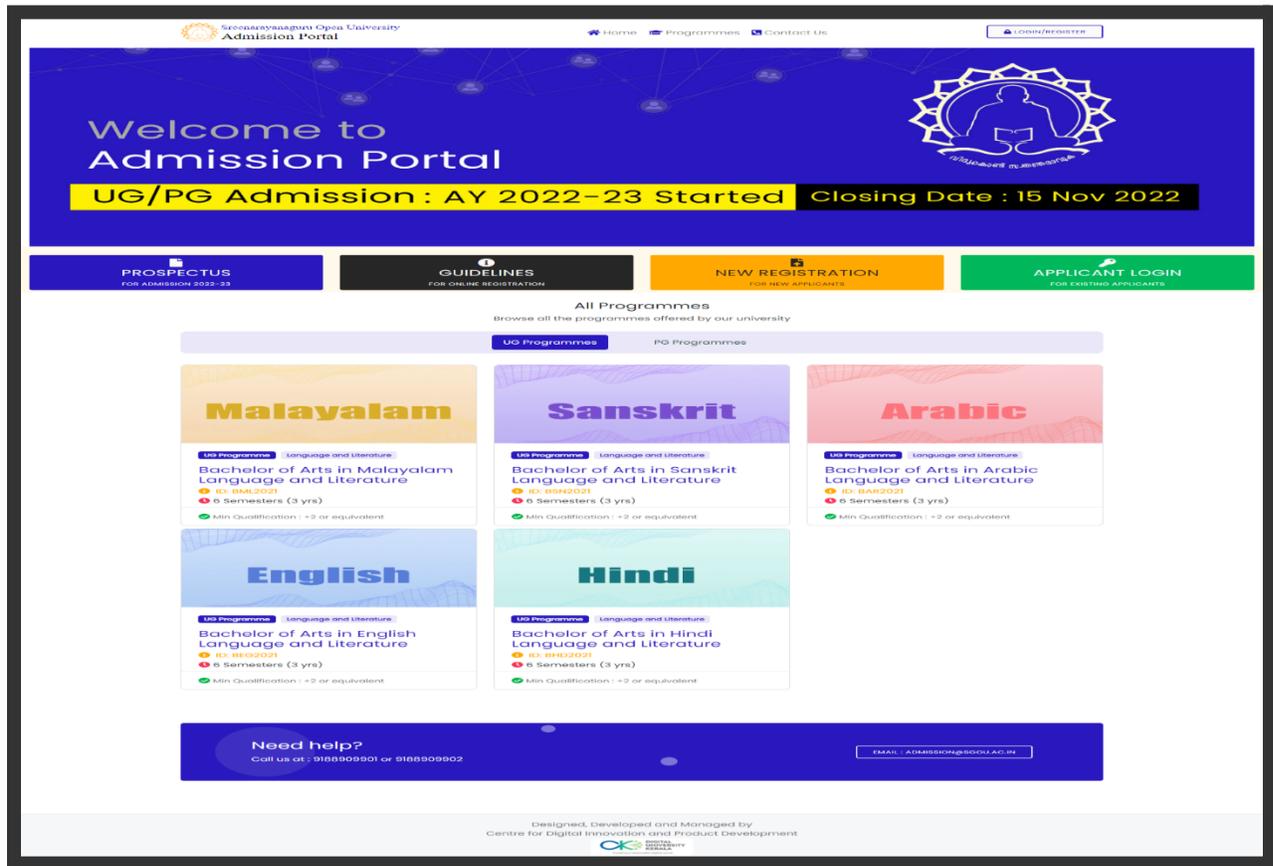


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User's Manual for the Applicants

(User's manual contains instructions, guidelines, and screen-wise description involved in online admission application submission for the programmes offered by the SGOU)



Version 1.1



Sreenarayanaguru Open University Admission Portal

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USER'S MANUAL FOR APPLICANT

KUDSIT/SNGOU/USRML/ADMP/01

Dear Applicant,

GREETINGS from Sreenarayanaguru Open University (SGOU)! We appreciate your decision to pursue higher studies at our university.

At SGOU, we process all the admission-related application processes digitally through the admission management portal online. This enables the applicants a hassle-free application, admission, and onboarding process.

The following pages of the user manual cover the information required to effectively use this online single-window admission system. Apply for programmes after thoroughly understanding the guidelines given in this document.

The sensitive information you receive in this system, such as **OTP, Username,** and **Password,** should be kept confidential, and sharing this information with others may lead to misuse of your information and loss of your benefit



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Steps involved in Online Application Submission for Various Programme offered by SGOU

- New User Registration
- Applicant Login
- Applicant Profile Completion

(The above three steps are explained in the user manual attached to the registration page.)

- Apply for Programme
- Add Qualification Details
- Upload Supporting Documents
- Learning Support Centre Selection
- Counselling Slot selection
- Fee Payment
- Application Status
- Application Edit

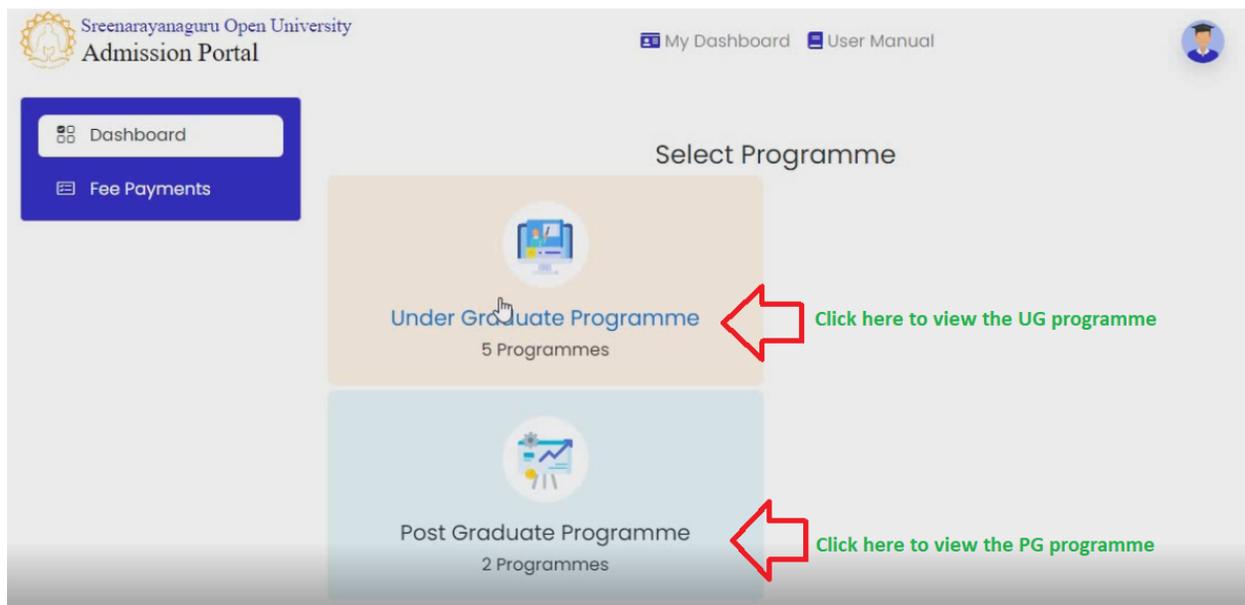
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Following guidelines explain how the candidate can apply for the programmes after logging into the admission portal.

Candidates need to refer to the admission prospectus for any further rules and guidelines related.

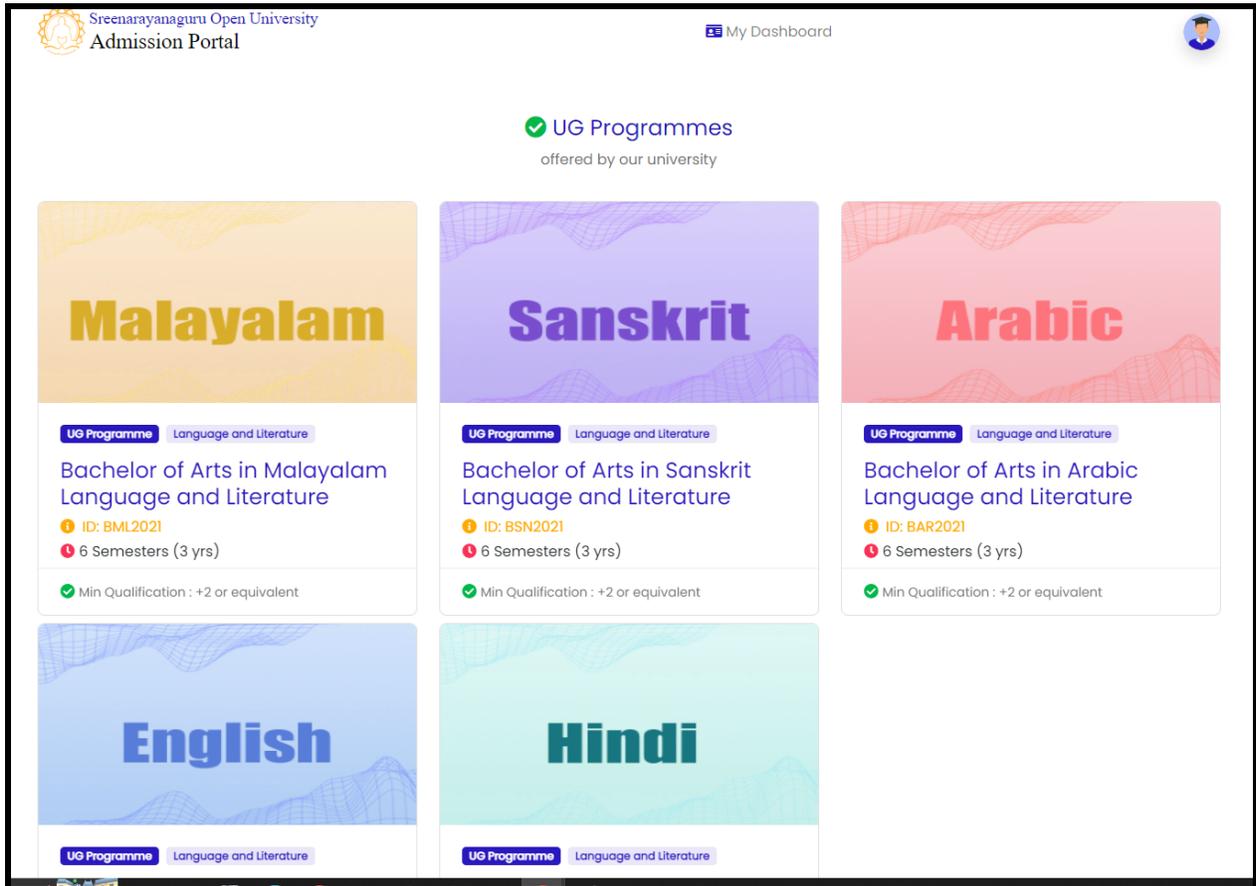
STEP III Apply for a Programme

(Once the applicant completes the profile information, he/she can apply for various programmes available in their dashboard. Applicants can view different programmes in their login. He/she can view the undergraduate programme under the tab **UG programme** and post graduate programme under the tab **PG programme**.)



