

**KANNUR UNIVERSITY**  
**(School of Distance Education)**

**SDE-I-1/2407/2017**

**Date: 20-07-2017**

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

**Before Starting of Online Registration**

- Read Admission Notification 2017-18 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 the 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, Cast, 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 the last date.

- Photo printed in the application to be attested by a gazetted officer
- Following documents are to be submitted along with application.

**Documents to be submitted to the University.**

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

<b>Course / Programme</b>	<b>Documents in Original (Qualifying Examination) *</b>	<b>Documents in Duplicate (attested)</b>
Afzal-UI-Ulama (Preliminary)	S.S.L.C	S.S.L.C
BA Afzal-UI-Ulama	+2 / Pre Degree /Afzal-UI-Ulama (Preliminary)	S.S.L.C, +2 / Pre Degree / Afzal-UI-Ulama (Preliminary)
BA / B Sc / B Com / BBA / BCA	+2 or Pre Degree	S.S.L.C, +2
MA/M Sc/M Com	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
* those who have passed the qualifying Examination other than the Courses mentioned above are required to produce Eligibility / Equivalency Certificate of Kannur University.		

- Equivalency / Eligibility certificate issued by Kannur University is to 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 shall reach the office of **the Director, School of Distance Education, Kannur University, Thavakkara, Civil Station PO– Pin 670002** on or before the date prescribed for closing of the online registration.

Sd/  
**Deputy Registrar (SDE)**