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
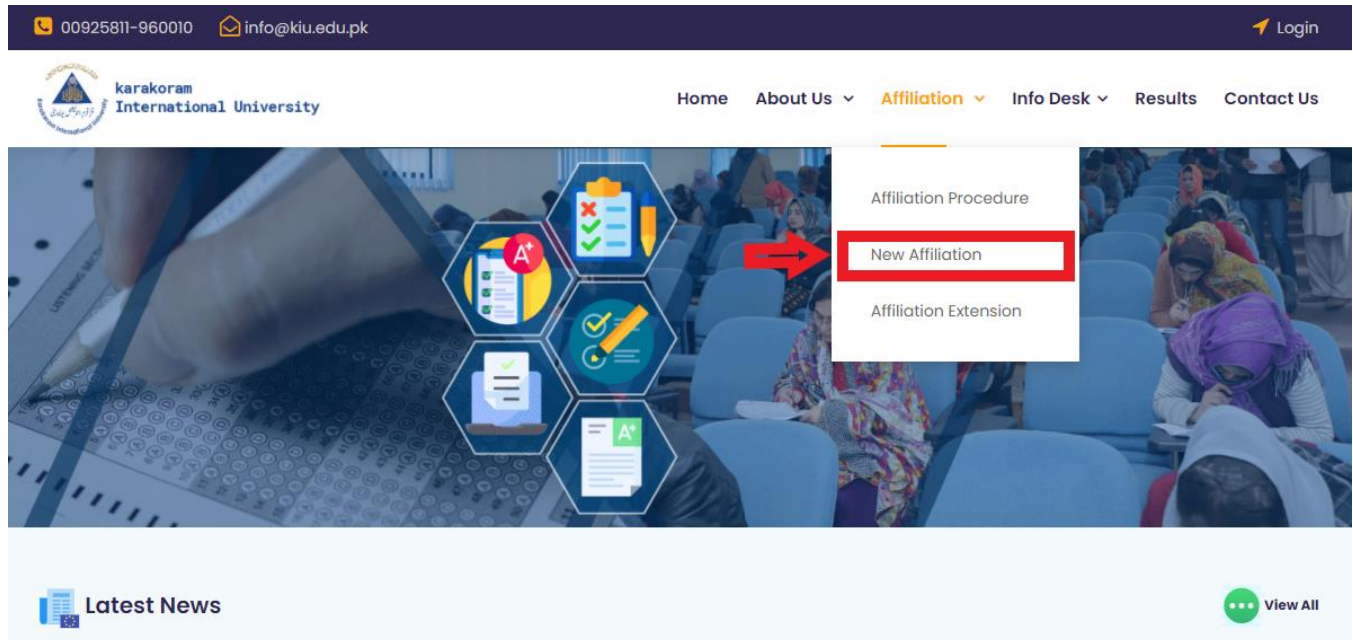
Fill the Institution Form and User account details

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:

Ali

Focal Person Email:

ali@something.com

Password:

•••••••••

Confirm Password:

•••••••••

The emp password must be at least 8 characters.

Focal Person CNIC:

1231231231231

Focal Person Cell No:

03465900577

Gender:

Male

Register Now ⬅

Click Register Now

3. Login

📞 00925811-960010   ✉ info@kiu.edu.pk   ➡ **📍 Login**

karakoram International University

Home   About Us ⌄   Affiliation ⌄   Info Desk ⌄   **Results**   Contact Us
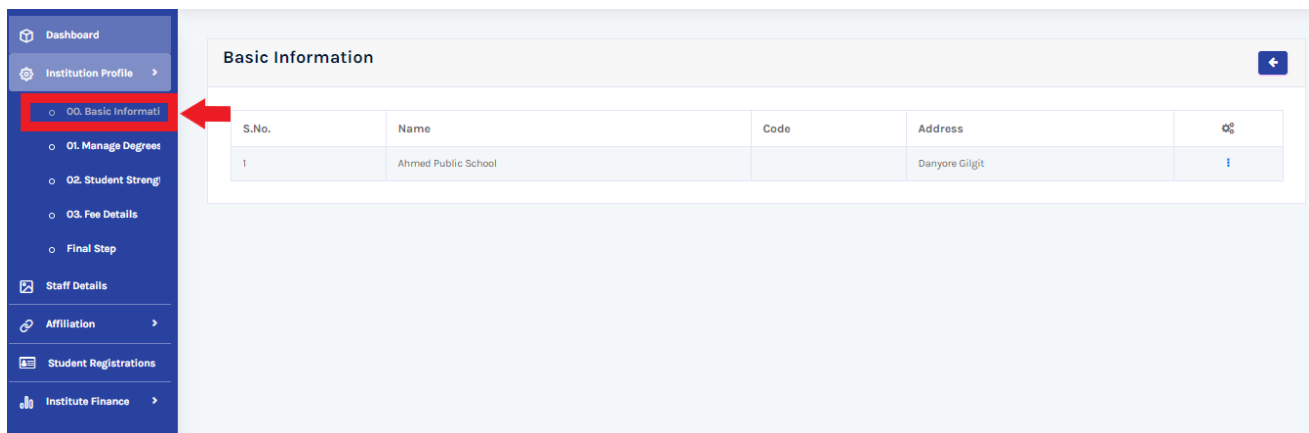
Click on Login on the top right corner of screen and fill the form with the credentials provided in registration.
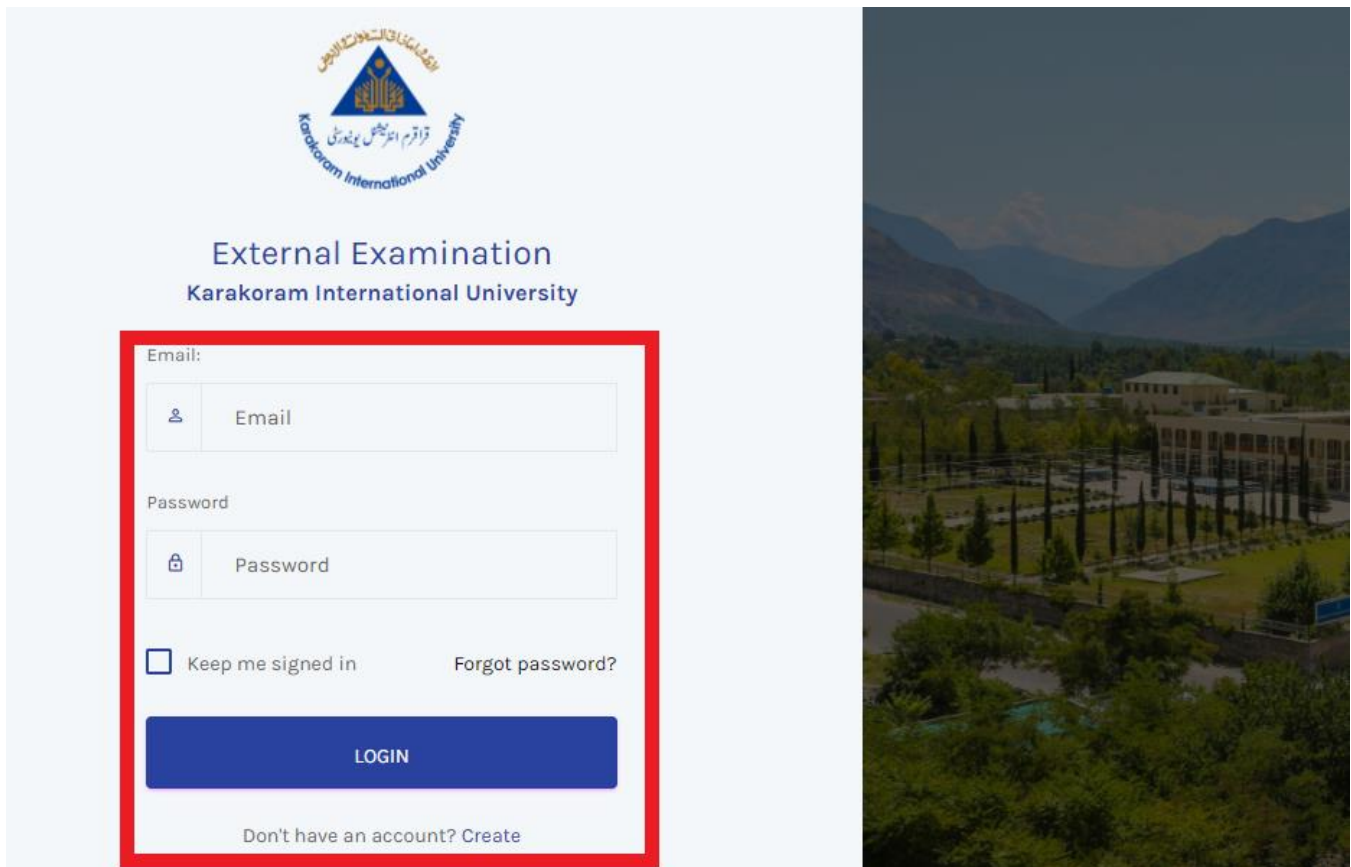
4. Complete Institution Profile

a. Basic Information

Go to Basic Information tab in the dashboard

You can view or update institution details.

b. Manage Degrees

Add degrees offered by your Institution

Select the Degree from the list

You will see get list of degrees after adding degrees.

c. Student Strength

Add student strength of Institute in each degree.