1. Click on the '**UG/PG Programme**' to view the details.

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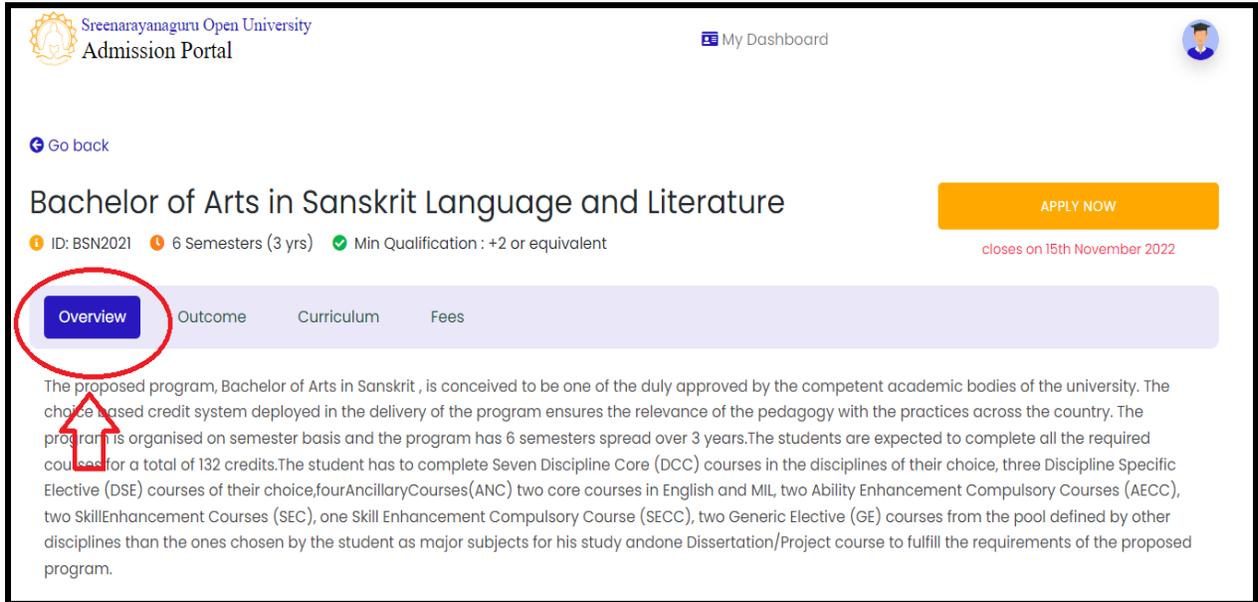


The screenshot displays the 'UG Programmes' section of the admission portal. At the top, it says 'UG Programmes offered by our university'. Below this, there are five program cards arranged in a grid:

- Malayalam:** Bachelor of Arts in Malayalam Language and Literature. ID: BML2021. 6 Semesters (3 yrs). Min Qualification: +2 or equivalent.
- Sanskrit:** Bachelor of Arts in Sanskrit Language and Literature. ID: BSN2021. 6 Semesters (3 yrs). Min Qualification: +2 or equivalent.
- Arabic:** Bachelor of Arts in Arabic Language and Literature. ID: BAR2021. 6 Semesters (3 yrs). Min Qualification: +2 or equivalent.
- English:** (Program name visible, details partially obscured).
- Hindi:** (Program name visible, details partially obscured).

- Click on the name of the desired programme to view the details. The Programme details page will have four tabs to view the **overview**, outcome, curriculum, and fees.

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Sreenarayanaguru Open University Admission Portal

My Dashboard

Go back

Bachelor of Arts in Sanskrit Language and Literature

ID: BSN2021 | 6 Semesters (3 yrs) | Min Qualification : +2 or equivalent

APPLY NOW

closes on 15th November 2022

Overview | Outcome | Curriculum | Fees

The proposed program, Bachelor of Arts in Sanskrit, is conceived to be one of the duly approved by the competent academic bodies of the university. The choice based credit system deployed in the delivery of the program ensures the relevance of the pedagogy with the practices across the country. The program is organised on semester basis and the program has 6 semesters spread over 3 years. The students are expected to complete all the required courses for a total of 132 credits. The student has to complete Seven Discipline Core (DCC) courses in the disciplines of their choice, three Discipline Specific Elective (DSE) courses of their choice, four Ancillary Courses (ANC) two core courses in English and MIL, two Ability Enhancement Compulsory Courses (AECC), two Skill Enhancement Courses (SEC), one Skill Enhancement Compulsory Course (SECC), two Generic Elective (GE) courses from the pool defined by other disciplines than the ones chosen by the student as major subjects for his study and one Dissertation/Project course to fulfill the requirements of the proposed program.

3. Click on the **'outcome'** button to view the details of the programme outcome.



Sreenarayanaguru Open University Admission Portal

My Dashboard

Go back

Bachelor of Arts in Sanskrit Language and Literature

ID: BSN2021 | 6 Semesters (3 yrs) | Min Qualification : +2 or equivalent

APPLY NOW

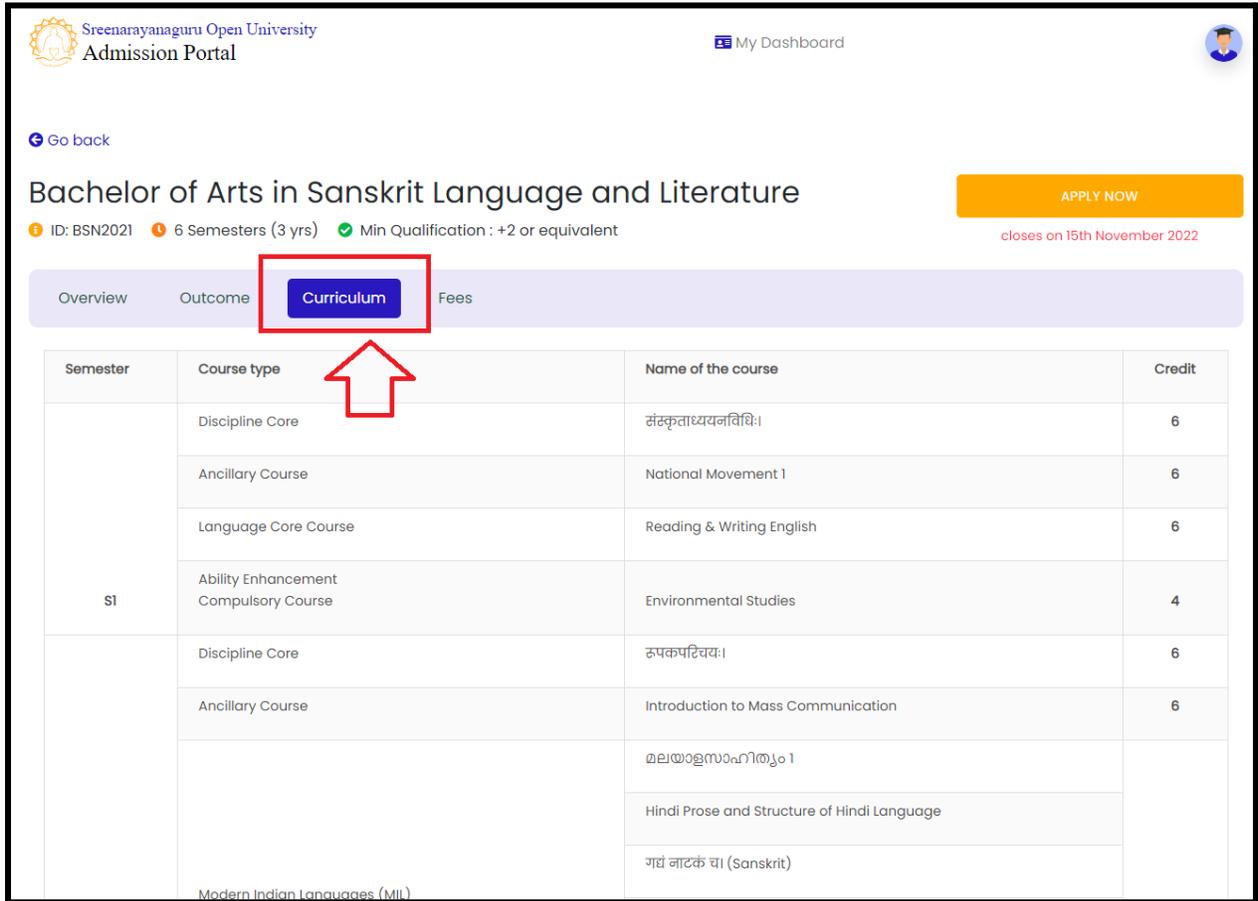
closes on 15th November 2022

Overview | **Outcome** | Curriculum | Fees

The course is aimed at developing the communication and writing skills in Sanskrit language along with comparing the traditional knowledge with contemporary wisdom. The students will be able to develop an ability to effectively communicate both orally and verbally in Sanskrit, develop self-confidence and skills for working independently and in a team. They will have a foundation on literary theories, movements and history of Sanskrit literature. The program helps to develop the ability to critically look at concepts, beliefs and ideas in society, while also learning to critically analyze texts and cultural artifacts. Increased awareness relating to general issues prevailing in the society.

