

UNIVERSITY OF KERALA

EXAM REGISTRATION



USER MANUAL

*Submitted to The Department of Communication and
Journalism in partial fulfilment of the requirements for the
Technical Writing and Documentation course*

By

Anandu.J.A, Anu.S.L, Aswin S Kumar, Jomon P

CERTIFICATE
KERALA UNIVERSITY EXAM REGISTRATION
USER MANUAL

Submitted to The Department of Communication and Journalism in partial fulfilment of the requirements for Technical Writing and Documentation course.

By

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Certified bonafide work



Department of Communication and Journalism

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Thiruvananthapuram

2022

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We would like to express our sincere thanks to Suresh KS, Head of the department and other faculties of the department.

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Jomon P

General Cautions

- Log into the official website as all the information is available in the official site.
- Provide details as per your official certificate or form or else the registration will be rejected.
- All the details should be carefully provided by cross checking.
- Make use of Net Banking or UPI Payment method for transactions greater than 2000.
- Keep your phone nearby to receive OTP.
- Captcha case sensitive.
- While you're getting connected to the payment system. Do not click 'Refresh' or 'Back' button.
- For payments via Credit/Debit Card, the OTP will only be valid for 5 minutes; the page will expire after that.
- UPI payment should be made within 10 minutes of initiation.
- If the transaction. Status is still shown as in 'PENDING', it would automatically change to either 'SUCCESS' or 'FAIL' within one hour.
- If the transaction fails, and money is debited from your account, it will be refunded within 4 or 5 business days. And if the transaction fails repeatedly, use a different payment mode.
- Always logout after you've completed your task.

Table of Contents

1. **Introduction**
2. **Abbreviations**
3. **Chapters**
 - (i) Student Login
 - (ii) Exam Registration
 - (iii) Payment
4. **FAQ's**
5. **Contact Information**

INTRODUCTION

Kerala University Exam Registration

Kerala University Exam Registration is done via <https://www.keralauniversity.ac.in/> website. The website helps the students, faculties and other users to access every bit of information regarding the University such as; inquiring about the courses offered, publication of results, Payment of fee, Exam registration, notifications, among many other options.

This user manual aims to provide guidance to the users who wish to access the website for registration of exams. It contains step by step details illustrating the exam registration of Kerala University for the students who come across the process for the first time and for those who find it difficult to navigate through the registration process.

ABBREVIATIONS

1. **Bank Ref. No.** – Bank reference number
2. **BHIM UPI** – Bharat Interface for Money Unified Payments Interface
3. **CVV/CVC** -Card Verification Value/Code
4. **GSTIN** – Goods and Service Tax Identification Number
5. **ePay Txn No.** - Electronic Payment Transaction Number
6. **OTP** – One-time password
7. **SBI** - State Bank of India

CHAPTERS

CHAPTER -1

Student Login

In this chapter, we guide the students to log in to the Kerala University Student login portal by following a few steps to register for the examination.

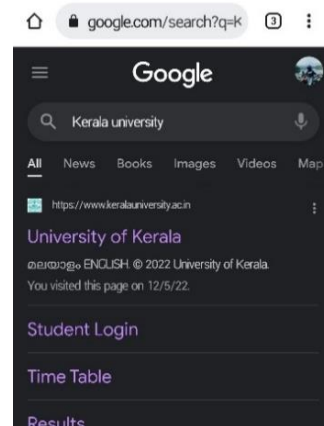
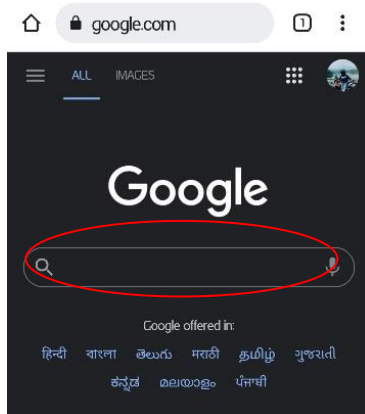
Step 1:

Open any browser (Google chrome, Mozilla Firefox etc.) on your mobile or computer by clicking on the icon as shown in the image below.



