

KANNUR UNIVERSITY
(School of Distance Education)

No: SDE I-1/1780/2018

Date: 13-08-2018

**Instructions for Online Registration to various Courses /Programmes under the
School of Distance Education, Kannur University.**

Before Starting of Online Registration

- Read Admission Notification 2018-19 carefully.
- Remit required amount of fee in Bank/Treasury Chalan/Online through ‘SBI Collect’
- Chalan should be complete in all sense. Purpose of remittance of fee shall be ‘**fee for first year Degree/PG Programmes**’.
- Scan and save passport size photograph taken in last six months.

During Online Registration

- Go through all the columns given in the application and make sure that you have all the necessary details required with you.
- All columns in the application to be filled by the candidate.
- Special care to be taken while selecting Open Course (UG courses), as Open Course once selected can't be changed later.
- List of Open Course and its syllabus is given in the link provided.
- Name, Address, Caste, Community, Religion and other academic and personal details of candidates given in the application should agree to the Qualifying certificate attached to the application (initials/space/dot between initials and apostrophe etc should be entered same as in Qualifying Certificate).
- Upload a recent passport size photograph in the application form and same photo to be attached with the print out of the application.
- Click ‘Register’ button only after verifying all details provided in the application.
- Take a print out of your application.

After online Registration

- Print out of the application is to be submitted to the University with all necessary documents on or before 06.10.2018.

- Photo printed in the application to be self attested.
- Following documents are to be submitted along with application.

Documents to be submitted to the University

- The printout of the online application (photo self attested).
- Chalan (original).
- Transfer Certificate (original).
- one passport size photograph (same Photo which is uploaded in the application) and following documents.

Course / Programme	Documents in Original (Qualifying Examination)	Documents in Duplicate(self attested)
Afzal-UI-Ulama (Preliminary)	S.S.L.C	S.S.L.C
B.A. Afzal-UI-Ulama	+2 / Pre Degree /Afzal-UI-Ulama (Preliminary)	S.S.L.C, +2 / Pre Degree / Afzal-UI-Ulama (Preliminary)
B.A./ B .Com./B.B.A.	+2 or Pre Degree	S.S.L.C, +2
M.A.	Degree Certificate and Mark Lists	S.S.L.C, +2, Degree Certificate and Mark Lists
Additional Optional Co-operation	B.Com. Degree Certificate	S.S.L.C, +2, B.Com. Degree Certificate

- Equivalency / Eligibility certificate issued by Kannur University is to be produced in the case of courses other than HSC /SSE/CBSE and ICSE.
- Certificate of cancellation of registration in the case of candidates who registered for another degree programme under this University / Other Universities/ Institutions and thereafter discontinued the programme.
- Community Certificate in the case of candidates who claim relaxation in minimum marks prescribed for admission.

- The application with all documents have to be submitted to the office of **the Director, School of Distance Education, Kannur University, Thavakkara, Civil Station P O – Pin 670002** on or before 06.10.2018.

Sd/-

Director

School of Distance Education