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4. Click on the **'Curriculum'** button to view the details of the programme curriculum



Sreenarayanaguru Open University Admission Portal

My Dashboard

Go back

Bachelor of Arts in Sanskrit Language and Literature

ID: BSN2021
6 Semesters (3 yrs)
Min Qualification : +2 or equivalent

APPLY NOW
closes on 15th November 2022

Overview Outcome **Curriculum** Fees

Semester	Course type	Name of the course	Credit
S1	Discipline Core	संस्कृताध्ययनविधि:1	6
	Ancillary Course	National Movement 1	6
	Language Core Course	Reading & Writing English	6
	Ability Enhancement Compulsory Course	Environmental Studies	4
	Discipline Core	रूपकपरिचय:1	6
	Ancillary Course	Introduction to Mass Communication	6
	Modern Indian Languages (MIL)	മലയാളസാഹിത്യം 1	
		Hindi Prose and Structure of Hindi Language	
गद्य नाटक च। (Sanskrit)			

5. Click on the **'Fees'** button to view the details of the programme fees details. (Note: Refer to the prospectus for any clarifications regarding)



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The screenshot shows the admission portal interface. At the top, there is a navigation bar with the university logo, 'Sreenarayanaguru Open University Admission Portal', and a 'My Dashboard' link. Below this, there is a 'Go back' link and the course title 'Bachelor of Arts in Sanskrit Language and Literature'. A yellow 'APPLY NOW' button is visible on the right, with a note 'closes on 15th November 2022'. Below the course title, there are tabs for 'Overview', 'Outcome', 'Curriculum', and 'Fees'. The 'Fees' tab is highlighted with a red box and a red arrow pointing to it. Below the tabs is a table with two columns: 'Fee Componets' and 'Fee Amount'. The table lists various fees for the first semester, including Admission fee, Affiliation fee, Matriculation fee, Eligibility fee, Tuition fee, and Self Learning Material & Virtual Learning Facility Fee. The total fee amount is 3,830.

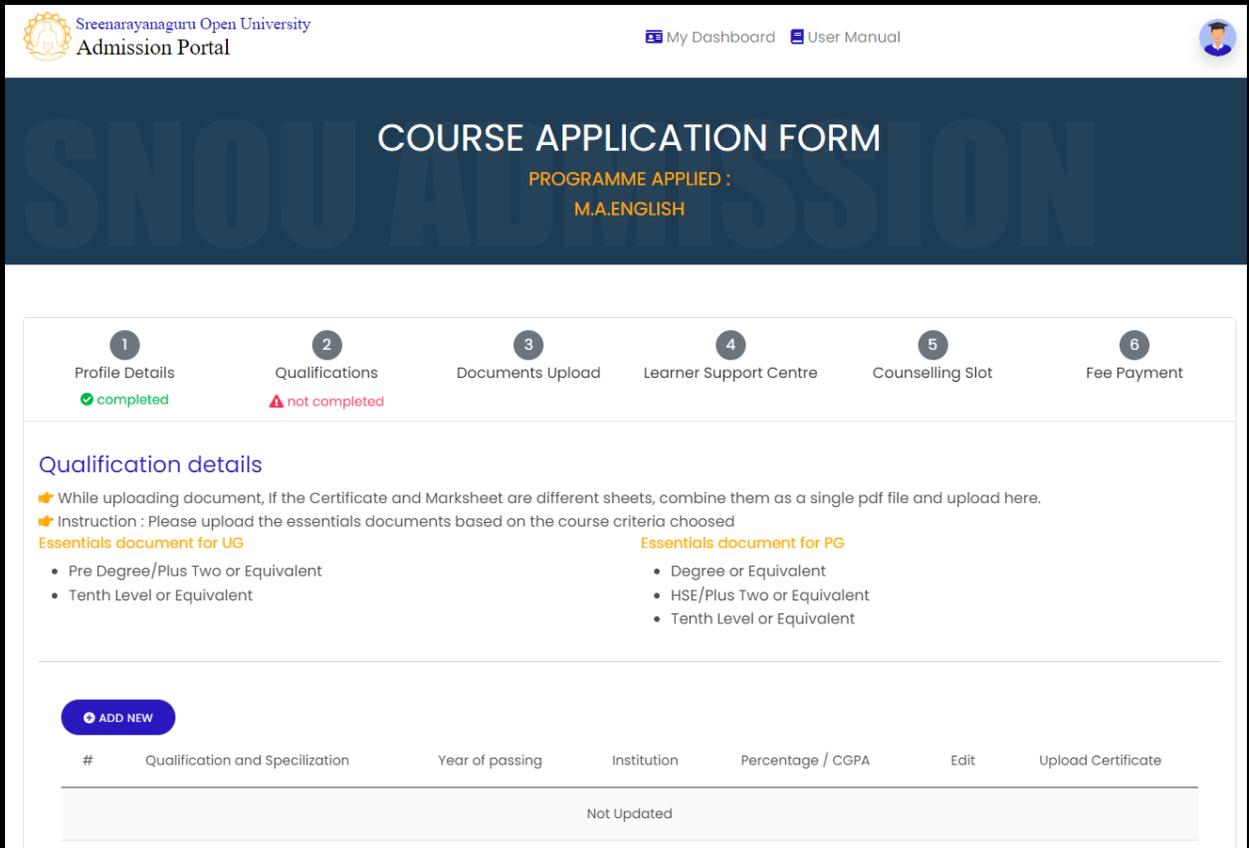
Fee Componets	Fee Amount
Fees for first semester (S1)	
Admission fee	350
Affiliation fee	350
Matriculation fee	120
Eligibility fee	250
Tuition fee	
1. Self Learning Material & Virtual Learning Facility Fee	1800
1. Assignment fee	160
1. Counselling Fee	800
TOTAL	3,830

Click on the **“APPLY NOW”** button to submit an application for the selected course.

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STEP IV. Add Qualification

(On this page the candidate can add the essential qualification required to apply for the selected programme and have provision to upload the certificate of essential qualification against each added qualification.)



Qualification details

✦ While uploading document, If the Certificate and Marksheet are different sheets, combine them as a single pdf file and upload here.
✦ Instruction : Please upload the essentials documents based on the course criteria choosed

Essentials document for UG

- Pre Degree/Plus Two or Equivalent
- Tenth Level or Equivalent

Essentials document for PG

- Degree or Equivalent
- HSE/Plus Two or Equivalent
- Tenth Level or Equivalent

#	Qualification and Specilization	Year of passing	Institution	Percentage / CGPA	Edit	Upload Certificate
Not Updated						

1. The system will redirect to the qualification page (tab2) where the applicant can add the required qualification.

Tab 1 - The profile completion page will be shown the status as “completed**” by fetching the information from the profile information page.**

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2. Read the instructions given on the page.

Click on the add new button to enter qualification details.

Include the mark sheet in the respective PDF document.

Note: For admission to the PG programme the candidate must add the following qualifications

1. 10Th level

2. Plus 2/ Pre Degree/HSE/Equivalent Level

3. Degree/ Equivalent Level

if all the candidates have not added the above three qualifications and its attachment then the student will not able to move to the next tab.

Note: For admission to the UG programme add the following qualifications

4. 10Th level

5. Plus 2/ Pre Degree/HSE/Equivalent Level

if all the candidates have not added the above two qualifications and its attachment then the student will not able to move to the next tab.

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 Sreenarayanaguru Open University
Admission Portal

[My Dashboard](#)



COURSE APPLICATION FORM

B.A.SANSKRIT

1

2

3

4

5

6

Profile Details
Qualification Details
Documents Uploads
Learner Support Centre
Book Counselling slot
Fee Payment

Qualification details

⚠ While uploading document, If the Certificate and Marksheet are different sheets, combine them as a single pdf file and upload here.

+ ADD NEW



#	Qualification and Specilization	Year of passing	Institution	Percentage / CGPA	Edit	Upload Certificate
Not Updated						

◀ PREVIOUS PAGE

SAVE AND CONTINUE ▶

3. Click on the “add new” button to enter qualification details.



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My Dashboard

Qualification details

⚠ While uploading document, If the Certificate and Marksheet are different sheets, combine them as a single pdf file and upload here.

➕ ADD NEW

#	Qualification and Specilization	Year of passing	Institution	Percentage / CGPA	Edit	Upload Certificate
Not Updated						

Add/Edit Education

Qualification *
Select 📅 -/ -/ Specialization *

University / Institute / Board * Percentage of Marks / CGPA * Year of Passing *

Month-of-Passing *
Select 📅 -/ -/

SAVE QUALIFICATION

◀ PREVIOUS PAGE

4. Enter all the required information and click on the 'SAVE QUALIFICATION' button available at the bottom of the page



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Qualification details

⚠ While uploading document, If the Certificate and Marksheet are different sheets, combine them as a single pdf file and upload here.

➕ ADD NEW

#	Qualification and Specilization	Year of passing	Institution	Percentage / CGPA	Edit	Upload Certificate
Not Updated						

Add/Edit Education

Qualification *
Tenth Level ☺☺☺-¼

Specialization *
General Education

University / Institute / Board *
General Education Department

Percentage of Marks /CGPA *
60

Year of Passing *
2012

Month of Passing *
January ☺☺☺-¼

SAVE QUALIFICATION

◀ PREVIOUS PAGE

5. Added Qualification will be displayed at the bottom of the page.



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1 Profile Details
 completed2 Qualifications
 not completed3 Documents Upload4 Learner Support Centre5 Counselling Slot6 Fee Payment

Qualification details

While uploading document, if the Certificate and Marksheet are different sheets, combine them as a single pdf file and upload here.
Instruction : Please upload the essentials documents based on the course criteria choosed

Essentials document for UG

- Pre Degree/Plus Two or Equivalent
- Tenth Level or Equivalent

Essentials document for PG

- Degree or Equivalent
- HSE/Plus Two or Equivalent
- Tenth Level or Equivalent

[ADD NEW](#)

#	Qualification and Specilization	Year of passing	Institution	Percentage / CGPA	Edit	Upload Certificate
1	Tenth Level SSLC	2006	General Education Department	85		

6. Once the qualification is added, the applicant can upload the supporting documents using the upload button available on the right side.



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1 Profile Details completed

2 Qualifications not completed

3 Documents Upload

4 Learner Support Centre

5 Counselling Slot

6 Fee Payment

Qualification details

While uploading document, if the Certificate and Marksheet are different sheets, combine them as a single pdf file and upload here.

