



SREENARAYANAGURU OPEN UNIVERSITY

The State University for Education, Training and Research in Blended Format, Kerala

Kollam, Pin - 691601, Email: info@sgou.ac.in, Web: www.sgou.ac.in

ADMISSION PROCEDURE

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Sreenarayanaguru Open University offers 12 Under Graduate programmes (UG) and 5 Post Graduate programmes (PG) in different disciplines. The information for the facilitation of admission to these Academic programmes is furnished below.

Read the prospectus clearly before registering online.

1. Notification

The admission process kick starts with the **Admission notification**. Admission notifications will be issued in leading national and regional dailies with relevant details including the last date for submission of the application. Detailed admission information is available on the Sreenarayanaguru Open University website www.sgou.ac.in and the Admission Portal of the University Website.

2. Online Application

Applicants seeking admission can apply only online. Online application facility for admission is provided through the admission portal link on the University Website www.sgou.ac.in.

The stepwise instructions assisting the applicants to do the online submission are as follows:

STEP 1: New User Registration

The Applicant has to generate a new username (e-mail or mobile phone number) and password. For this purpose, they have to enter the following details in the registration form.

1. Applicant's full name (as on SSLC/Equivalent records)
2. Email
3. Mobile Phone number
4. Password

Then click on the **REGISTER** button.

E-mail id verification is carried out by sending an OTP to the Applicant's email. They have to enter the OTP to complete the verification process.

STEP 2: Login

The Applicant will be redirected to a Login page after registration, where they have to enter the login credentials. Existing users can navigate directly to the Login page and enter the details. If the credentials are valid, move to step 3.

There will be a provision for the applicants to reset the password if in case they forgot it. The details to change the password will email to them, and they can change it accordingly in the prompt provided .

STEP 3: Select the Programme details (Academic Course applying for)

- First, the Applicant has to choose the programme category, Under Graduate (UG) or Post Graduate (PG).
- Based on their selection they will be provided with a list of programmes belonging to the selected category.
- After selecting the programme, the list of Learner Support Centres offering the selected programme will be listed automatically. The Applicant can choose one centre from it and check the availability of seats. If the seats are full, they can choose another option provided. If it is available, the details of the corresponding Regional Centre to which the Learner Support Centre is affiliated will be displayed automatically.
- **The fields of the Programme details form are as follows:**
 1. Programme category -Under Graduate (UG) or Post Graduate (PG).
 2. Programme name (as per the programme category selected)
 3. Learner Support Centre (based on the programme selected)
 4. Regional Centre

STEP 4: Enter the Personal Information

The Applicant has to enter their personal information in the form provided. **The fields in the Personal Information form are as follows:**

- Applicant's Full Name (As per the SSLC / Equivalent records)

- Parent / Guardian Name
- Relationship with the Applicant
- Gender (3 Options)
- Date of Birth
- Religion
- Caste
- Category –(General, OBC, OEC, SC/ST, SEBC, EWS)
- Employment Status (Sreenarayanaguru Open University Employee, Employed, Unemployed)
- Differently abled person? Yes/no

If the Applicant belongs to a category that enjoys fee concession, they have to produce the certificate issued by the competent authority as proof and the same has to be uploaded. (as per Kerala Govt. rules)

STEP 5: Communication Details

In this section, the Applicant has to enter their Communication Address and Permanent address. The applicant's primary Mobile Phone Number will be displayed automatically and they should enter their alternate Mobile Phone Number. The two must not be the same. **The fields in the Communication Details form are as follows:**

1. Permanent address

- Address line1
- Address line2
- Address line3
- Address line4
- District
- State
- Pin code

2. Communication address

- Address line1
- Address line2
- Address line3
- Address line4

- District
 - State
 - Pin code
3. Mobile phone number (displayed automatically)
 4. Alternate mobile phone number

STEP 6: Academic Information

- In the Academic Information section, the Applicant has to enter their academic qualification details.
- Applicant has to enter the minimum eligibility criteria satisfied by them for admission to the Programme applied for (+2, Higher Secondary, Under Graduate (UG). Also enter the **Stream, Board/ University, Month and Year of passing, Percentage of marks or Grade.**

The fields in the Academic Information Details form are as follows:

1. Minimum Eligibility Criteria satisfied
2. Stream(for example, science or humanities, etc.)
3. Board/University
4. Month and Year of passing
5. Percentage of marks or Grade

STEP 7: Document Upload

- In the document upload section, the Applicant has to upload the necessary documents required to apply like,
 - ❖ Passport size photo
 - ❖ Signature
 - ❖ Relevant certificates as proof of their qualification to apply for the course.
 - ❖ Identity proofs - Aadhaar Card/Voter's id/Passport /PAN/ Driving License
 - ❖ Income Certificate, Caste Certificate by applicants eligible for fee concession.
 - ❖ Non-Creamy Layer Certificate (NCL) for OBC category eligible for fee concession.

STEP 8: Preview

On completing the document uploading process, the Applicant can preview the entire application form. They can make any necessary edits before submitting the form

STEP 9: First Semester Fee Payment

In this section, the Applicant must pay the fees through the payment link or the payment portal link provided on the Payment page.

Applicants need to pay the fees for the first semester at the time of the submission of the application.

The Applicant belonging to the category eligible for fee concession need not remit the fee. Such candidates must register in the e- grantz Portal to avail of the fee concession, immediately after the University grants admission. After the payment, the Applicant will be informed about the admission and provided with an application number.

The application will be verified at the allotted Regional Centres. The verification date and time along with the Regional Centre will be automatically displayed after the successful submission of the application.

The first semester fee includes,

- Admission Fee & Prospectus Fee
- Admission Fee
- Matriculation Fee
- Eligibility Fee
- Self – Learning Material and Virtual Learning Facility Fee
- Assignment Fee
- Tuition Fee
- Lab Fee (Only for BCA & BBA)

STEP 10: Download the Application Form

The Applicants can download the completed application.

3. Physical verification –Level 1

The Applicant should submit the following documents for verification before the Director of the Regional Centre concerned, in person, on a date allotted after the submission of the application.

1. A printout of the online application

2. A copy and original Certificates of academic qualification

3. Fee receipt

4. Copy and original Aadhar or other ID proof

The eligible Applicants belonging to SC/ST/OEC/SEBC communities are exempted from payment of fees. They should produce caste/income certificates issued by the competent authority along with the documents, except the fee receipt mentioned above.

The Regional Centre Director will verify the documents and let the Applicant know the acceptance or rejection of the application through an e-mail and the admission portal.

If the application is accepted, the admission process is considered completed and the Applicant will be provided with an enrollment number.

4. Physical verification –Level 2

The final decision on admission of the **rejected applications** will be carried out at the Head Quarters and the Applicant will be notified about the same through e-mail and the admission portal. Those applicants will get 10 days to resubmit the documents through the admission portal.

REFUND POLICY

The fees paid will be refunded if the application is rejected.