After adding above information click add to submit data.

d. Fee Details

Insert fee details of each program.

Fill the form below and click add to submit details.

e. General Details

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

5. Add Staff Details

Add staff details of the institute.

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

Choose Gender

Email

Mobile Number

Job Information
Input Staff/Faculty Job Information here...

Current current_designation

Choose Designation

Current Job Status

Choose Job Status

Grade/Scale

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

Bank

Choose Bank

Branch Code

Account Title

Account Number

Profile Photo And Document File
Upload Staff/Faculty Photo (.JPG,PNG) and document File (.dox,PDF) Details here...

Passport Size Photo

Choose File   No file chosen

Curriculum vitae

Choose File   No file chosen

Add

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

o Generate Challans

o Print Challan

Bulk Registrations

Generate

Affiliation

Generate

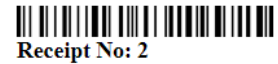Now select the generated challan from the list and print it.

Generated Challans of your Institute

S.No.	Voucher Amount	No of Records	Date of Generation	Payment Status	🖶
1	1400	2	2021-05-31		Print
2	25000	1	2021-05-31		Print
3	700	1	2021-05-31		Print
4	700	1	2021-05-31		Print
5	25000	1	2021-05-31		Print

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

05811-96001
Bank Info: KCBL Account No:74385763
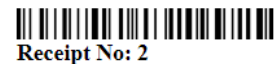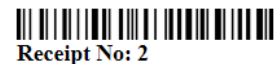
Receipt No: 2

Print Date:31-05-2021

Summary Receipt

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

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

- -

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

05811-96001
Bank Info: KCBL Account No:74385763

Receipt No: 2

Print Date:31-05-2021

Summary Receipt

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

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

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

05811-96001
Bank Info: KCBL Account No:74385763

Receipt No: 2

Print Date:31-05-2021

Summary Receipt

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

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

7. Student Registration

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

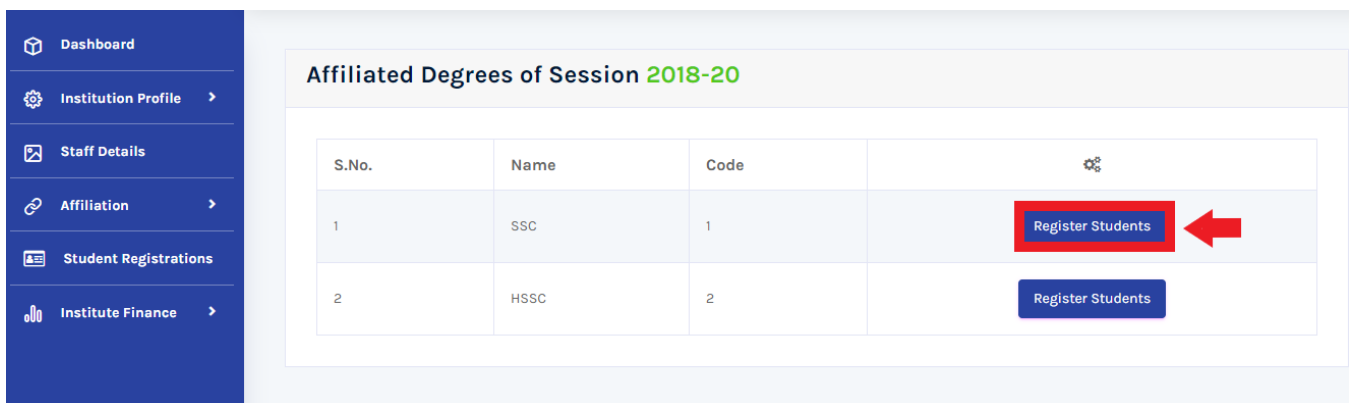Click on Student Registration menu on your dashboard.

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.

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

Fill the below form of each student.