Instruction : Please upload the essentials documents based on the course criteria choosed

Essentials document for UG

- Pre Degree/Plus Two or Equivalent
- Tenth Level or Equivalent

Essentials document for PG

- Degree or Equivalent
- HSE/Plus Two or Equivalent
- Tenth Level or Equivalent

[+ ADD NEW](#)

#	Qualification and Specilization	Year of passing	Institution	Percentage / CGPA	Edit	Upload Certificate
1	Tenth Level SSLC	2006	General Education Department	85		UPLOAD

7. Click on the 'upload' button and choose the file.

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 Upload Certificate ✕

Qualification : Tenth Level

Upload Certificate

Choose File
user's manual egrantz 3.0 public (1).pdf

⚠ While uploading document, If the Certificate and Marksheet are different sheets, combine them as a single pdf file and upload here.

CLOSE
UPLOAD

8. Then click the 'upload' button and the status of the upload will be displayed on the right side.

+ ADD NEW

#	Qualification and Specilization	Year of passing	Institution	Percentage / CGPA	Edit	Upload Certificate
1	Tenth Level General Education	2006	General Education Department	84		✔ uploaded RE-UPLOAD 📄 Download
2	Higher Secondary/ +2 Science	2008	Higher Education Department	75		✔ uploaded RE-UPLOAD 📄 Download

→ Edit button can be used to change the data once entered.

→ Re-upload button can be used to change the document once uploaded

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Proceed to the next tab.

STEP V. Upload Supporting Documents

(On this page the candidate can upload a passport-size photograph and a scanned copy of their signature. Other admission-related documents such as identification documents, transfer certificates, caste certificates, and NCL certificate.)

1. This tab will have the provision to upload

- **Photo & Signature**
- **Supporting documents.**

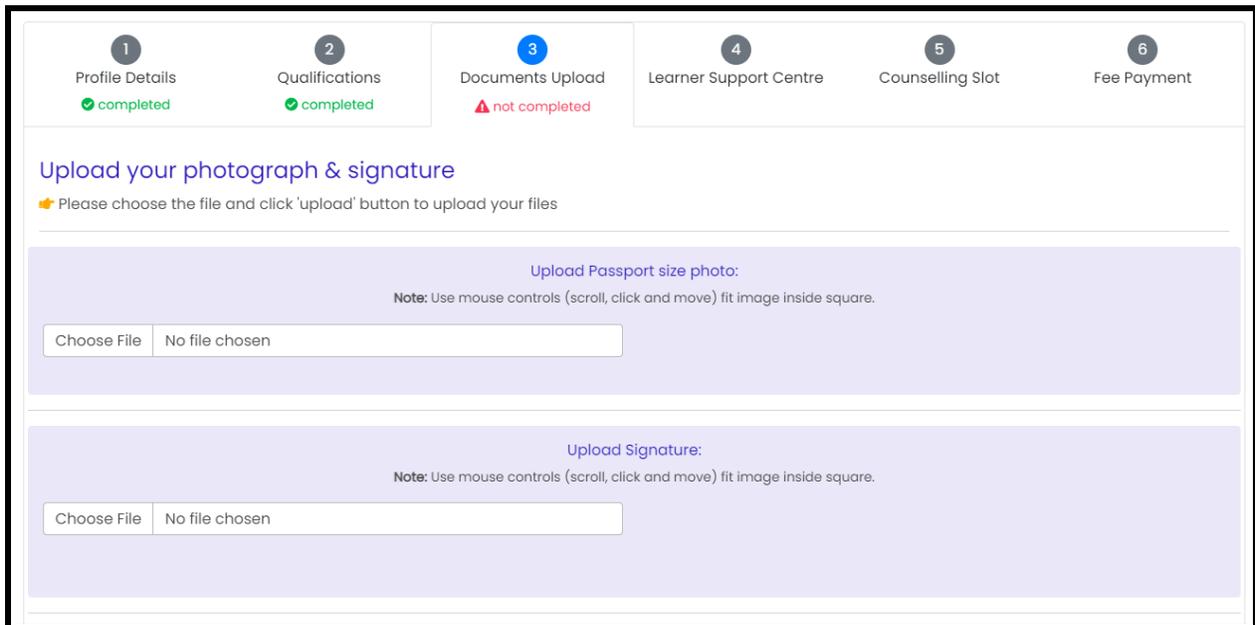
The supporting documents include

- 1. Identification Related (six documents are listed as ID type select one ID type and enter its details)**
- 2. Transfer certificate (mandatory for candidates below 45 years)**
- 3. Caste/Income/NCL Certificate (only those candidates who are eligible for fee concession)**

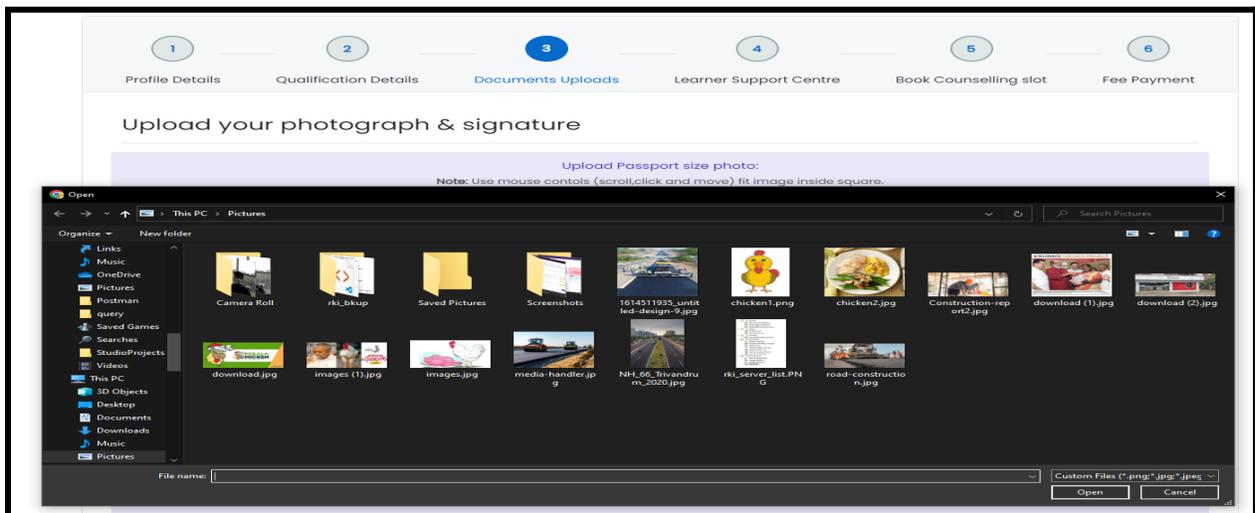
The document upload page will have provision for uploading the photo and signature of the candidate.

2. Photo & Signature Uploading: Click on the 'Choose file' for file uploading.

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3. Select photo (JPG/PNG/JPEG format) from the folder.



4. Photo and Signature upload page will have an image cropper tool for editing the photo as per the requirements.



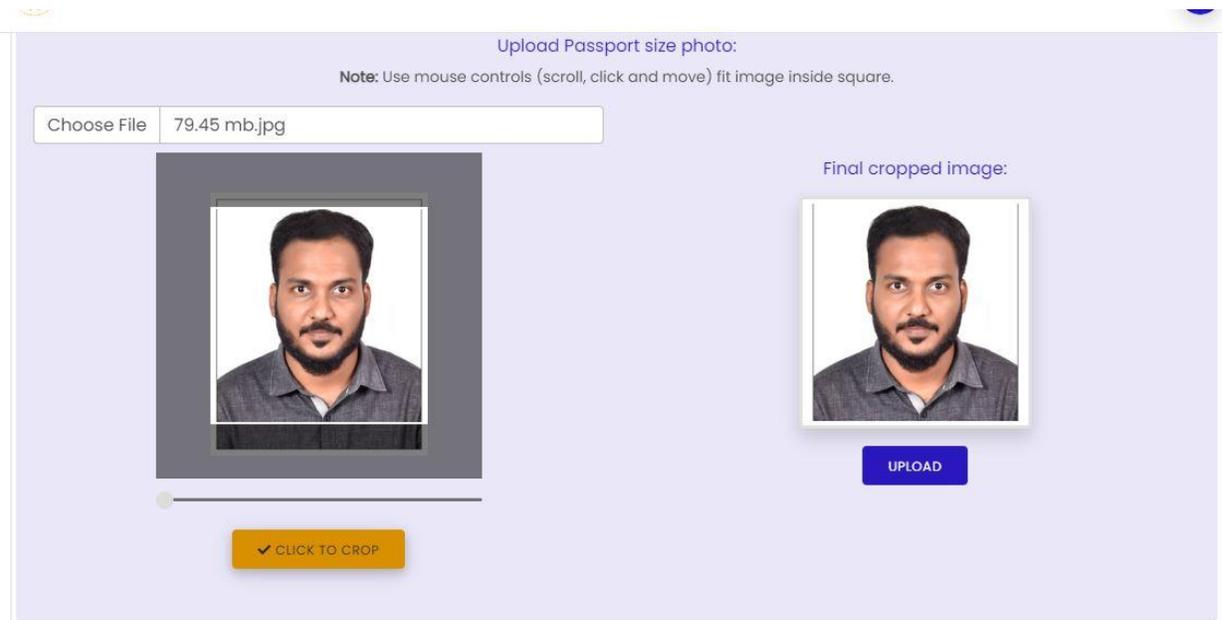
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- Select the photo and **zoom In/Out** to fit with the page.
- If the frame is good then click on the **“CROP PHOTO INSIDE SQUARE”** button.
- Selected photos of the applicant will be previewed on the right side.
- Then click on the **“Upload”** button.
- Photo upload **“Status”** will be displayed on the page.



