



SREENARAYANAGURU OPEN UNIVERSITY

The State University for Education, Training and Research in Blended Format, Kerala

Kollam, Pin - 691601, Email: info@sgou.ac.in, Web: www.sgou.ac.in

ADMISSION PROCEDURE

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1. Notification

The admission process kick starts with the **Admission notification**. Admission notifications will be issued in leading national and regional dailies with relevant details including the last date for submission of the application. Detailed admission information is available on the Sreenarayanaguru Open University website www.sgou.ac.in and the Admission Portal of the University Website.

2. Eligibility for Admission

The minimum educational qualifications for admission to the various academic programmes are enumerated below.

2.1 UG Programmes :

Sl.No	Programme	Minimum Qualifications
1	BA Arabic (Language and Literature)	A Pass in the Higher Secondary Examination conducted by a board/University at a Plus Two Level of Schooling (either through formal schooling or through the open system or its equivalent).
2	BA English (Language and Literature)	
3	BA Hindi (Language and Literature)	
4	BA Malayalam (Language and Literature)	
5	BA Sanskrit (Language and Literature)	

2.2. PG Programmes :

Sl.No	Programme	Minimum Qualifications
1	MA English (Language and Literature)	Any Degree from a recognised University. Should have studied English as a paper at the Degree level.
2	MA Malayalam (Language and Literature)	Any degree from a recognised University.

3. Online Application

Applicants seeking admission can apply only online. The online application facility for admission is provided through the admission portal link on the University Website www.sgu.ac.in.

4. Physical verification –Level 1

The Applicant should submit the following documents for verification before the Director of the Regional Centre concerned, in person, on a date allotted after the submission of the application.

- ✓ **A printout of the online application**
- ✓ **A copy and original Certificates of academic qualification**
- ✓ **Fee receipt**
- ✓ **Copy and original Aadhar or other ID proof**
- ✓ **Original Transfer Certificate**

Applicants belonging to SC/ST/OEC /SEBC Category will be admitted without remitting the tuition fee at the time of admission. But they have to remit all other special fees like Admission fees, Affiliation Fees, etc. Such Applicants must register in the e-grantz portal and produce the e-grantz portal registration details as proof during physical verification. They also have to enter the e-grantz registration id in the student dashboard after the admission process. Those applicants who do not require a fee concession belonging to the fee concession category should write a submission stating that he/she does not require the same.

The Regional Centre Director will verify the documents and let the Applicant know the acceptance or rejection of the application through the registered e-mail and the admission portal dashboard.

If the application is accepted on physical verification, the admission process is considered completed and the Applicant will be provided with an enrollment number.

4. Physical verification –Level 2

The final decision on admission of the **rejected applications** will be carried out at the Head Quarters and the Applicant will be notified about the same through the registered e-mail and the admission portal. Those applicants will get 10 days to resubmit the documents through the admission portal.

REFUND POLICY

The fees paid will be refunded if the application is rejected.