SREENARAYANAGURU OPEN UNIVERSITY, KOLLAM

(The State University for Education, Training and Research in Blended format, Kerala**)**
Kureepuzha, Kollam, Kerala-691601
www.sgou.ac.in, e-mail: admission24@sgou.ac.in

PROSPECTUS
For
MBA & MCA 2026 February Session (2025-2027 batch)

Chancellor

Sri. Rajendra Vishwanath Arlekar

Hon'ble Governor of Kerala

Pro Chancellor

Dr. R. Bindu

Hon'ble Minister for Higher Education Government of Kerala

Vice Chancellor

Prof. (Dr.) Jagathy Raj V. P.

Registrar(i/c)

Dr. Biju R I.

Finance Officer

Smt. Saranya M. S.

Controller of Examinations

Prof. (Dr.) Gracious J.

Cyber Controller

Mr. Bijuon T

Recognition

- **Sreenarayanaguru Open University (SGOU) was established as a State University vide Ordinance No.45 of 2020 and subsequently Sreenarayanaguru Open University Act 1 of 2021 of the Kerala State Legislative Assembly has legitimized its identity.**
- **The University Grants Commission (UGC), Vide letter No.F.No.9-17-2020 CPP-I/PU dt. 07/05/2021 notified that Sreenarayanaguru Open University, Kollam, Kerala has been included in the list of Universities established as per 2(f) of UGC Act 1956.**
- **All academic programmes have UGC-DEB approval**

Other Valuable Information

- **As per UGC notification, Degrees awarded by Sreenarayanaguru Open University are equivalent to the Degrees issued by any other recognized University offering programmes in the Physical/Regular mode. Using the Degree of this University the Learners can go for Higher Studies, or for employment including all PSC, UPSC jobs with equal weightage of any other UGC recognised University,without any hurdles.**
- **Sreenarayanaguru Open University facilitates the provisions for pursuing Double Degree at UG/PG levels in sync with the UGC guidelines. It implies that a learner can get enrolled for a regular programme in any of the Universities/ affiliated colleges in the state can simultaneously do a programme of the Sreenarayanaguru Open University and vice versa.**
- **Transfer Certificate (T.C.) is not mandatory for admission. Candidates who do not possess a Transfer Certificate (TC) must upload a self-attested undertaking specifying the reason for the same.**
- **There is no age restriction for admission.**
- **Liberal admission policy.**
- **Programme delivery ensures anywhere and anytime learning.**

Contents

1.   Profile of the University

Sreenarayanaguru Open University was established by the Govt. of Kerala in September 2020 vide the Government Ordinance No. 45 of 2020. The University is named after Sree Narayana Guru, the great sage, philosopher, poet and social reformer of modern India. Having been established as the 15th State University of Kerala, Sreenarayanaguru Open University aims at strengthening the structural dynamics of academic operations for ensuring quality inclusive education for all regardless of age, creed, gender and religion through the open and distance learning mode. The territorial limit of the University shall extend to the whole of the State.

The University was officially dedicated by Sri. Pinarayi Vijayan, the Hon'ble Chief Minister of Kerala on 2nd of October, 2020. In pursuance of the legal procedures, Sreenarayanaguru Open University was accorded recognition under the section 2(f) and 22 of the University Grant Commission Act of 1956. The State Legislature of Kerala unanimously enacted Sreenarayanaguru Open University Act in January 2021.

The Act schemes out the governance of the University with the Chancellor as its head. By virtue of the office of Hon'ble Governor of Kerala, Shri. Rajendra Vishwanath Arlekar acts as the Chancellor of the University. Hon'ble Minister for Higher Education Dr. R. Bindu is the Pro Chancellor. Prof. (Dr.) Jagathy Raj V.P. is the Vice Chancellor .

As of now, the University is offering 31 UGC-DEB approved academic programmes including MBA & MCA. Out of the 17 UG Programmes, 06 Programmes are offered as Four Year UG Honours Programmes, with exit option at the end of the third year with UG degree on fulfillment of the requirements. 11 UG Programmes are of three -year duration. 14 PG Programmes are of two year duration.

2.   Pathway, Vision and Mission

The University has drawn up its vision, mission and pathway based on the broad institutional priorities discerned through the interactions with the public.

The University has began its journey with the statement of the pathway. It reads as

Pathway: *Access and Quality define Equity.*

Vision and Mission of the University:

Vision : *To increase access of potential learners of all categories to higher education, research and training, and ensure equity through delivery of high quality processes and outcomes fostering inclusive educational empowerment for social advancement.*

Mission : *To be benchmarked as a model for conservation and dissemination of knowledge and skill on blended and virtual mode in Education, Training and Research for normal, continuing, and adult learners.*

3. Campuses of the University

The campuses of the Sreenarayanaguru Open University, consist of its Headquarters at Kollam and the Academic Block (BSNL Building, Vellayittambalam) Kollam, five Regional Centres at Ernakulam (Thrippunithura), Palakkad (Pattambi), Kozhikode, Kannur (Thalassery) and Kollam (Headquarters) and 50 Learner Support Centres across the state.

