



**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

Eligibility for UG & 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 /BLISc candidates whose qualifying examination certificate is from a University other than University of Kerala should take eligibility certificate from University of Kerala before registering online.
6. UG candidates whose qualifying examination certificate is from other State Boards / NIOS should obtain eligibility certificate from University of Kerala before registering online.
7. Applicants belonging to SC/ST/OEC/OBC-H category are eligible for fee concession and they 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 which is linked and seeded with Aadhaar. 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 favor 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 favor of the Director, SDE, University of Kerala, Kariavattom Campus payable at SBI, Kariavattom Branch, Thiruvananthapuram. Please mention name, address and purpose on the backside of the DD before submission. DDF can also be remitted in cash directly at the SDE Tapal - section, while submitting hard copy of the application at SDE.
10. Opening of online registration: **28th June, 2023**
11. Closure of Online registration: **30th September 2023.**
12. Submit the printout of the online application form along with **Admission Fee receipts, DDF receipt and other documents (TC, Qualifying certificates in original, Copy of SSLC and Copy of Aadhaar)** to the Director, School of Distance Education, University of Kerala, Kariavattom Campus, Thiruvananthapuram-695581 **on or before October 05,2023** preferably by Registered / Speed post.
13. For Science based PG programmes - Submit the printout of the online application form along with **other documents** (Copy of **TC, SSLC, Degree certificate, Degree marklist and Aadhaar**) to the Director, School of Distance Education, University of Kerala, Kariavattom Campus, Thiruvananthapuram-695581 **on or before October 05,2023** preferably by Registered / Speed post.
14. In case of further doubts / concerns related to online registration or admission process, email **sdetechnicalhelp@gmail.com** or **sdedirectorkeralauniversity@gmail.com**.
15. 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.
- Fill details in each step carefully. Do not click 'Back/Forward/Refresh' button in the browser during registration.
- Details provided in the 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 SBI challan with journal No. / 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 150 px X 200 px (WIDTH X HEIGHT), 40kb, jpg format only]. Photo must be clear with light background. Signature [with 150px X 60 px (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 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.
- Submit the printout of the online application form along with **other documents** (Copy of **TC, SSLC, Degree certificate, Degree marklist and Aadhaar**) to the Director, School of Distance Education, University of Kerala, Kariavattom Campus, Thiruvananthapuram-695581 **on or**

before **October 05, 2023** preferably by Registered / Speed post.

- 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)

D. Eligibility for UG & PG Programmes

Eligibility for admission to First Degree Programmes.

BA Political Science	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto.
BLISc	A pass in Bachelor's degree of the University of Kerala with not less than 40% Marks, or a degree of any other university recognized as equivalent thereto with not less than 40% marks. Candidates belonging to schedule caste / scheduled tribes and other backward communities will be eligible for concession of 5% and 3% respectively.
B.Sc Mathematics	A Pass in Higher Secondary Examination of the State or an Examination accepted by the University as equivalent thereto with Mathematics as one of the subjects under science group.

Eligibility for admission to Post-Graduate Degree Programmes.

Graduates who have passed qualifying examination in CBCS Pattern – 2013 admissions	Graduates who have passed qualifying examination in CBCS Pattern – Prior to 2013 admissions	Graduates who have passed qualifying examination in Annual scheme / other pattern
M.A Political Science Graduates in Political Science, Economics, History, Philosophy, Psychology, B.A English and Communicative English/BA Communicative English with Public Administration, English Language and Literature, Sociology, Anthropology,	M.A Political Science Graduates in Political Science, Economics, History, Philosophy, Psychology, B.A English and Communicative English/BA Communicative English with Public Administration, English Language and Literature, Sociology, Anthropology,	M.A Political Science Graduates in Politics, Economics, History, Philosophy, Psychology, B.A Communicative English with Public Administration, English, Sociology, Anthropology, Law, Journalism, Commerce, Business Administration,