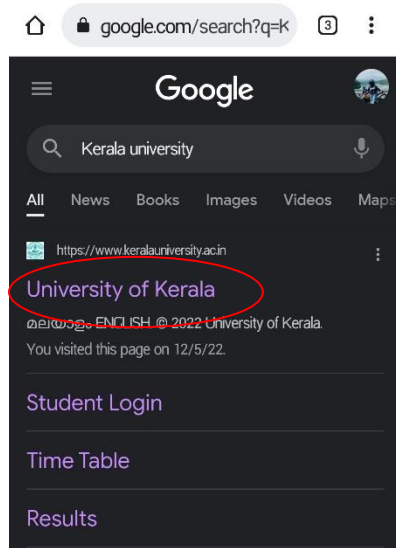
Step 2:

In the search bar, enter the URL www.keralauniversity.ac.in or enter the text “**Kerala University**” to open the University of Kerala web portal.

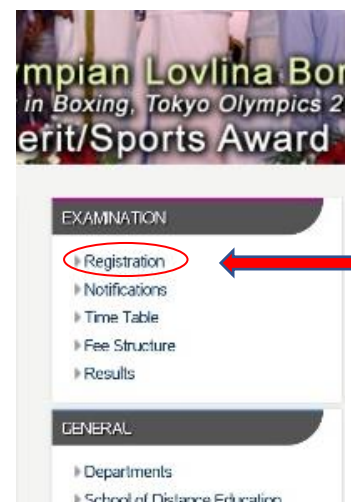


Step 3:

Click on the “**University of Kerala**” official website from the search result. Upon successfully entering to University of Kerala web portal choose your preferred language either to English or Malayalam.

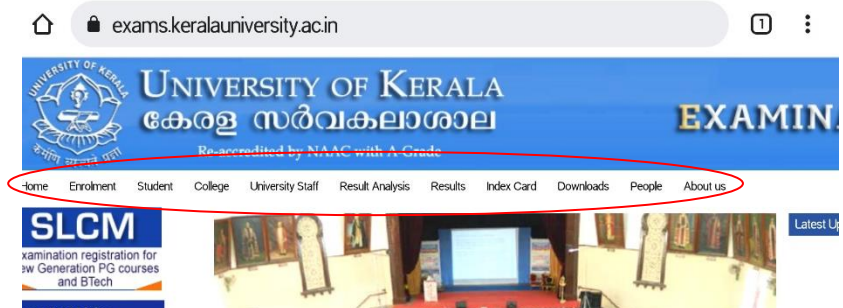
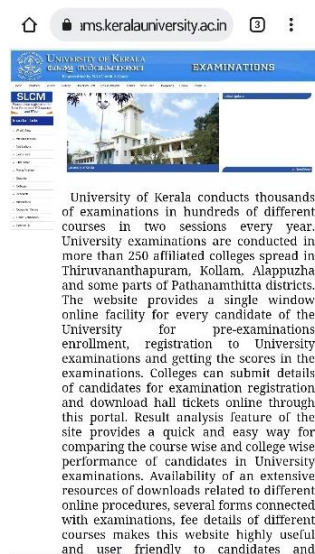
**Step 4:**

Following, the home page opens. From the home page, click on “**Registration**” that comes under examination as shown in the image below.

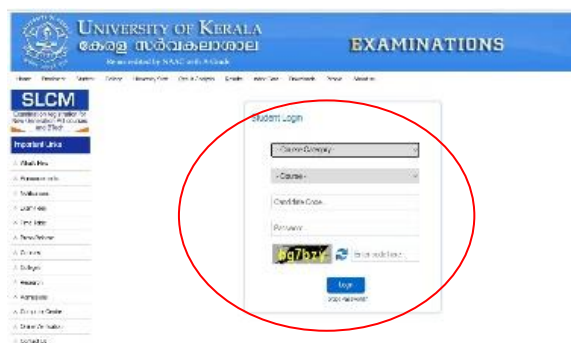


Step 5:

The following Kerala University Examination Page opens. Click on “**student**” from the menu bar just below the left side of your browser’s menu bar.

**Step 6:**

Following a page named “**student login**” opens where the student is asked to fill certain details like course category, course, candidate code, password and cache in order to login.



Student Login

- Course Category -

- Course -

Candidate Code..

Password..

sovgam

Enter code here

Login

Forgot Password?