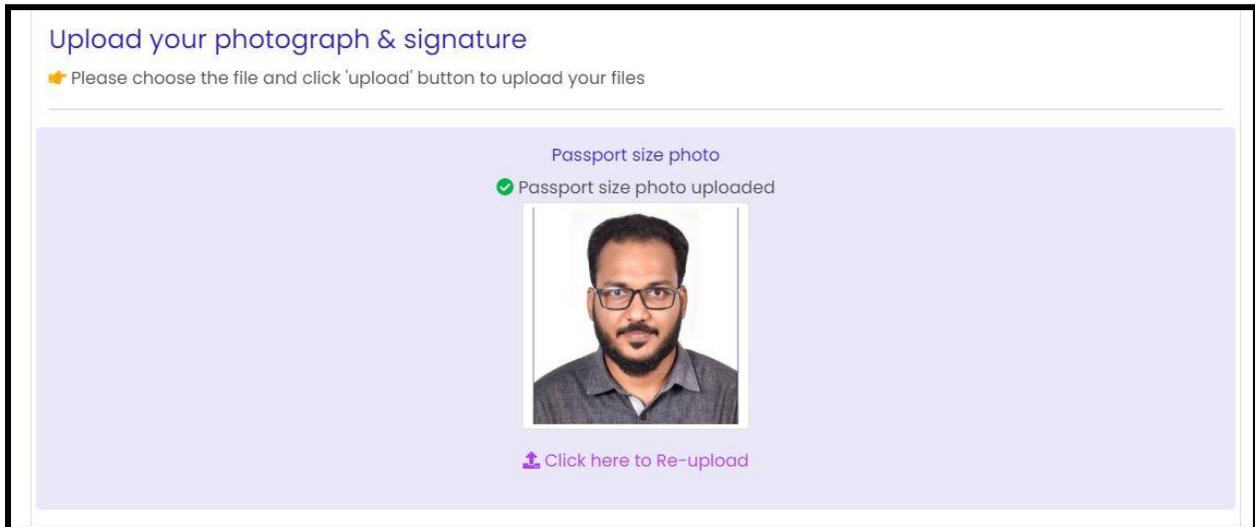
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5. Using the signature **'upload'** link the candidate can upload the signature in the same procedure mentioned above.



Note : Re-uploading the button can be used to change the photo and signature once uploaded. This facility is only available before application fee payment.

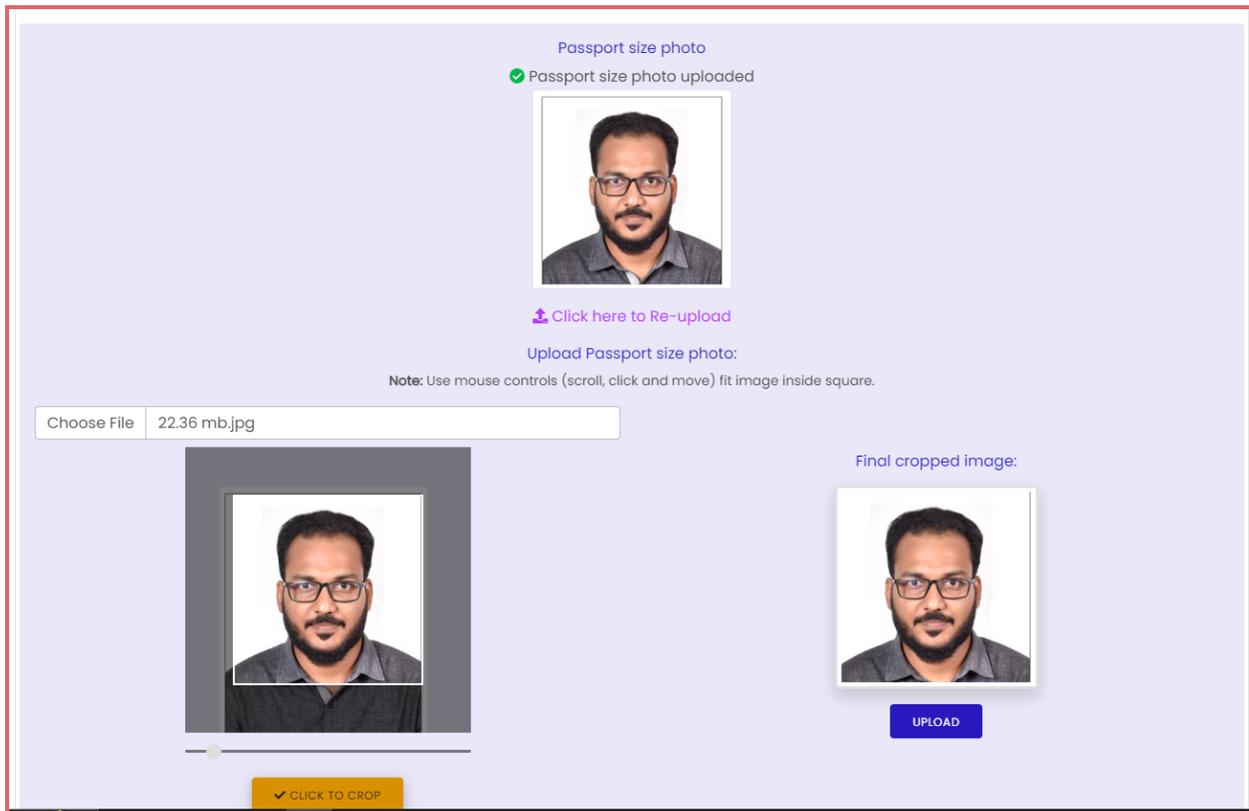


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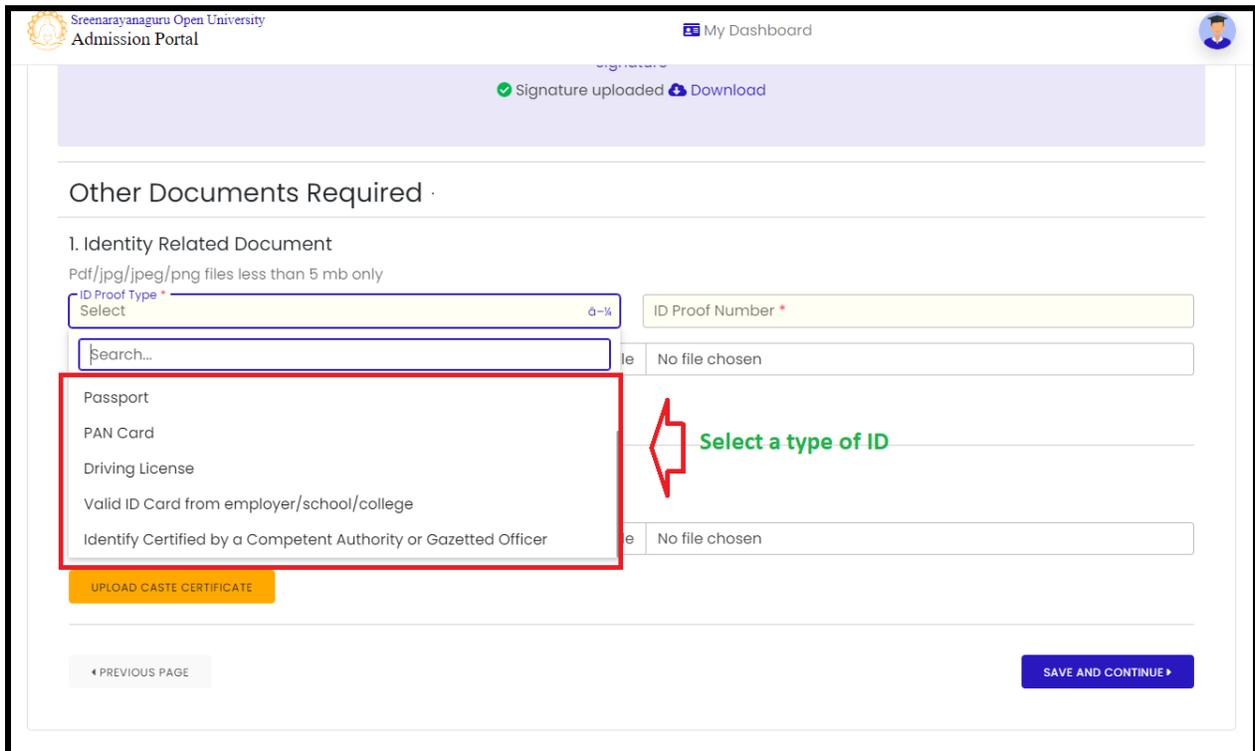


6. Upload Other Supporting Documents

Documents that need to be uploaded will be listed by the system.

- Select an Identification **document type**.
- Enter **ID proof number**.

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Sree Narayanaguru Open University Admission Portal

My Dashboard

Signature

Signature uploaded Download

Other Documents Required

1. Identity Related Document

Pdf/jpg/jpeg/png files less than 5 mb only

ID Proof Type *
Select

ID Proof Number *

Search...

Passport

PAN Card

Driving License

Valid ID Card from employer/school/college

Identify Certified by a Competent Authority or Gazetted Officer

UPLOAD CASTE CERTIFICATE

PREVIOUS PAGE

SAVE AND CONTINUE

Select a type of ID

- Click on the **“UPLOAD ID RELATED DOCUMENT”** button.
- Status of the upload will be displayed on the screen.



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Passport size photo
✔ Passport size photo uploaded



[Click here to Re-upload](#)

Signature
✔ Signature uploaded



[Click here to Re-upload](#)

Other Documents Required

1. ✔ Identity Related Document Uploaded [Download](#) [Click here to Re-upload](#)

If all the documents such as photo, signature, identification document, and other required documents are uploaded then the applicants can proceed to the next tab.



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Upload your photograph & signature

✦ Please choose the file and click 'upload' button to upload your files

Passport size photo

✔ Passport size photo uploaded



[Click here to Re-upload](#)

Signature

✔ Signature uploaded



[Click here to Re-upload](#)

Other Documents Required

- ✔ Identity Related Document Uploaded [Download](#) [Click here to Re-upload](#)
- ✔ Transfer certificate Uploaded [Download](#) [Click here to Re-upload](#)

STEP VI. Learner Support Centre Selection

(The Learners Support Centre is the place where all the academic activities and counseling take place and the applicant can select a learning support center (LSC) for the particular programme based on his convenience.)

Note: Once the applicant selects the LSC, it cannot change during the admission process.



