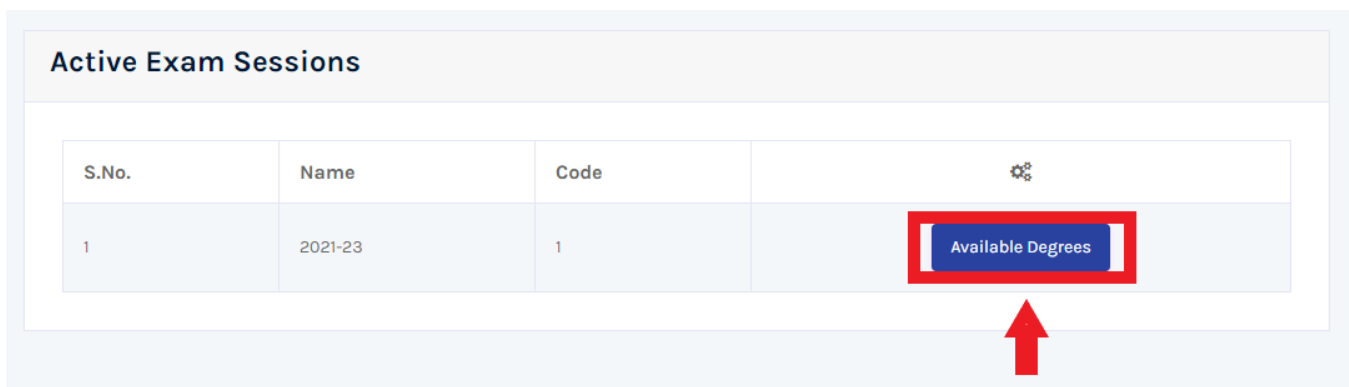
S.No.	Name	Father Name	CNIC	Exam Session	Degree	Reg. Type
1	Essa Wali	Wali	7110471531757	2021-23	SSC	Regular
2	Hamid Ali	ALi	7110471531758	2021-23	SSC	Regular

## 8. Print challan of Student Registration

Go to Institute Finance Tab in dashboard and click on Generate Challan. Then click generate button in Bulk Registrations.





Choose Active Exam Session.



Then click on View student to view student added in each degree.





## Affiliated Degrees of Session 2018-20

S.No.	Name	Code	
1	SSC	1	<a href="#">View Students</a> 
2	SSC	1	<a href="#">View Students</a>
3	HSSC	2	<a href="#">View Students</a>
4	HSSC	2	<a href="#">View Students</a>

Click on generate challan and follow the print process of challan.

## Chalan Not Generated Students

 [Generate Challan](#) 

S.No.	Name	Father Name	CNIC	Exam Session	Degree	Reg. Type
1	Salar	Hussain	1234567891212	2021-23	SSC	Regular

Go to Institute Finance tab and click on Print Challan

Dashboard

Institution Profile >

Staff Details


Affiliation >

Student Registrations

Institute Finance >

- Generate Challans
  - Print Challan

### Generated Challans of your Institute

S.No.	Voucher Amount	No of Records	Date of Generation	Payment Status	
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2	25000	1	2021-05-31		<a href="#">Print</a>
3	700	1	2021-05-31		<a href="#">Print</a>
4	700	1	2021-05-31		<a href="#">Print</a>

Select the generated challan for student registration and click on Print button.

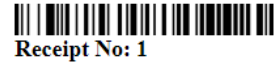
### Generated Challans of your Institute

S.No.	Voucher Amount	No of Records	Date of Generation	Payment Status	
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2	25000	1	2021-05-31		<a href="#">Print</a>
3	700	1	2021-05-31		<a href="#">Print</a>
4	700	1	2021-05-31		<a href="#">Print</a>

You will get a print preview of challan as below.



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Receipt No: 1

05811-96001

Bank Info: KCBL Account No: 74385763

Print Date: 31-05-2021

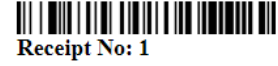
**Summary Receipt**

Name	Sajid College	Date	2021-05-31	Records	2	Bank Charges	40
Address	Flat 305 3rd Floor Dar Plaza Gilgit	Amount	1400/-	Payable Amount	1440/-		

This is a System Generated Receipt and does not Require any Signature.



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Receipt No: 1

05811-96001

Bank Info: KCBL Account No: 74385763

Dated:-

**Receipt Details**

#	Name	Father Name	Amount
1	Essa Wali	Wali	700
2	Hamid Ali	ALi	700
		Payable Amount	<b>1440/-</b>

**END**