Step 7:

In the login box, select the respective **course category** of the student

LLM	<input type="radio"/>
B Sc	<input type="radio"/>
BBA	<input type="radio"/>
BCom	<input type="radio"/>
BA	<input checked="" type="radio"/>
BCA	<input type="radio"/>
BPA	<input type="radio"/>
BSW	<input type="radio"/>
BEEd	<input type="radio"/>
MEEd	<input type="radio"/>
MPed	<input type="radio"/>

Student Login

BA

- Specialization -

Candidate Code..

Password..

mjz6v9 Enter code here

Login

Forgot Password?

Step 8:

In the login box, select the course **specialization** of the student from the list as shown in the picture below.

→ - Specialization -

BA Philosophy

BA Physical Education

BA Sanskrit General

BA Sanskrit Special

BA Sanskrit Special - Vedanta

BA Sanskrit Special - Nyaya

BA Sanskrit Special - Vyakarana

BA Malayalam: Language, Culture & Literature

BA Malayalam and Mass Communication

BA Sanskrit Special - Sahitya

Student Login

BA

BA English And Communicative English

Candidate Code..

Password..

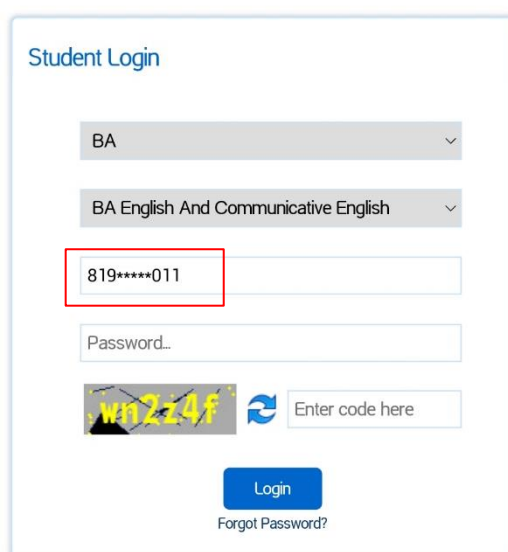
mjz6v9 Enter code here

Login

Forgot Password?

Step 9:

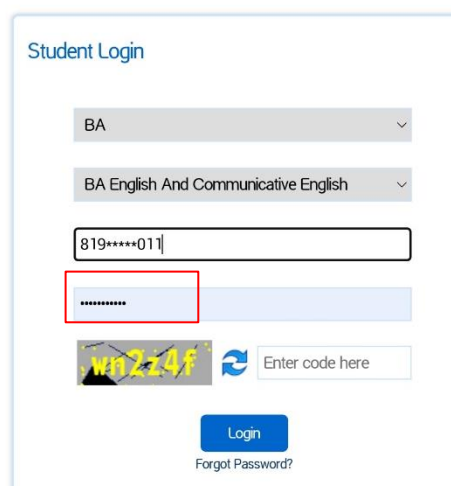
In the login box enter the **candidate code** of the student provided from the college.



The screenshot shows the 'Student Login' form. It includes two dropdown menus: the first is set to 'BA' and the second to 'BA English And Communicative English'. Below these is a text input field containing '819*****011', which is highlighted with a red rectangular box. Underneath is a 'Password...' field. To the left of the next input field is a CAPTCHA image showing the text 'wn2z4f'. To the right of the CAPTCHA is a text input field with the placeholder 'Enter code here'. At the bottom of the form is a blue 'Login' button and a link for 'Forgot Password?'.

Step 10:

In the login box enter the **password** designated



This screenshot shows the same 'Student Login' form as above. The dropdown menus remain the same. The candidate code field now contains '819*****011|'. The password field, which previously had a red box, now contains eight asterisks '*****'. The CAPTCHA image and the 'Enter code here' field are still present. The 'Login' button and 'Forgot Password?' link are at the bottom.

Step 11:

In the login box enter the **cache** provided and click on the login option

Student Login

BA

BA English And Communicative English

819****011

wn2z4f wn2z4f

Login

Forgot Password?

Step 12:

After successfully logging in, click on the **exam registration** option, to register for the examination.

UNIVERSITY OF KERALA
കേരള സർവകലാശാല
Re-accredited by NAAC with A-Grade

EXAMINATIONS

Home

Welcor | Logout

Dashboard

Exam Registration

Result

Update Profile

Change Password

Name

Candidate Code

Gender

Date of birth

Year of admission

Course

College

BA English And Communicative English (133)

Home

Exam Registration

Result

Update Profile

Change Password

There are twelve steps for logging in to the Kerala University student login. Here, you open any browser (Chrome, Mozilla Firefox) on your mobile or computer from the opened page select your preferred language and future select examination registration, and click on student login. On this page, several details like course category, specification, Candidate code, and password of the student are asked to fill up and also type the cache provide in the box to login to student login. Upon successful login to the student, home page click on exam registration to register for the examination.

