



User Manual

For

Online Admission System



Introduction

Prof. G Ram Reddy Centre for Distance Education(PGRRCCDE, OU) has introduced an Online Admission Process. Through this online facility, prospective students can be able to submit their Application Forms online and receive instant confirmation for successful submission of their application form through email as well as through SMS. There is provision for payment of Registration Fee on-line through Credit/Debit cards/Net-banking by using On-line Payment gateway. This facility is available for all courses offering by PGRRCCDE.

This User Manual helps the prospective students to know the online procedure step-by step.

Online Admission Process

Open the website www.oucde.net and click on the tab "Online Services"

The screenshot shows the website interface for the Prof. G. Ram Reddy Centre for Distance Education at Osmania University. At the top, there is a navigation bar with contact information: Phone: 040-27091805, 040-27098350 and Email: info_cde@osmania.ac.in. Below this is a header with the university logo and the text "Prof. G. Ram Reddy Centre for Distance Education Osmania University" and "Online Services". The main content area features three large buttons: "Admitted Student Login" (with a person icon), "Online Admission" (with a document icon), and "Notifications" (with a bell icon). Each button has a brief description of its function. At the bottom, there is a footer with three sections: "FAQ's", "Tech Support" (with email: osonlineservices@gmail.com), and "Contact Us" (with phone: 040-27091805, 040-27098350, 040-27097548, 040-27882275 and email: info_cde@osmania.ac.in).

- For new admissions click on "Online Admissions"
- You will be navigate to following Admissions page



Prof. G Ram Reddy Centre for Distance Education

OSMANIA UNIVERSITY



Phone: 040-27091605, 040-27098350, 8985032856, 8985032876 | Email: info_cde@osmania.ac.in

Prof. G. Ram Reddy Centre for Distance Education
Osmania University

Online Admissions

Online Admissions

The Osmania University, established in 1918, is the seventh oldest in the country, third oldest in South India and the first to be established in the princely State of Hyderabad. Though the need for a university for the Hyderabad State was felt, both by the intelligentsia and the people for a long time, the initiative came from a civil servant, Sir Akbar Hydari, who was then the Home Secretary to the State Government.

U.G. B.A. / B.Com. / B.B.A.	P.G. M.A. / M.Com. / M.Sc.
M.B.A/M.C.A	P.G. Diploma

- Click on the course which you are seeking for admission

Phone: 040-27091605, 040-27098350 | Email: info_cde@osmania.ac.in | [Tech Support](#)

Prof. G. Ram Reddy Centre for Distance Education
Osmania University

Online Services

UG Online Admissions

Login, If already Registered

Registration ID *
 Ex: CDK2008
Enter Registration ID sent to your Mobile/Email

Date of Birth *

Day Month Year

Enter Date of Birth

- New users, click on the "New Applicant Registration" button
- If you have already registered then simply login to the site



Online Admission process in 5-steps

Five steps to complete the Registration Process

- Read the instructions, select the check box and click on "Register Now"

Step-1 REGISTRATION

- Fill the registration form and proceed to pay the registration amount
- Enter the name and data of birth as per SSC/10 Standard
- Provide valid **Mobile** number and **eMail id**, these details will be used for further communication



Step-2 PAYMENT (Online Registration Fee)

- Pay the Registration amount through Credit Card/Debit Card/Net Banking
- Registration amount is non-transferable and non-refundable

The screenshot shows a payment gateway interface. On the left, there is a sidebar menu with options: Credit Card (selected), Debit Card, Debit Card + ATM PIN, and Internet Banking. The main area is titled 'Pay by Credit Card' and features logos for VISA and MasterCard. It contains input fields for 'Card Number', 'Expiration Date' (Month and Year), and 'CVV/ CVC'. Below these is a 'Card Holder Name' field. A prominent yellow 'Make Payment' button is at the bottom, with a 'Cancel' link next to it. On the right side, a box displays 'Merchant Name: OSMANIA UNIVERSITY' and 'Payment Amount: ₹ 300.00'. A 'BillDesk' logo is visible in the bottom right corner.

- After payment is done, Registration ID will be generated
- Click on "Proceed to Fill Application Form" to upload your Photo, Signature
- Do not disclose Registration ID, keep it with you till your admission process completes

The screenshot displays the top navigation bar of the online admission system, including contact information (Phone: 040-27091605, 040-27098350; Email: info_cde@osmania.ac.in) and a 'Tech Support' link. Below the header, the 'Prof. G. Ram Reddy Centre for Distance Education, Osmania University' logo and 'Online Service' text are visible. A progress bar shows five steps: Step 1 (Registration), Step 2 (Payment), Step 3 (Upload Files), Step 4 (Fill Application), and Step 5 (Print Application). Step 2 is highlighted in green, indicating completion. A message states: 'Registration completed successfully. Proceed to fill Application Form'. Below this, a green box displays the 'Registration ID : CDE2030'. A note advises: 'Please note down your RegistrationID, do not disclose to others'. A large button labeled 'Proceed to Fill Application Form' is positioned at the bottom.



