



**SCHOOL OF DISTANCE EDUCATION
UNIVERSITY OF KERALA
INSTRUCTIONS FOR ONLINE REGISTRATION**

General Instructions

Instructions for Online Registration Process

Additional Instructions for admission to science-based PG programmes

A. General Instructions

1. Before filling up the online application, applicants should read the [Prospectus](#) carefully and ensure that he/she is eligible as per the prescribed criteria .
2. Applicant(s) must have a valid e-mail id and mobile number.
3. Fields marked with (*) are mandatory.
4. All admissions are provisional till the verification of the original certificates are made.
5. PG candidates whose qualifying examination certificate is from a University other than Kerala University should take eligibility certificate from Kerala University before registering online.
6. UG candidates whose qualifying examination certificate is from other State Boards/NIOS should obtain eligibility certificate from Kerala University before registering online.
7. Applicants belonging to SC/ST/OEC/OBC-H category and eligible for fee concession should produce the print out of E-grantz online application for fee concession from Akshaya Kendra, along with a copy of SSLC, Plus Two and Degree certificates, Original caste (within 3 year validity) and income certificate (within 1 year validity), copy of Aadhaar Card and copy of Savings Bank passbook. The students eligible for fee concession are advised to visit www.e-grantz.kerala.gov.in for submitting application for e-grantz.
8. Fee can be remitted using online mode / Kerala University-e payment portal (<https://pay.keralauniversity.ac.in/kupay/>) / University cash counters/ SBI challan / DD in favour of the Finance Officer, University of Kerala,Thiruvananthapuram.

Steps for remitting Admission fee via KU online Payment portal: Select the option School of Distance Education > Department name as School of Distance Education and Purpose > Admission Fee

9. All candidates should remit Rs. 105/- (Rupees One Hundred and Five Only) towards the SDE DDF (Department Development Fund) by Demand Draft only from any branch of SBI drawn in favour of the Director, SDE, University of Kerala, Kariavattom Campus payable at SBI, Kariavattom Branch, Thiruvananthapuram. Please mention name, address and purpose on the back side of the DD before submission. DDF can also be remitted in cash directly at the SDE Tapal - section, while submitting the application hard copy at SDE.
10. Opening of online registration: **15th September, 2022**
11. Closure of Online registration : **31st October, 2022**
12. Submit the printout of the online application form along with DDF receipt and other documents (TC, Qualifying certificates in original, Copy of SSLC and Passport size photo) to the Director, School of Distance Education, University of Kerala, Kariavattom Campus, Thiruvananthapuram-695581 **on or before November 05, 2022**, preferably by Registered / Speed post.
13. In case of further doubts/concerns related to online registration or admission process, email **sdetechnicalhelp@gmail.com** or **sdedirectorkeralauniversity@gmail.com**.
14. For emergency enquiries call **8129977026**.

B Instructions for Online Registration Process

- Online application involves **7 steps - User Creation, Personal Details, Course Details, Academic Details, Fee Details, Checklists and Photo/Sign and Upload**. After reading the instructions below click on "Proceed " button to start your registration process.

(Please note that candidates who wish to select **MA Hindi** should also enter their additional language percentage of marks while entering their academic details in the portal.)
- Fill details in each step carefully. Do not click 'Back/Forward/Refresh' button in the browser during registration.
- Details provided in first step are not editable. After completing this step you will get an application number and password. **Save this for future use**. Even if the registration process is interrupted, the applicant can login [from the login facility at home page] again with the same application number (as user ID) and password (your date of birth) to continue the rest of the registration process.
- Once you login to your profile, you will get a status report of your registration process.
- Click on "START REGISTRATION" button if you are about to start registration or click on "CONTINUE REGISTRATION" if you are already halfway.

- Click on "EDIT" button against each step to change details regarding any of the steps already completed.
- Students can download the SBI challan from the website (for those who prefer that payment option). Challan will be printed with your name and amount to be paid. The amount should be remitted in any SBI branch and student should login again to continue registration. He / She should submit the Receipt No, Receipt Date, Amount, Branch Name and Bank Transaction Id.
- Students opting for DD / University Cash Counters/Kerala University- ePayment Portal mode of payment should remit fees in advance and submit the details as above.
- While selecting the online payment mode, if your transaction shows FAILED, you may wait 24 hrs to complete the transaction settlement process.
- Specification for Photograph & Signature: Photo [with 150px X 200px (WIDTH X HEIGHT),40kb, jpg format only]. Photo must be clear with light background. Signature [with150px X 60px (WIDTH x HEIGHT), 40kb, jpg format only].
- Refund of fee remitted online will be decided upon only on the basis of written request to the Registrar, University of Kerala; and shall be subject to existing refund rules and regulations of the University of Kerala.

C. Additional Instructions for admission to science-based PG programmes

- Students should check their eligibility in the [Prospectus](#) before applying online.
- Students should also read the general instructions given in the first paragraph.
- Admissions to M.Sc Mathematics and M.Sc Computer Science are strictly based on merit and reservation norms.
- Seats available for M.Sc Mathematics and M.Sc Computer Science are 135 and 150 respectively.
- Candidates eligible for applying Science based PG programmes are advised to pay only the prospectus fee (Rs.265/-) while completing their online application.
- Students may remit the Tuition fee /Admission fee only if they are selected for the programme based on merit and reservation norms.
- The final rank list (based on merit and reservation norms) will be published in the website of the School of Distance Education (www.ideku.net)