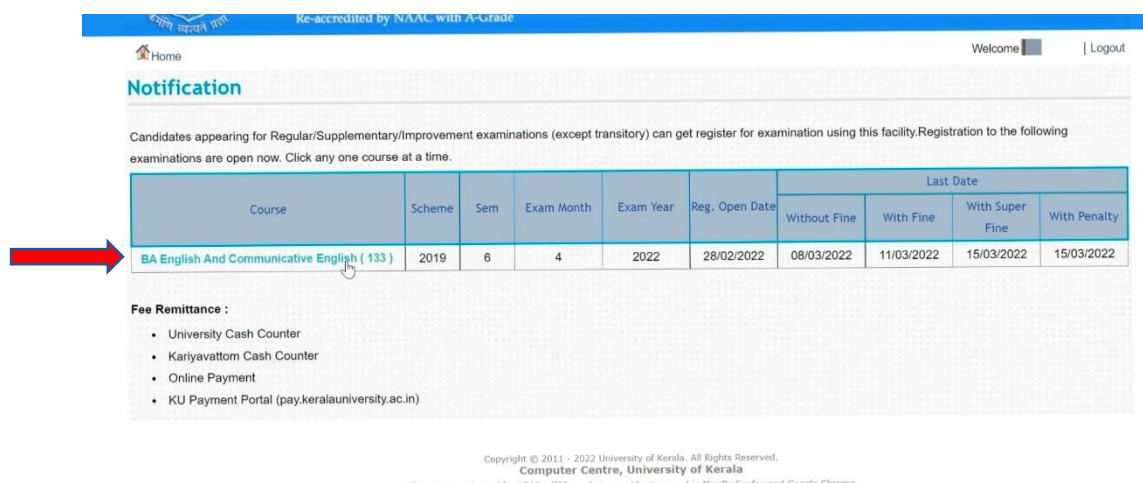
CHAPTER -2

Exam Registration

This chapter includes information on registering your details for the examination. This phase is important, as it includes details about the papers in which you are about to appear.

Step 1:

Tap on the given course name



Ke-accredited by NAAC with A-Grade

Home Welcome | Logout

Notification

Candidates appearing for Regular/Supplementary/Improvement examinations (except transitory) can get register for examination using this facility. Registration to the following examinations are open now. Click any one course at a time.

Course	Scheme	Sem	Exam Month	Exam Year	Reg. Open Date	Last Date			
						Without Fine	With Fine	With Super Fine	With Penalty
BA English And Communicative English (133)	2019	6	4	2022	28/02/2022	08/03/2022	11/03/2022	15/03/2022	15/03/2022

Fee Remittance :

- University Cash Counter
- Kariyavattom Cash Counter
- Online Payment
- KU Payment Portal (pay.keralauniversity.ac.in)

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Computer Centre, University of Kerala

Step 2:

Give tick mark on the column of your opted paper

Subject details				
Code	Name	Common Subj./Elective Name	Status	Select
19601	Travel Literature (2019 admin onwards - technical purpose only) (CG 1641)		Regular	<input checked="" type="checkbox"/>
19602	Women's Writing (2019 admin onwards - technical purpose only) (CG 1642)		Regular	<input checked="" type="checkbox"/>
19603	Methodology & Perspectives of Humanities (2019 admin onwards - technical purpose only) (CG 1643)		Regular	<input checked="" type="checkbox"/>
19604	Elective Course	American Literature (2013 Admin Onwards)(CG 1661.1)	Regular	<input checked="" type="checkbox"/>
19605	Technical English (2019 admin onwards - technical purpose only) (CG 1671)		Regular	<input checked="" type="checkbox"/>
19606	Business Communication in English (2019 admin onwards - technical purpose only) (CG 1672)		Regular	<input checked="" type="checkbox"/>
19607	Project/Dissertation (2019 admin onwards - technical purpose only) (CG 1644)		Regular	<input checked="" type="checkbox"/>

Details of examination fee	
Number of papers (for confirmation)	7
Fee concession category	General

Step 3:

Select your elective paper from the given options

Subject details				
Code	Name	Common Subj./Elective Name	Status	Select
19601	Travel Literature (2019 admin onwards - technical purpose only) (CG 1641)		Regular	<input checked="" type="checkbox"/>
19602	Women's Writing (2019 admin onwards - technical purpose only) (CG 1642)		Regular	<input checked="" type="checkbox"/>
19603	Methodology & Perspectives of Humanities (2019 admin onwards - technical purpose only) (CG 1643)		Regular	<input checked="" type="checkbox"/>
19604	Elective Course	American Literature (2013 Admn Onwards)(CG 1661.1) American Literature (2013 Admn Onwards)(CG 1661.1) Communicative Applications in English (2013 Admn Onwards)(CG 1661.2)	Regular	<input checked="" type="checkbox"/>
19605	Technical English (2019 admin onwards - technical purpose only) (CG 1671)		Regular	<input checked="" type="checkbox"/>
19606	Business Communication in English (2019 admin onwards - technical purpose only) (CG 1672)		Regular	<input checked="" type="checkbox"/>
19607	Project/Dissertation (2019 admin onwards - technical purpose only) (CG 1644)		Regular	<input checked="" type="checkbox"/>

Details of examination fee	
Number of papers (for confirmation)	7
Fee concession category	General

Step 4:

Select your “Fee concession category” if there is any

19605	Technical English (2019 admin onwards - technical purpose only) (CG 1671)		Regular	<input checked="" type="checkbox"/>
19606	Business Communication in English (2019 admin onwards - technical purpose only) (CG 1672)		Regular	<input checked="" type="checkbox"/>
19607	Project/Dissertation (2019 admin onwards - technical purpose only) (CG 1644)		Regular	<input checked="" type="checkbox"/>

Details of examination fee	
Number of papers (for confirmation)	7
Fee concession category	General
Eligible for fee concession	No
Mode of Payment	Kerala University Cash Counter Re
No. of receipt(s)	1
<input type="button" value="Register"/>	
Please note that exam registration with fee remittance done through University cash Counter can be done , only 45 minutes after completion of remittance	

Step 5:

Choose your **payment mode** from the given options

19604	Elective Course	American Literature (2013 Admn Onwards)(CG 1661.1)	Regular	<input checked="" type="checkbox"/>
19605	Technical English (2019 admin onwards - technical purpose only) (CG 1671)		Regular	<input checked="" type="checkbox"/>
19606	Business Communication in English (2019 admin onwards - technical purpose only) (CG 1672)		Regular	<input checked="" type="checkbox"/>
19607	Project/Dissertation (2019 admin onwards - technical purpose only) (CG 1644)		Regular	<input checked="" type="checkbox"/>

Details of examination fee

Number of papers (for confirmation) 7

Fee concession category General

Eligible for fee concession No

Mode of Payment Kerala University Cash Counter Receipt

No. of receipt(s) 1

Register

Please note that exam registration with fee remittance done through University cash Counter can be done , only 45 minutes after completion of remittance

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Step 6:

Tap on the '**Register**' button

19604	Elective Course	American Literature (2013 Admn Onwards)(CG 1661.1)	Regular	<input checked="" type="checkbox"/>
19605	Technical English (2019 admin onwards - technical purpose only) (CG 1671)		Regular	<input checked="" type="checkbox"/>
19606	Business Communication in English (2019 admin onwards - technical purpose only) (CG 1672)		Regular	<input checked="" type="checkbox"/>
19607	Project/Dissertation (2019 admin onwards - technical purpose only) (CG 1644)		Regular	<input checked="" type="checkbox"/>

Details of examination fee

Number of papers (for confirmation) 7

Fee concession category General

Eligible for fee concession No

Mode of Payment Online Payment

No. of receipt(s) 1

Register

Please note that exam registration with fee remittance done through University cash Counter can be done , only 45 minutes after completion of remittance

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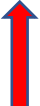
This site is optimized for 1366 x 768 resolution and best viewed in Mozilla Firefox and Google Chrome

Step 7:

Verify your details and tap **“Make Payment”** button

Exam Registration Confirmation 3

Candidate Code	
Exam Detail	BA S6
Exam Code	13319605
No. of Subjects	7
Subject Details :	
<ul style="list-style-type: none"> • Travel Literature (2019 admin onwards - technical purpose only) • Women's Writing (2019 admin onwards - technical purpose only) • Methodology & Perspectives of Humanities (2019 admin onwards - technical purpose only) • American Literature (2013 Admin Onwards) • Technical English (2019 admin onwards - technical purpose only) • Business Communication in English (2019 admin onwards - technical purpose only) • Project/Dissertation (2019 admin onwards - technical purpose only) 	
Exam Fees	1240
Total Fee to be paid	1240 (Excluding Bank Charges)
Make Payment	



There are seven steps in this phase of exam registration. Here you can select your course and elective paper.