<p>Law, Journalism, Commerce, Business Administration, Public Administration, Geography or other Social Science subjects/ BSc Psychology with not less than 4.5 CCPA(S)* out of 10. Graduates in Science with 6 CCPA(S) out of 10 and Graduates in Engineering with 60% marks/ B.A Journalism and Mass Communication and Video Production (Career related / Restructured) / B.A Communicative English (Vocational) with Public Administration as one of the Core Subjects are also eligible. But the proportion of Engineering and Science graduates admitted should not exceed 10% of the total seats. A weightage of 100 marks be given to the candidates who have studied Political Science as Core Course.**</p>	<p>Law, Journalism, Commerce, Business Administration, Public Administration, Geography or other Social Science subjects / BSc Psychology with not less than 1.8 CGPA(S)* out of 4. Graduates in Science with 2.4 CGPA(S) out of 4 and Graduates in Engineering with 60% marks/ B.A Journalism and Mass Communication and Video Production (Career related / Restructured) / B.A Communicative English (Vocational) with Public Administration as one of the Core Subjects are also eligible. But the proportion of Engineering and Science graduates admitted should not exceed 10% of the total seats. A weightage of 100 marks be given to the candidates who have studied Political Science as Core Course.</p>	<p>Public Administration, Geography or other Social Science subjects with not less than 45% marks in Part III -optional Main subject concerned (including subsidiaries). Graduates in Science and Engineering with 60% marks / B.A Journalism and Mass Communication and Video Production (Restructured)/ B.A Communicative English (Vocational) with Public Administration as one of the main subjects are also eligible. But the proportion of Engineering and Science graduates admitted should not exceed 10% of the total seats. A weightage of 100 marks be given to the candidates who have studied Political Science under Part III main of BA**</p>
<p>** Graduates in any subjects with not less than 45% marks in Part III optional Main subject concerned (including subsidiaries) are also eligible. A weightage of 100 marks be given to the candidate who studied Political Science under Part III main of BA(UO No.Ac AII/3/59/2018 dated 29-06-2018)</p>		
<p>M.A Public Administration Bachelor's Degree in any branch of Science, Social Science or Bachelors Degree (irrespective of Faculty) recognized by the University of Kerala/ B.A Communicative English</p>	<p>M.A Public Administration Bachelor's Degree in any branch of Science, Social Science or Bachelors Degree (irrespective of Faculty) recognized by the University of Kerala/ B.A Communicative English</p>	<p>M.A Public Administration Bachelor's degree in any branch of Science, Social Science or bachelors Degree (irrespective of Faculty) recognized by the University of Kerala/ B.A Communicative English</p>