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1 Profile Details ✔ completed

2 Qualifications ✔ completed

3 Documents Upload ✔ completed

4 Learner Support Centre ⚠ not completed

5 Counselling Slot

6 Fee Payment

Learner Support Centre

★ Choose your preferred Learner Support Centre

Search:

Sl.No	District	Learning Centre	Action
1	Kasaragod	Govt. College, Vidyanagar, Kasargod	SELECT
2	Kottayam	Govt. College Nattakam Kottayam-686013	SELECT
3	Alappuzha	MSM College,Kayamkulam,Alappuzha	SELECT
4	Pathanamthitta	College of Applied Science, Adoor,691523	SELECT
5	Thiruvananthapuram	Mar Ivanios College, Nalanchira, Thiruvananthapuram	SELECT
6	Kannur	Govt. Brennen College, Thalassery	SELECT
7	Malappuram	Govt.college Munduparamba Manjeri Road Malappuram-676509Kerala	SELECT
8	Palakkad	Sree Neelakanta Govt. Sanskrit (SNGS) College Pattambi ,Palakkad-679303	SELECT
9	Thrissur	Sri. C Achutha Menon Government College Kuttanellur Thrissur-680014	SELECT

- **Applicant can use the keyword search facility to find a particular learner support center.**



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1 2 3 4 5 6

Profile Details Qualification Details Documents Uploads **Learner Support Centre** Book Counselling slot Fee Payment

Choose your preferred Learner Support Centre

B.A.Sanskrit

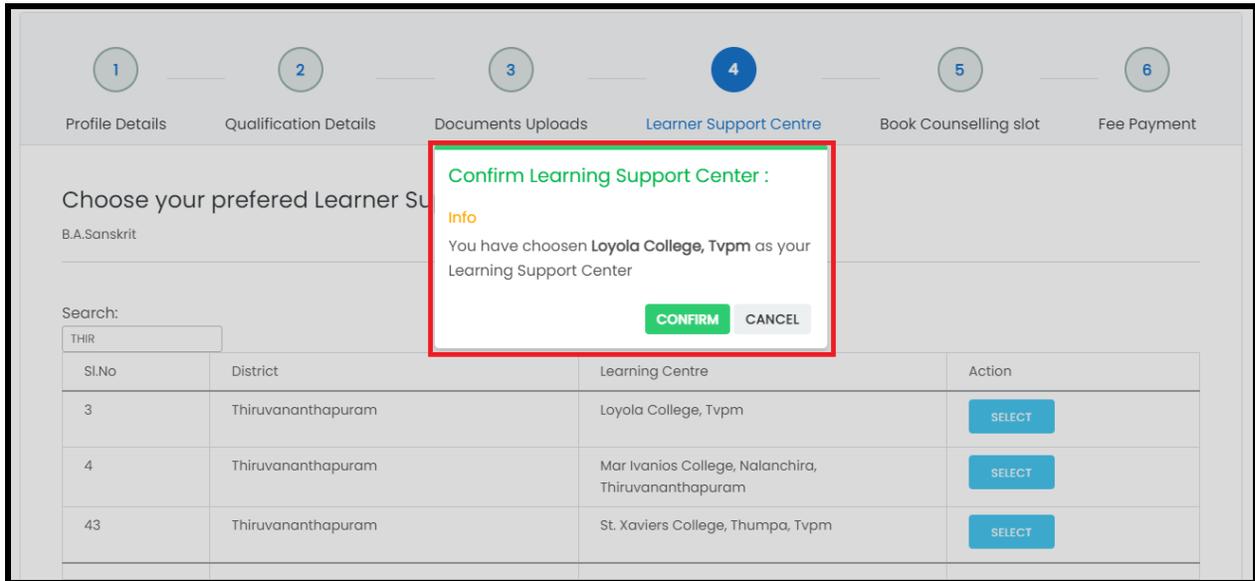
Search: × **Search options**

Sl.No	District	Learning Centre	Action
3	Thiruvananthapuram	Loyola College, Tvpm	SELECT
4	Thiruvananthapuram	Mar Ivanios College, Nalanchira, Thiruvananthapuram	SELECT
43	Thiruvananthapuram	St. Xaviers College, Thumpap, Tvpm	SELECT

Showing 1 to 3 of 3 entries (filtered from 44 total entries)

[◀ PREVIOUS PAGE](#) [SAVE AND CONTINUE ▶](#)

- **Select learner support center**
- **A confirmation message will be displayed on the screen.**



1 Profile Details 2 Qualification Details 3 Documents Uploads **4 Learner Support Centre** 5 Book Counselling slot 6 Fee Payment

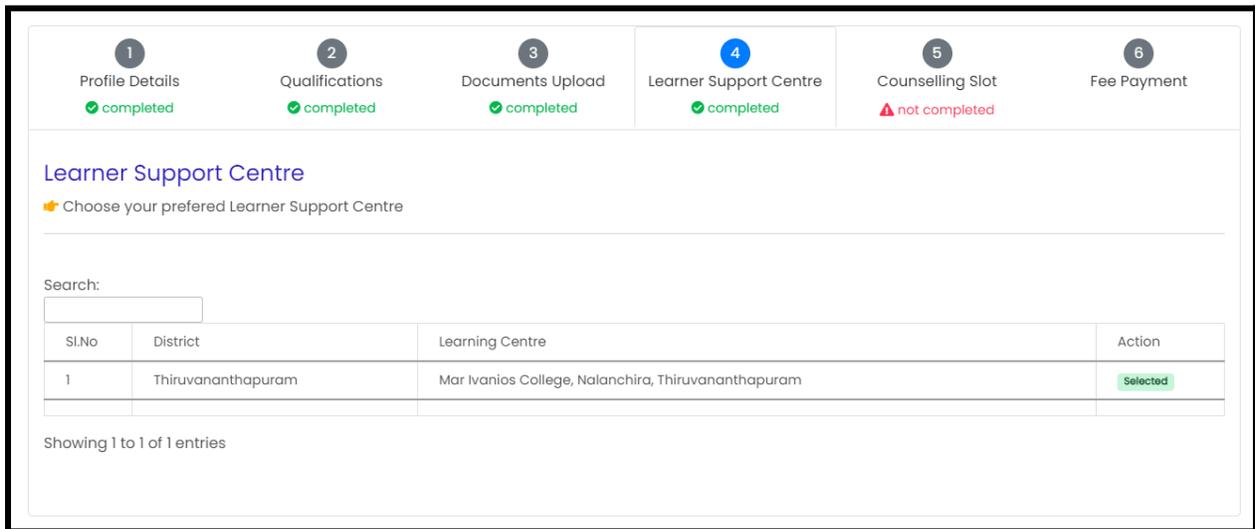
Choose your preferred Learner Support Centre

B.A.Sanskrit

Search: THIR

Sl.No	District	Learning Centre	Action
3	Thiruvananthapuram	Loyola College, Tvpm	SELECT
4	Thiruvananthapuram	Mar Ivanios College, Nalanchira, Thiruvananthapuram	SELECT
43	Thiruvananthapuram	St. Xaviers College, Thumpa, Tvpm	SELECT

- Click on the **“confirm”** button to submit the data.
- Selected Learner Support Centre will be displayed on the page.



1 Profile Details **completed** 2 Qualifications **completed** 3 Documents Upload **completed** **4 Learner Support Centre completed** 5 Counselling Slot **not completed** 6 Fee Payment

Learner Support Centre

✦ Choose your preferred Learner Support Centre

Search:

Sl.No	District	Learning Centre	Action
1	Thiruvananthapuram	Mar Ivanios College, Nalanchira, Thiruvananthapuram	Selected

Showing 1 to 1 of 1 entries

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STEP VII. Counseling Slot Selection

(Counseling slot is selected for conducting physical verification of the admission application and supporting documents. The candidate should reach the counseling center (Regional Centre) on the date selected by them for completing the physical verification process.)

Based on the Learners Support Centre selected, the applicants are directed to the counseling slot selection page. (Concerned Regional Centre) for picking a slot for counseling and physical verification of the document.

1
Profile Details
✔ completed

2
Qualifications
✔ completed

3
Documents Upload
✔ completed

4
Learner Support Centre
✔ completed

5
Counselling Slot
⚠ not completed

6
Fee Payment

Counselling Slot

★ Please select your date for your counselling at regional center M.A.English

2022-11-05 64

2022-11-06 68

2022-11-07 62

2022-11-08 102

2022-11-09 70

2022-11-10 83

2022-11-11 100

2022-11-12 93

2022-11-13 97

2022-11-14 99

2022-11-15 97

2022-11-16 101

2022-11-17 99

2022-11-18 99

2022-11-19 94

2022-11-20 82

- Select a “date”



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★ Please select your date for your counselling at regional center

2022-10-20 105	2022-10-21 105	2022-10-22 105	2022-10-23 105	2022-10-24 105
2022-10-25 105	2022-10-26 105	2022-10-27 105	2022-10-28 104	2022-10-29 105
2022-10-30 105	2022-10-31 105	2022-11-01 105	2022-11-02 105	2022-11-03 105
2022-11-04 105	2022-11-05 105	2022-11-06 105	2022-11-07 105	2022-11-08 105
2022-11-09 105	2022-11-10 105	2022-11-11 105	2022-11-12 105	2022-11-13 105
2022-11-14 105	2022-11-15 104	2022-11-16 105	2022-11-17 105	2022-11-18 105
2022-11-19 105	2022-11-20 105			

★ Please select your timeslot for your counselling at regional center

10:00 AM - 11 AM 15	11:00 AM - 12 AM 15	12:00 AM - 01 PM 15	01:00 PM - 02 PM 15	02:00 PM - 03 PM 15
03:00 PM - 04 PM 15	04:00 PM - 05 PM 15			

- A “confirmation message” will be displayed on the screen.

★ Please select your timeslot for your counselling at regional center

2022-10-20 105	2022-10-21 105	2022-10-22 105	2022-10-23 105	2022-10-24 105
2022-10-25 105	2022-10-26 105	2022-10-27 105	2022-10-28 104	2022-10-29 105
2022-10-30 105	2022-10-31 105	2022-11-01 105	2022-11-02 105	2022-11-03 105
2022-11-04 105	2022-11-05 105	2022-11-06 105	2022-11-07 105	2022-11-08 105
2022-11-09 105	2022-11-10 105	2022-11-11 105	2022-11-12 105	2022-11-13 105
2022-11-14 105	2022-11-15 104	2022-11-16 105	2022-11-17 105	2022-11-18 105
2022-11-19 105	2022-11-20 105			

Confirm Your Slot :

2022-10-20

You have chosen time slot 10:00 AM - 11 AM

CONFIRM CANCEL

★ Please select your timeslot for your counselling at regional center

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- **Confirmation message will be displayed on the screen about the submission of the application.**

<div style="border: 1px solid #ccc; padding: 5px; width: 80%; margin: 0 auto;"> <div style="text-align: center; margin-bottom: 5px;"> 1 Profile Details ✔ completed </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; width: 80%; margin: 0 auto;"> <div style="text-align: center; margin-bottom: 5px;"> 2 Qualifications ✔ completed </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; width: 80%; margin: 0 auto;"> <div style="text-align: center; margin-bottom: 5px;"> 3 Documents Upload ✔ completed </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; width: 80%; margin: 0 auto;"> <div style="text-align: center; margin-bottom: 5px;"> 4 Learner Support Centre ✔ completed </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; width: 80%; margin: 0 auto;"> <div style="text-align: center; margin-bottom: 5px;"> 5 Counselling Slot ✔ completed </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; width: 80%; margin: 0 auto;"> <div style="text-align: center; margin-bottom: 5px;"> 6 Fee Payment ⚠ not completed </div> </div>
---	--	--	--	---	---

✔ You have successfully submitted your application. Please preview and print your application for your admission counselling. You are requested to produce signed copy of this application print along with the original documents at the time of counselling.