Fee concession details are another important data to be entered in this stage. The fee reduction is only applicable if you belong to the particular category

CHAPTER -3

Payment

This is the final phase of the registration process in which the payment is to be completed for successful registration of examination

Step 1:

After choosing the subject details, select the “**Mode of Payment**” from the different modes available click on **online payment**.

19604	Elective Course	American Literature (2013 Admn Onwards)(CG 1661.1)	Regular	<input checked="" type="checkbox"/>
19605	Technical English (2019 admin onwards - technical purpose only) (CG 1671)		Regular	<input checked="" type="checkbox"/>
19606	Business Communication in English (2019 admin onwards - technical purpose only) (CG 1672)		Regular	<input checked="" type="checkbox"/>
19607	Project/Dissertation (2019 admin onwards - technical purpose only) (CG 1644)		Regular	<input checked="" type="checkbox"/>

Details of examination fee

Number of papers (for confirmation) 7

Fee concession category General

Eligible for fee concession No

Mode of Payment Kerala University Cash Counter Re-
Kerala University Cash Counter Receipt
Online Remittance done through Kerala University Payment Portal

No. of receipt(s) 1

Register Online Payment

Please note that exam registration with fee remittance done through University cash Counter can be done , only 45 minutes after completion of remittance

Step 2:

Then click on “**Register**”

19604	Elective Course	American Literature (2013 Admn Onwards)(CG 1661.1)	Regular	<input checked="" type="checkbox"/>
19605	Technical English (2019 admin onwards - technical purpose only) (CG 1671)		Regular	<input checked="" type="checkbox"/>
19606	Business Communication in English (2019 admin onwards - technical purpose only) (CG 1672)		Regular	<input checked="" type="checkbox"/>
19607	Project/Dissertation (2019 admin onwards - technical purpose only) (CG 1644)		Regular	<input checked="" type="checkbox"/>

Details of examination fee

Number of papers (for confirmation) 7

Fee concession category General

Eligible for fee concession No

Mode of Payment Online Payment

No. of receipt(s) 1

Register

This Field is not required

Please note that exam registration with fee remittance done through University cash Counter can be done , only 45 minutes after completion of remittance

Step 3:

Here we entered a new page called **Exam Registration Confirmation 3**. In this page cross check all the details entered before.

Exam Registration Confirmation 3

Candidate Code	
Exam Detail	BA S6
Exam Code	13319605
No. of Subjects	7
Subject Details :	
<ul style="list-style-type: none"> • Travel Literature (2019 admin onwards - technical purpose only) • Women's Writing (2019 admin onwards - technical purpose only) • Methodology & Perspectives of Humanities (2019 admin onwards - technical purpose only) • American Literature (2013 Admn Onwards) • Technical English (2019 admin onwards - technical purpose only) • Business Communication in English (2019 admin onwards - technical purpose only) • Project/Dissertation (2019 admin onwards - technical purpose only) 	
Exam Fees	1240
Total Fee to be paid	1240 (Excluding Bank Charges)
Make Payment	

Step 4:

After cross check all the details, click on 'make payment' option.

No. of Subjects	7
Subject Details :	
<ul style="list-style-type: none"> • Travel Literature (2019 admin onwards - technical purpose only) • Women's Writing (2019 admin onwards - technical purpose only) • Methodology & Perspectives of Humanities (2019 admin onwards - technical purpose only) • American Literature (2013 Admn Onwards) • Technical English (2019 admin onwards - technical purpose only) • Business Communication in English (2019 admin onwards - technical purpose only) • Project/Dissertation (2019 admin onwards - technical purpose only) 	
Exam Fees	1240
Total Fee to be paid	1240 (Excluding Bank Charges)
Make Payment	
<small>Disclaimer : It is your responsibility to confirm the exam registration after the fee payment. Take the hard/soft copy of the exam registration summary for future reference.</small>	