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.
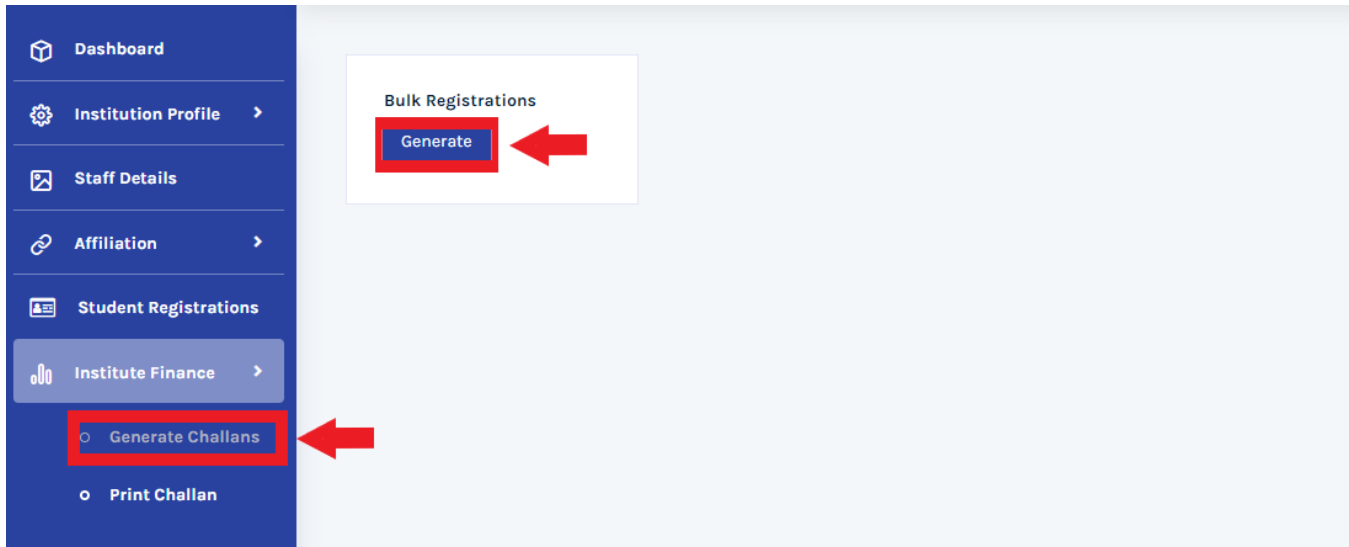

Choose Active Exam Session.
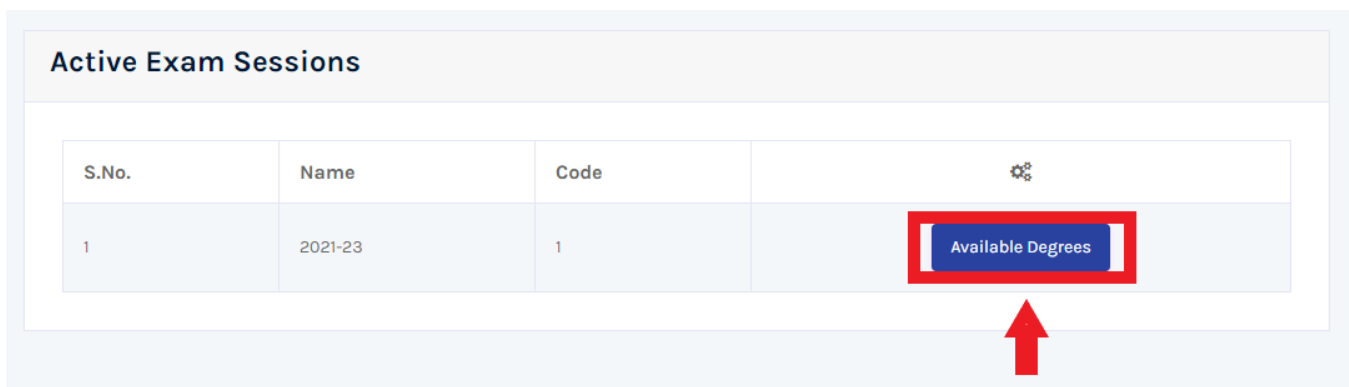
Then click on View student to view student added in each degree.

Affiliated Degrees of Session 2018-20

S.No.	Name	Code	⚙️
1	SSC	1	View Students
2	SSC	1	View Students
3	HSSC	2	View Students
4	HSSC	2	View Students

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

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

You will get a print preview of challan as below.

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

Receipt No: 1

05811-96001

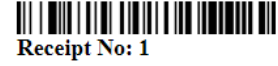Bank Info: KCBL Account No:<u>74385763</u>

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.

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

Receipt No: 1

05811-96001

Bank Info: KCBL Account No:<u>74385763</u>

Dated:-

Receipt Details

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

END