



INSTRUCTIONS FOR ONLINE REGISTRATION

Online Admission for B.Ed. DEGREE COURSES 2021-22

University of Kerala

(Our site is optimized with latest versions of Mozilla Firefox, Google Chrome etc.,)

Read instructions carefully and click the 'Proceed' Button at the bottom of this page

Check whether **Javascript** is enabled. If not, enable it. [Click here to get steps to enable Javascript](#)

Instructions For Online Registration

Candidates are advised to read the instructions carefully before registration. After reading the instructions click the "Proceed" Button. **DO NOT PRESS BACK BUTTON DURING REGISTRATION.**

* STEPS FOR THE ONLINE REGISTRATION PROCESS (1 TO 7).

Step 1 : PAYMENT

Online Mode: The payment can be made either using Net Banking, Debit Card or Credit Card. After the Successfully online payment, it automatically redirect to the next step for the online registration process.

Step 2 : Candidate profile Registration

Candidate should enter the personal details here. Fields marked with * are mandatory.

1. Name (As in the certificate of the qualifying examination).
2. Date of Birth (dd/mm/yyyy format).
3. Gender (Choose Male/Female/Transgender).
4. Keralite : Whether Keralite or not? (See prospectus)
5. Nationality : Whether Indian or not?
6. Land Phone: Enter Land Phone Number with STD Code.
7. Contact Mobile No : Enter Mobile Number.
8. Confirm Mobile No : Enter Mobile Number.
9. Email : Enter Email id.
10. Address: The candidate has to provide permanent address for communication.
11. Father's Name
12. Religion: Select your religion.
13. Caste : Select caste.
- 13.(a) Creamy layer : Select the Creamy layer/Non Creamy layer.If the candidate choose Non Creamy layer, he/she has to submit certificates to support the claim at the time of admission.
14. Category: Select reservation category.
15. OEC: It mentions to claim OEC candidates only. If the candidate choose YES, he/she has to submit certificates to support the claim.(See prospectus)
16. Differently Abled (Persons with disabilities) : It mentions to claim reservation seats for persons with disabilities . If the candidate choose YES, he/she has to submit certificates to support the claim.(See prospectus)
17. EWS: It mentions to claim reservation seats for forward community candidates who are economically backward. If the candidate choose YES, he/she has to submit certificates to support the claim.(See prospectus)
18. Special Weightage: Candidate can claim if he/she has any weightage for NCC/National Service Scheme (NSS). Documents should be available with candidate to support the claim. (See prospectus)
19. Special Reservation: Candidate can claim if he/she has any Defence Quota, Teachers Quota,Tamil Linguistic Minority Quota, Blind candidates. Documents should be available with candidate to support the claim. (See prospectus)
20. Reservation for Nominees : (See prospectus)
21. Have you represented any sports competitions? : The candidate can select 'YES' if he/she has won in sports competitions at District/State/National level and also mention the sports item.

After filling this candidate profile, the candidate can continue registration by clicking button "Save and Continue". It directs to a page, Academic Profile Registration.

Step 3 : Academic Profile Registration.

Enter mark details of the qualifying examination of the candidate.

- i. Select the university: Select the university from the following list Kerala University, Cochin University Science and Technology, Kannur University, Calicut University, Mahatma Gandhi University. If the name of the University is not listed select 'Other'; and enter the University name.
- ii. Select the Degree Programme: Select the degree program from the list.
- iii. Specialization: Specialization such as B.A. English, B.Sc. physics, B.Com. Etc..
- iv. Number of Appearances: The number of chances taken to complete the qualifying examination.
- v. Year of Passing: Select the year of passing of qualifying examination.
- vi. Examination Register Number : The Register number of qualifying examination. (ie, Degree Level)
- vii. **Mark Details: Choose appropriate Mark System. If the candidate has studied under Grade system other than Kerala University , it is his /her responsibility to convert his / her grades into marks by following the directions from his / her University and produce the valid documents at the time of admission. He/She should specify the additional qualifications he/she is having from the list given.**

Step 4 : Upload photo and Signature

Photo [with 150px X 200px (WIDTH X HEIGHT), 40kb, .jpg format only]. Photo must be clear and with light background. Signature [with 150px X 60px (WIDTH X HEIGHT), 40kb, .jpg format only]. For uploading photo and signature, select the image file on the PC using "Browse" button. After uploading the photo and signature, click "Continue" button for further registration.

Step 5 : Add and Change Options

- Candidates can select options of their choice which are to be done very carefully. Here student can select Course and College of their choice and click "Add Option" button to confirm it. A student can add up to a **maximum of 20 options** in Courses and Colleges they wish to join.
- The preference numbers along with the selected options shows the priority of options. So candidate must be very careful in prioritizing their options.

The steps involved in changing the preference of options are summarized below.

- a. Click on the option to be changed
- b. Suppose the candidate wants to change preference to a higher one (eg:-option with preference no.3 need to be changed to the one with preference no 2), click the row with the option to be moved, click Up arrow (⬆) once so that it will be changed accordingly. By clicking the down arrow (⬇), the candidate can bring the preference to a lower one. If option 5 is to be brought to 2, the up arrow has to be clicked thrice. Existing option can be deleted by clicking the (✖) button link.
- c. **DO NOT FORGET** to click the button 'Save & Refresh Options' to finalize selected options. If any alteration is made in the selected option list, **DO NOT FORGET** to click 'Save & Refresh Options' button.

Step 6 : VERIFY THE APPLICATION

The candidate can verify/edit the submitted application again before taking its print out. The candidates cannot edit some specific fields in each sections.

Step 7 : Print out of completed application form

Click the 'Print Completed Application' button to take the print out of the completed application form. The Registration process is completed only after taking the print out of the completed application form.

Candidates are instructed to submit their application online within the time schedule specified, through admission portal.

DO NOT SEND ANY HARD COPIES TO THE UNIVERSITY. The hard copy of the online application with supporting documents should be kept by the candidate and it has to be submitted at the time of admission in the respective college.

For more details see [Prospectus](https://admissions.keralauniversity.ac.in/bed2021/instructions_view.php)