PREVIEW AND PRINT APPLICATION

- **Applicants can preview the final applications before payment.**



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DOWNLOAD APPLICATION PREVIEW



Sreenarayanaguru Open University

University building, Kureepuzha, Kollam, Kerala-691601

Website: sgou.ac.in | Email: info@sgou.ac.in | Ph: +91 4742966841

APPLICATION FOR UG PROGRAMME(2022-23)

Programme Applied : Bachelor of Arts in Sanskrit Language and Literature

Regional Centre: Sreenarayanaguru Open University (HEADQUARTERS)

Learning Centre : Loyola College

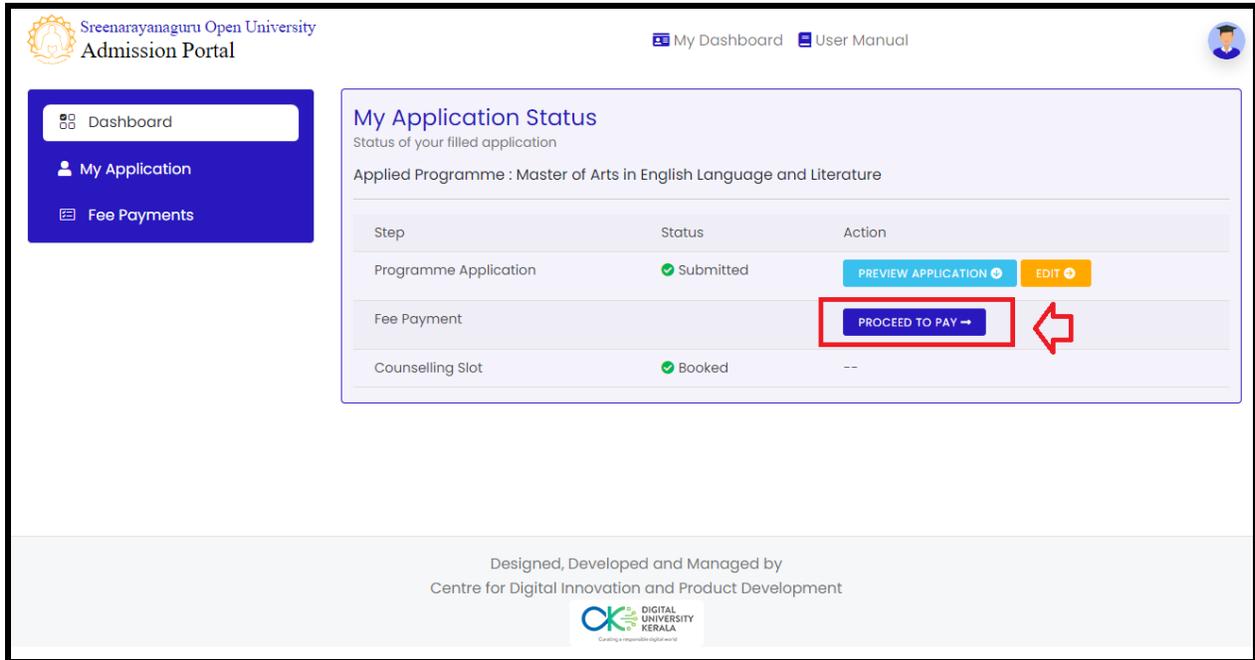
Full Name (as on 10th/aadhar)	PRAGUL S	Application Number	20220100034
Email	praguls222@gmail.com		00020220100034
10 digit Indian Mobile no.	8921556840		
Alternate Mobile no.	9656819486		

STEP VIII. Fee Payment

(On this page the applicant can pay the semester fee for the first semester. The application will be only considered for admission after the candidate completes the fee payment. The first payment includes the admission fee and first-semester fee)

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Click on the 'proceed to pay' button



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My Application Status

Status of your filled application

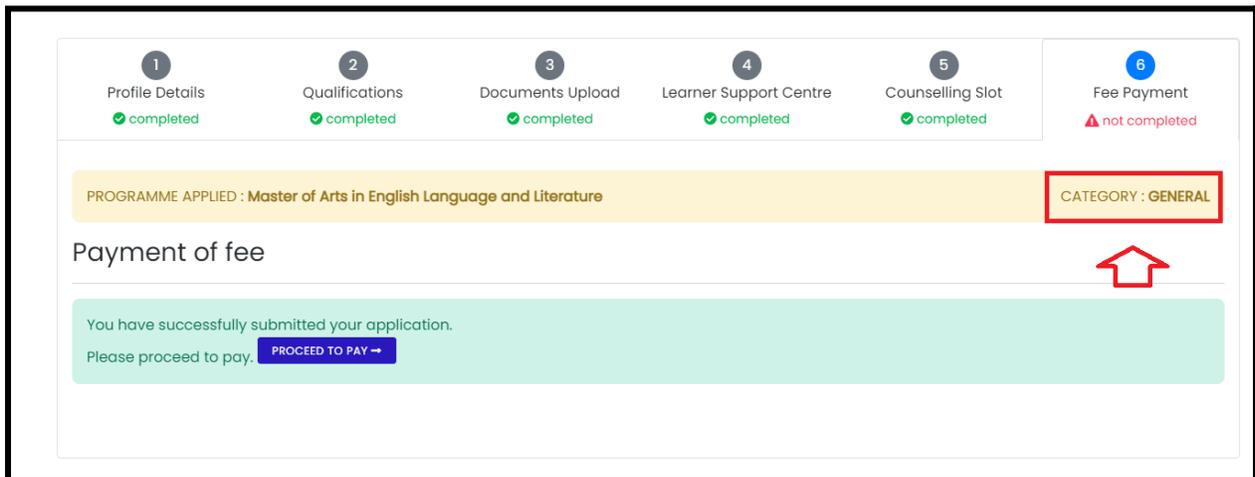
Applied Programme : Master of Arts in English Language and Literature

Step	Status	Action
Programme Application	✔ Submitted	PREVIEW APPLICATION EDIT
Fee Payment		PROCEED TO PAY →
Counselling Slot	✔ Booked	--

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next page will be shown the fee details and category of the applicant.



1 Profile Details completed

2 Qualifications completed

3 Documents Upload completed

4 Learner Support Centre completed

5 Counselling Slot completed

6 Fee Payment not completed

PROGRAMME APPLIED : Master of Arts in English Language and Literature

CATEGORY : GENERAL

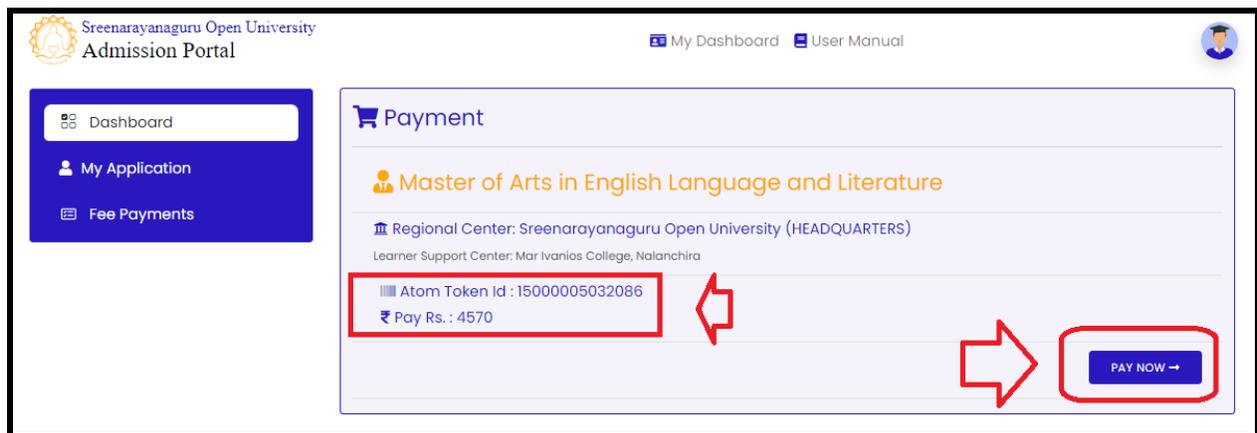
Payment of fee

You have successfully submitted your application.
Please proceed to pay. **PROCEED TO PAY →**

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NOTE (VERY IMPORTANT): Candidate should ensure their category before payment. if the candidate belongs to any reservation category then they are eligible for fee concession and the system will show the adjusted amount. Such a candidate should produce all required documents during the physical verification. If they are failed to produce such a document they shall liable to pay the full amount. it will also lead to delays in application processing and admission.