Step 5:

Following the new page click on '**select to pay**'. It takes time to load

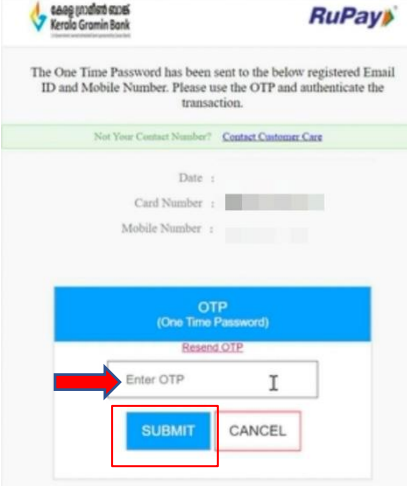
Step 6:

On the next opened window click on **card payment** and enter the card details such as card number, expiry date / valid through, CVV/CVC 4-DBC, Name of card holder. Cross check the details and click on **pay now**

As per RBI Guidelines all cards (physical and virtual) shall be enabled for use only at contact-based points of usage [viz. ATM's and Point of Sale (POS) dev

Step 7:

In the newly opened page enter the OTP number, that you will get on your Bank's registered mobile phone number and select "**submit**"



The screenshot shows the RuPay OTP verification interface for Kerala Gramin Bank. At the top, the bank's logo and the RuPay logo are displayed. A message states: "The One Time Password has been sent to the below registered Email ID and Mobile Number. Please use the OTP and authenticate the transaction." Below this, there is a link: "Not Your Contact Number? [Contact Customer Care](#)". The form includes fields for "Date :", "Card Number :", and "Mobile Number :". A blue box labeled "OTP (One Time Password)" contains a "Resend OTP" link and an "Enter OTP" input field. A red arrow points to the "Enter OTP" field. Below the input field are two buttons: "SUBMIT" (highlighted with a red box) and "CANCEL".

There are 7 steps included in this process. you must enter the correct card details such as Name of card holder, Date of expiry ,CVV etc. make sure that the registered phone number with bank is available near you to get the one time passwords(OTP) for complete the whole process

FAQ'S

Q: - How can I apply for Revaluation?

You can get your answer papers revalued by submitting to 'the Controller of Examinations, University of Kerala, Thiruvananthapuram-34' a duly filled in application form for revaluation along with a fee of Rs. 500/- per paper, Rs. 30 for Online Charge and a self-addressed envelope with stamp(s) worth Rs. 22/-. A copy of the mark list OR hall ticket of that examination concerned is to be attached.

Q: - .My online transaction was not successful, but the amount got debited from my account.

Please check the transaction status of transaction by clicking on the 'View & Reprint Receipt' link provided in the menu. If the transaction status is still shown as in 'PENDING', It would automatically change to either 'SUCCESS' or 'FAIL' within 45 to 60 minutes.

Q: - .My online transaction status is shown as 'FAIL', but the amount is debited from my account?

Please do not panic, as in most cases, the transaction amount would get refunded by the Payment aggregator to the remitter's account within a week.

Q: - I did not get the refund of the failed transaction even after one week. What to do in such a situation?

Please contact your concerned bank about the transaction status. If the bank confirms That the online transaction was successful, then kindly forward a refund request to the Registrar, University of Kerala for claiming refund of the failed transaction. The refund Request will be verified and processed based on the laid-out rules and regulations.

Contact Information

ADDRESS

University of Kerala
Senate House Campus, Palayam
Thiruvananthapuram - 34
Kerala, India

CONTROLLER

The Controller of Examinations
Senate Campus
University of Kerala Palayam,
Thiruvananthapuram



0471 2305946



ku.controller@yahoo.in

IT CELL















9188526673



itcellexams@keralauniversity.ac.in

EXAMINATION SECTIONS

B.A Exams	 0471-2386423
B.Com Exams	 0471-2386105
B.Ed/M.Ed Exams	 0471-2386286
BSc. Exams	 0471-2386423
CBCSS	 0471-2386432
Controller of Examination's Section	 0471-2386400
Engineering Exams	 0471-2386246
Law/Fine Arts Exams	 0471-2386448
Medical Exams	 0471-2386273
P.G Exams	 0471-2386407
Revaluation	 0471-2386243
Migration	 0471-2386458