CENTRE FOR DISTANCE AND ONLINE EDUCATION
SCHOOL OF DISTANCE EDUCATION
UNIVERSITY OFKERALA
INSTRUCTIONS FOR ONLINE REGISTRATION 2025

A. General Instructions

B. Instructions for Online Registration Process

C. Additional Instructions for admission to M.Sc. 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. **As per UGC guidelines applicants must have both ABC-ID and DEB-ID for online registration in the SDE admission portal. The facility for obtaining ABC-ID and DEB-ID is available on the SDE admission Portal.**

3. Applicant(s) must have a valid e-mail id and mobile number.

4. Fields marked with (*) are mandatory.

5. All admissions are provisional until the verification of the original certificates are completed.

6. PG/B.Lib.I.Sc candidates whose qualifying examination certificate is from a University other than University of Kerala should obtain eligibility certificate from University of Kerala before registering online for admission.

7. **Pursuing two academic programmes simultaneously** - As per the UGC notification, a student can pursue two academic programmes one in full time physical mode and another in ODL (Open and Distance Learning) mode or upto two ODL programmes simultaneously. In such case, please verify the **guidelines** for the same available in SDE website.

8. **One - Time Certificate is a mandatory document to be submitted along with application for students appearing for the secondary programme under ODL mode**.

9. 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.

10. Fee can be remitted using online mode/Kerala University-epayment 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

11. All candidates should remit Rs. 105/- (Rupees One Hundred and Five Only) towards the SDE Department Development Fund (DDF) 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 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.

12. Opening date of online registration : **05th July 2025**

13. Closing date of Online registration

    M.Sc Mathematics & M.Sc Computer Science : **31st August 2025**

    M.Lib.I.S &, B.Lib.I.Sc : **10th September 2025**

14. Submit the printout of the online application form, along with **Admission Fee receipts, DDF receipt, and other documents** (**TC and Qualifying certificates in original, Copies of SSLC, Aadhaar, ABC-ID card, DEB-ID card, One-Time Certificate (if applicable) , Migration and Eligibility certificate (if applicable)** to the **Director, Centre for Distance and Online Education, School of Distance Education, University of Kerala, Kariavattom Campus, Thiruvananthapuram–695581,** within 10 days from the date of submission of online application. This should preferably be done by Registered / Speed post.

15. For M.Sc programmes - Submit the printout of the online application form, along with **other documents** (Copies of **TC, SSLC, Degree certificate, Degree marklist, Aadhaar ,ABC-ID card, DEB-ID card, Migration and Eligibility certificate (if applicable) and One-Time Certificate (if applicable)**) to the Director, Centre for Distance and Online Education, School of Distance Education, University of Kerala, Kariavattom Campus, Thiruvananthapuram–695581 on or before **1st September 2025**. This should preferably be done by Registered / Speed post.

16. In case of further doubts / concerns related to online registration or admission process, email sde@keralauniversity.ac.in

17. For emergency enquiries call 0471-2991173.

B. Instructions for Online Registration Process

- Online application involves **7 steps** - **ABC–ID and DEB-ID 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 [with150 px X 200 px (WIDTH X HEIGHT), 40kb, jpg format only]. Photo must be clear with light background. Signature [with150px 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 M.Sc. 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 180 respectively.

- Candidates eligible for applying M.Sc. 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** (Copies of **TC, SSLC, Degree certificate, Degree marklist, Aadhaar, ABC-ID card, DEB-ID card, Migration and Eligibility certificate (if applicable) and One-Time Certificate (if applicable)**) to the Director, Centre for Distance and Online Education, School of Distance Education, University of Kerala, Kariavattom Campus, Thiruvananthapuram–695581, on or before **1st September 2025**. This should preferably be done 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)

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