<p>(Vocational). The minimum grade point for admission to M.A. Degree Course in Public Administration is 4.5 CCPA(S) * out of 10 as that of all other subjects under the Faculty of Social Sciences.</p>	<p>(Vocational).The minimum grade point for admission to M.A. Degree Course in Public Administration is 1.8 CGPA(S) * out of 4 as that of all other subjects under the Faculty of Social Sciences.</p>	<p>(Vocational). The minimum percentage of marks for admissions to M.A. Degree Course in Public Administration is 45% as that of all other subjects under the Faculty of Social Sciences.</p> <p>(U.O. No.Ac.AII/1/2011, dated 12.01.2012).</p>
<p>M. Sc. Computer Science</p> <p>Candidates for admission to PG Programme in Computer Science should have passed a Degree course with minimum 3 years duration after 10+2 in Computer Science/ Computer Application/ Electronics as Core subject or an equivalent Degree with not less than 5 CCPA(S) out of 10 Or Any Science Degree with minimum three years duration after 10+2 with not less than CCPA(S) out of 4 with Computer Science/ Computer Application as one of the Main/ Subsidiary/ Core subject.</p> <p>(UO No. Ac A IV/2/ 53-MSc CS/2017 dated 23.10.2017). For SEBC and Physically handicapped candidates a minimum of 1.8 CGPA(S) CCPA (S) and for SC/ST candidates a minimum pass in the Degree Examination is</p>	<p>M. Sc. Computer Science</p> <p>Candidates for admission to PG Programme in Computer Science should have passed a Degree course with minimum 3 years duration after 10+2 in Computer Science/ Computer Application/ Electronics as Core subject or an equivalent Degree with not less than 2 CGPA(S) out of 4 Or Any Science Degree with minimum three years duration after 10+2 with not less than 2 CGPA(S) out of 4 with Computer Science/ Computer Application as one of the Main/ Subsidiary/ Core subject. (UO No. Ac A IV/2/53-MSc CS/2017 dated 23.10.2017). For SEBC and Physically handicapped candidates a minimum of 1.8 CGPA(S) and for SC/ST candidates a</p>	<p>M. Sc. Computer Science</p> <p>Candidates for admission to PG Programme in Computer Science should have passed a Degree course with minimum three years duration after 10+2 in Computer Science/ Computer Application/ Electronics as Main subject or an equivalent Degree with not less than 50% marks. Or Any Science Degree with minimum three years duration after 10+2 with not less than 50% marks with Computer Science/ Computer Application as one of the Main/ Subsidiary/ Core subject. (UO No. Ac A IV/2/53- MSc CS/2017 dated 23.10.2017). For SEBC and Physically handicapped candidates a minimum aggregate of 45% marks and for SC/ST candidates a minimum pass in the Degree Examination is sufficient.</p>

<p>sufficient. (U.O.No.Ac.A IV/3/51406/ Eligibility /2014, dated 18.06.2014) Admission to the programme is based on merit and mandatory reservation subject to CSS seat matrix of the University and UGC regulations.</p>	<p>minimum pass in the Degree Examination is sufficient. (U.O.No.Ac.AIV/3/51406/ Eligibility /2014, dated 18.06.2014) Admission to the programme is based on merit and mandatory reservation subject to CSS seat matrix of the University and UGC regulations.</p>	<p>(U.O.No.Ac.AIV/3/ 51406/ Eligibility/2014, dated 18.06.2014) Admission to the programme is based on merit and mandatory reservation subject to CSS seat matrix of the University and UGC regulations.</p>
<p>M. Sc. Mathematics B.Sc. with Mathematics or Statistics as Core Course securing not less than 5.5 CCPA(S) * out of 10 / B.Sc. Vocational Subjects (Three main) Optical Instrumentation, Instrumentation, Industrial Chemistry, Electrical Equipment and Maintenance and Computer Applications with one of the main subjects with a minimum of 55% marks. Admission to the programme is based on merit and mandatory reservation subject to CSS seat matrix of the University and UGC regulations.</p>	<p>M. Sc. Mathematics B.Sc. with Mathematics or Statistics as Core Course securing not less than 2.2 CGPA(S) * out of 4 / B.Sc. Vocational Subjects (Three main) Optical Instrumentation, Instrumentation, Industrial Chemistry, Electrical Equipment and Maintenance and Computer Applications with one of the main subjects with a minimum of 55% marks. Admission to the programme is based on merit and mandatory reservation subject to CSS seat matrix of the University and UGC regulations.</p>	<p>M. Sc. Mathematics B.Sc. with Mathematics or Statistics as optional Main subject under Part III scoring not less than 55% marks for that part/ B.Sc. Vocational Subjects (Three main) Optical Instrumentation, Instrumentation, Industrial Chemistry, Electrical Equipment and Maintenance and Computer Applications with one of the main subjects with a minimum of 55% marks. Admission to the programme is based on merit and mandatory reservation subject to CSS seat matrix of the University and UGC regulations.</p>

MLISc Bachelors degree in Library and Information Science of the University of Kerala, or BLISc degree of any other University recognized as equivalent thereto.		
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