Step-3 UPLOADING PHOTO & SIGNATURE

- Upload your passport size scanned Photo and Signature
- File format should be JPEG or JPG
- File size should not exceed 40kb
- This photo will be used for ID card, Hall Tickets

The screenshot displays the 'Upload Files' step of the online admission process. At the top, a progress bar shows five steps: Step 1 (Registration), Step 2 (Payment), Step 3 (Upload Files), Step 4 (Fill Application), and Step 5 (Print Application). Step 3 is currently active and highlighted in green. Below the progress bar, the 'Upload Files' section contains two main areas: 'Upload Photo' and 'Upload Signature'. Each area has a 'Choose File' button and a text input field showing the filename (e.g., 'ramu photo.jpg' and 'RAMU SIN...jpg'). Below these fields, there are instructions: 'Colored Photograph with JPEG/JPG format and size must be less than 40KB' and 'Signature with JPEG/JPG format and size must be less than 30KB'. To the right of the instructions, there are two sets of photo examples. The top set, labeled 'INVALID PHOTOS', shows three examples of photos that do not meet the requirements, each marked with a red 'X'. The bottom set, labeled 'VALID PHOTOS', shows three examples of photos that do meet the requirements, each marked with a green checkmark. At the bottom of the 'Upload Files' section, there is an 'Upload & Continue' button. The page header includes the university logo, contact information (Phone: 040-27091605, 040-27098350; Email: info_cde@osmania.ac.in), and a 'Tech Support' button. The main navigation bar includes the university name, 'Online Services', and a 'LogOut' button.



Prof. G Ram Reddy Centre for Distance Education

OSMANIA UNIVERSITY



Step-4 FILLING OF APPLICATION FORM

- Select course and course combination properly
- Check your eligibility for the selected course/option by clicking on the "Eligibilities.." link
- Check all information filled by you and submit the form

Phone: 040-27091605, 040-27098350 | Email: info_cde@osmania.ac.in | Tech Support

Prof. G. Ram Reddy Centre for Distance Education | Online Services

Osmania University | Logout

Step 1 → Step 2 → Step 3 → **Step 4** → Step 5

Registration → Payment → Upload Files → **Fill Application** → Print Application

UG Admission APPLICATION FORM

Subject(s) in which the candidate desires to Admit: (Refer Information Brochure)

Course Name: --SELECT-- [Check your Eligibility before submission. Click here to view eligibility details](#)

Combination of Options:

Second Language: Select Second Language

Candidate Details	Photo Signature
NAME OF THE CANDIDATE: GAJULARAMU	
FATHER'S NAME: <input type="text"/>	
MOTHER'S NAME: <input type="text"/>	
Date Of Birth: 25/08/1990	
Gender: M	Special Category --select--
Category: Select Category	
Identification Marks 1. <input type="text"/> 2. <input type="text"/>	
Aadhaar Card Number: <input type="text"/>	
Marital Status: <input type="radio"/> Married <input type="radio"/> Unmarried	
Minority: <input type="radio"/> None <input type="radio"/> Muslim <input type="radio"/> Christian <input type="radio"/> Others	
Employment Status: <input type="radio"/> Employed <input type="radio"/> SelfEmployed <input type="radio"/> Unemployed	

Details of the Qualifying Examination	Nationality
Name of the Qualifying Examination: --SELECT--	<input type="radio"/> Indian
Month & Year of Passing: Month: <input type="text"/> Year: <input type="text"/>	<input type="radio"/> Others

Address for Communication	Permanent Address
House No.: <input type="text"/>	<input type="checkbox"/> Same as Communication Address
Street / Locality /Village: <input type="text"/>	<input type="text"/>
Mandal / Town / City: <input type="text"/>	<input type="text"/>
State: --Select State--	--Select State--
District: --Select District--	--Select District--
Pin Code: <input type="text"/>	<input type="text"/>
Alternate Mobile Number: <input type="text"/>	<input type="text"/>

I hereby solemnly affirm that the above information is correct and I am aware that my admission is liable to be cancelled at any time in case any information is found to be incorrect.

Note: Changes are not allowed once application is submitted. So, Please verify once before submitting.

[Save & Continue](#)



Step-5 CONFIRMATION, PRINTOUT AND INSTRUCTIONS FOR FURTHER PROCESS

- After submission of your application form, you will be navigated to the following confirmation page
- For final confirmation of your Admission, you have to visit PRGGCDE for certificate verification
 - ✓ After registration, proceed to PGRRCDE with all Original Certificates and one set of Xerox copy within 15 working days
 - ✓ After verification of your certificates, you have to pay the prescribed fee through online payment to complete the Admission Process
 - ✓ Hall Ticket No(Registration No) will be generated after completion of payment(course fee)

The screenshot shows a web interface for the Prof. G. Ram Reddy Centre for Distance Education at Osmania University. At the top, there is a blue header with contact information: Phone: 040-27091605, 040-27098350; Email: info_cde@osmania.ac.in; and a Tech Support button. Below this is a dark blue navigation bar with the center's name and logo, and an Online Services button. A yellow bar contains a home icon and a LogOut button. The main content area is white and contains a confirmation message: "Your application submitted successfully, for further proceedings follow the bellow instructions." Below the message is a list of steps. The first four steps are completed: 1. Registration ✓, 2. Registration Payment ✓, 3. Upload Photo ✓, and 4. Application Submit ✓. The fifth step is "Further Process", which includes: 5. Certificate Verification at PGRRCDE, Osmania University, with sub-points: "After registration proceed to PGRRCDE, OU with all Original Certificates and one set of xerox copy within 15 working days." and "Your admission will be confirm after verification of the Original Certificates. Then you can pay the prescribed course fee through online within 15 days." At the bottom of the page, there is a dark blue footer with links for FAQs, Tech Support, and Contact Us.

For any queries/information mail us
pgrrcdeserver@gmail.com
info_cde@osmania.ac.in