UNIVERSITY OF KERALA
OFFICE OF THE CONTROLLER OF EXAMINATIONS

CE/99/04/2016   **11.04.2016**

NOTIFICATION

Sub: **Second Year B.A./B.Sc./B.A. Afzal-Ul-Ulama (Annual Scheme - Private/SDE/LSC Centres) Degree Examination, May 2016 - online registration - reg.**

Ref :   1. Notification no. CE/95/04/2016 dated 08.04.2016
         2. Note from the Computer Centre dated 11.04.2016

It is hereby notified for the information of all concerned that the online registration along with the prescribed fee for the **Second Year B.A./B.Sc./B.A. Afzal –Ul-Ulama (Annual Scheme - Private/ SDE/ LSC Centres) Degree Examination, May 2016** is as detailed below:

Registrations shall be done online at www.de.keralauniversity.ac.in.

On line registration Starts from	Last dates for Online registration			Date of Commencement of Examination
	Without fine	With fine of Rs. 50/-	With Superfine of Rs. 250/-	
11-04-2016	18-04-2016	19-04-2016	20-04-2016	09-05-2016

The Examination fee details are available in the University Web site. Detailed Time Table will be published in the University Office, Information Centres, Examination Centres and in the University Web site.

Instructions for online registration is appended.

Notification referred (1) above stands modified to this extent.

Controller of Examinations

Copy to:
1. The P.R.O/ Reception Officer
2. The Director, School of Distance Education, University of Kerala
3. The Director, Computer Centre
4. The Principals of Colleges
5. P.S. to V.C/P.V.C
6. P.A to Registrar/C.E/F.O
7. J R (Exams)/DR-Exams-I/DR-SDE/AR –B.A.Exams
8. **Tabulation Sections**/ AR- Pvt. Registration
9. Stock file/File copy

APPENDIX

Instructions for online registration process

1. The candidate shall login to the University website www.de.keralauniversity.ac.in

2. 2014 admission students click on Trace Candidate Code link to obtain Candidate Code and login using the same.

3. Take separate chalan for each exam registration for each student. Same chalan should not be used for regular and supplementary /improvement exam registrations.

4. Student who wish to appear for 1st year improvement/ supplementary exam should mandatorily register for 2nd year regular exam.

5. All incomplete /incorrect applications will be rejected summarily.

6. **SDE/LSC students:** Submit the printout of registration along with chalan/receipt of fee to SDE Director.

7. **Private Students:** Submit the printout of registration along with chalan/receipt of fee to the Deputy Registrar I (Exams).

8. Verify your photograph and signature. If photo and sign is not available or incorrect then student may upload his/her updated photo and sign using the Upload Photo/Sign link. Please note that this photo appears in the hallticket which will be released later on after application verification. Halltickets without proper photo and sign may be rejected at examination centre on exam date.

9. Students are required to verify whether their additional language and subsidiary/elective papers are valid before submitting. If your choice of paper is not available in the list then contact concerned tabulation section/SDE (for SDE and LSC students) immediately to get it rectified.

10. For supplementary/improvement registration click on the checkbox to select/unselect your subject preference. If you wish to edit your subject details for supplementary/improvement exam after registration, then click on the Cancel Registration button available in your profile against that exam. Please note that your current registration for this particular exam will be permanently removed from the system and the student should apply fresh. Fine fees may be levied from students if he/she tries to register on or after fine dates.

11. If you wish to change your receipt details (for all exam registrations) or exam centre details (for 1ˢᵗ year regular chance alone), use the Edit Registration button.

12. Fee concession is not available in online mode for Second year registration. If SDE/LSC student wishes to opt fee concession they may submit applications offline at SDE office directly. For regular exams, fee concession will be applicable for SC/ST and OEC category students alone. If such students tries to register on or after fine dates then fine for that day will be levied from these students.

13. **For any queries contact:**

    a. SDE/LSC students – sdekeralauniversity@gmail.com

    b. Private Registration BA students

       arba_annualexams@keralauniversity.ac.in

       0471-2386 254