User Manual
For
Online Admission System

Prof. G Ram Reddy Centre for Distance Education

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Introduction

Prof. G Ram Reddy Centre for Distance Education(PGRRCDE, 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 PGRRCDE.

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**"

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

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- Click on the course which you are seeking for admission

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

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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

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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

- 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

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

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

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)

For any queries/information mail us
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