Click on the proceed to pay button



System will redirect to the payment gateway where the candidate can complete online payment using their credit/ debit card, UPI, or Net banking



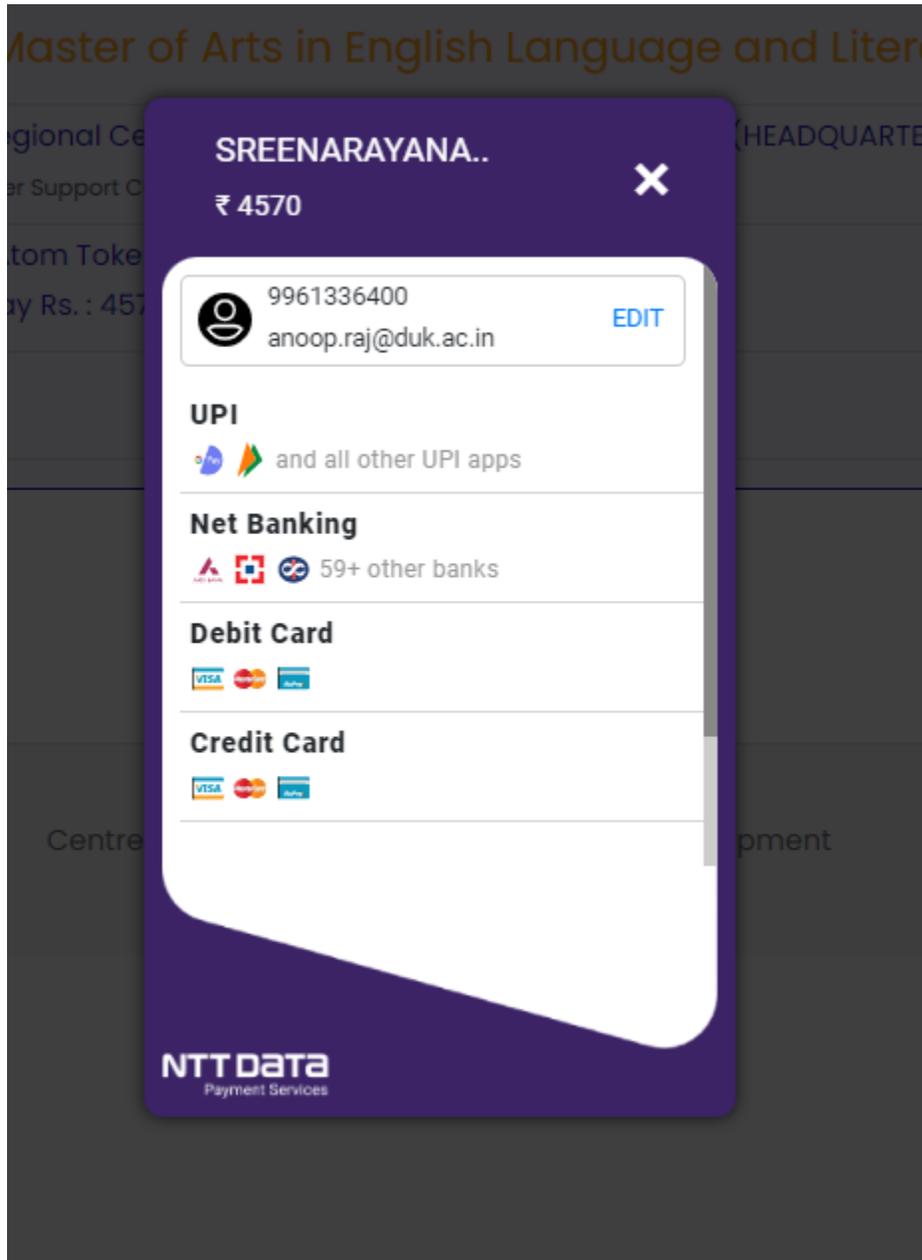
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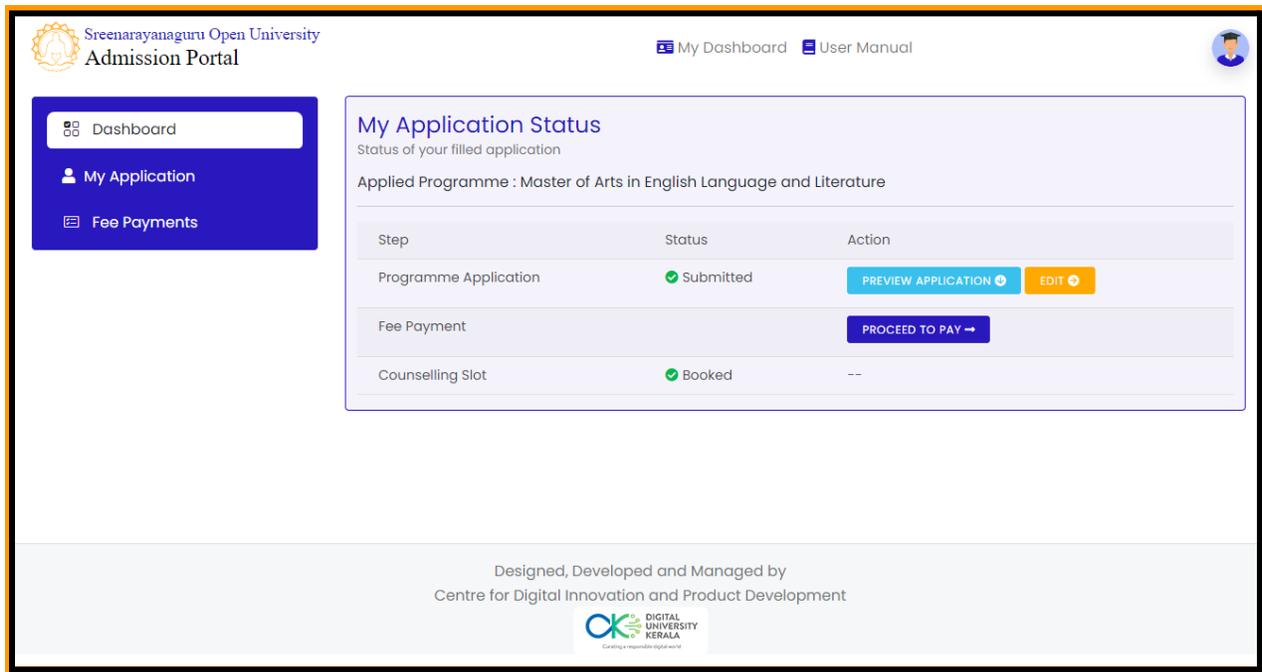
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STEP IX. Application status

(Once a candidate applies for a program successfully, he/she will get the status and further instructions including fee payment through the student's dashboard.)



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My Application Status

Status of your filled application

Applied Programme : Master of Arts in English Language and Literature

Step	Status	Action
Programme Application	Submitted	PREVIEW APPLICATION EDIT
Fee Payment		PROCEED TO PAY
Counselling Slot	Booked	--

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here the user will have provision to edit the information in the submitted in the application before the verification at regional center.

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STEP X. Application edit

1. The candidate can edit their profile after application submission (before verification)

Editable field

- **Detailed Profile Information**
- **Qualification**
- **Supporting Document**

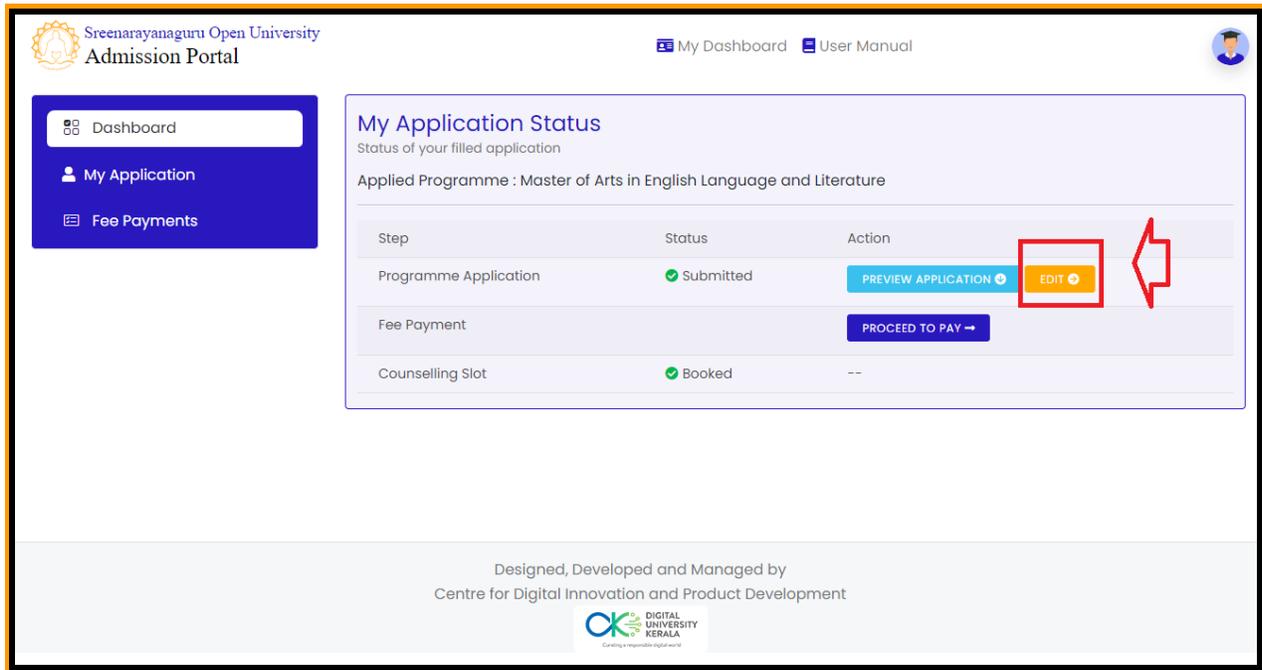
Non-Ediatable field

- **Learning Support Centre Information**
- **Counseling Slot**

2. After verification edit option will not available to the candidate. Any edit will be provided only after the request is received from the candidate.

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Click on the edit button



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My Application Status

Status of your filled application

Applied Programme : Master of Arts in English Language and Literature

Step	Status	Action
Programme Application	✔ Submitted	PREVIEW APPLICATION EDIT
Fee Payment		PROCEED TO PAY
Counselling Slot	✔ Booked	--

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Edit the Appropriate field



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COURSE APPLICATION FORM

PROGRAMME APPLIED :
MASTER OF ARTS IN ENGLISH LANGUAGE AND LITERATURE

1 Profile Details ✔ completed 🏠 Editable	2 Qualifications ✔ completed 🏠 Editable	3 Documents Upload ✔ completed 🏠 Editable	4 Learner Support Centre ✔ completed 🏠 Not Editable	5 Counselling Slot ✔ completed 🏠 Not Editable	6 Fee Payment ⚠ not completed
--	---	---	---	---	-------------------------------------

Detailed Profile Information

Full Name (as on 10th/aadhar) * PRAGULS	Email anoop.raj@duk.ac.in
10 digit Indian Mobile no. 9961336400	Alternate Mobile no. 9656819486
Parent / Guardian Name * Satheesh T	Father
Male	Date of Birth (dd/mm/yyyy) * 13/05/1990
Married	Hindu
Nair	GENERAL
Employed	No

Note: This user manual contains the essential information to navigate through the online application forms only. This may undergo further revisions from time to time. For any further clarifications please read the prospectus and contact the admission office or student helpdesk.