3.1. Regional Centres:

The details of the Regional Centres are given below:

Sl. No.	Location of Regional Centre	Director Name with E-Mail ID
1.	Regional Centre, Kozhikode Govt. Arts and Science College, Kozhikode. Phone Number: 0495 2920228	Dr. PRADEEP KUMAR K. 9188922088 rckdirector@sgou.ac.in
2.	Regional Centre, Palakkad SNGS College, Pattambi Phone Number: 9188922087	Prof. (Dr.) JOJOMON N.A. 9188922087 rcpdirector@sgou.ac.in
3.	Regional Centre, Ernakulam Govt. Arts College, Thrippunithura. Phone Number: 0484 2927436	Shri. TOJO MON MATHEW 9188922086 rcedirector@sgou.ac.in
4.	Regional Centre, Kannur Brennan College, Thalassery. Phone Number: 0490 2990494	Dr. PRADEEP KUMAR K.(i/c) 9188922088, 9188922089 rctdirector@sgou.ac.in
5.	Regional Centre Kollam. Sreenarayanaguru Open University, Head Quarters. Academic Block, Kollam. Phone Number: 0474 2966841	Prof. (Dr.) SOPHIA RAJAN 9188909901 sophirajan@gmail.com

3.2. Learner Support Centres (LSC)*

The University has 50 Learner Support Centers(LSCs) across the State.

The personal contact programme and counselling sessions for MBA and MCA programmes (2025-2027 batch) shall take place at the designated Learner Support Centres (LSCs) of the University at Thiruvananthapuram, Ernakulam and Kozhikode districts.

Sl. No.	Programme	District
1	MBA	Thiruvananthapuram
		Ernakulam
		Kozhikode
2	MCA	Thiruvananthapuram
		Ernakulam
		Kozhikode

The University reserves the right to close any LSC or to shift the learners of any LSC to another LSC upon the decisions of its competent authorities..

4. Academics

With a view to promote interdisciplinary learning, the University has organized its Academic Programmes under the School System. Semester pattern is followed for the conduct of all the academic programmes. In tune with the UGC-DEB Regulations, the University has adopted the Choice Based Credit and Semester (CBCS) pattern in all the UG and PG Programmes. The duration of the PG Programmes will be two academic years spanning four semesters.

5. Schools of Studies

The Schools of Studies represent the academic divisions where disciplines with similar identities converge and sustain. The following Schools have been instituted by the University:

1. School of Humanities and Social sciences
2. School of Languages
3. School of Communications and Information Science
4. School of Law and Business Studies
5. School of Interdisciplinary and Trans-disciplinary studies.
6. School of Science

7. School of Vocational Education and Training

MBA programme comes under the School of Law and Business Studies, and MCA under the School of Communications and Information Science.

6. Academic Programmes

As of now, the University offers **6** Under Graduate Programmes in Four Year Honours Programmes (FYUG) with **exit option on successful completion of the programme including the credit requirement in Three Years the candidates will be awarded UG Degree (BA/BCom/BBA) in the relevant discipline/subject** , 11 Under Graduate programmes in Three Year pattern and 14 Postgraduate programmes (2 year). All the programmes are offered under the Choice Based Credit and Semester System (CBCS).

6.1. Under Graduate Programmes:

6.1.1. Four Year UG Honours Programmes

With exit option at the end of 3rd year with UG Degree on successful completion.

Sl. No.	Programme	School of Studies
1	BBA (Honours) with specialisation in HR/Marketing/Logistics & Supply Chain Management	School of Law and Business Studies
2	B.Com (Honours) with specialisation in Finance/ Cooperation /Logistics & Supply Chain Management	
3	B.A (Honours) English	School of Languages
4	B.A (Honours) Malayalam	
5	B.A (Honours) History	School of Humanities and Social Sciences
6	B.A (Honours) Sociology	

6.1.2. Three -Year UG Degree Programmes

Sl. No.	Programme	School of Studies
1	B.A. Afsal- Ul- Ulama	School of Languages
2	B.A. Arabic	

3	B.A. Hindi	School of Humanities and Social Sciences
4	B.A. Sanskrit	
5	B. A. Economics	School of Humanities and Social Sciences
6	B.A. Nano Entrepreneurship	
7	B.A. Philosophy	
8	B.A. Political Science	
9	B.A. Psychology	
10	BCA (Bachelor of Computer Applications)	School of Communication and Information Science
11	BSc Data Science and Analytics	

6.1.3. Post Graduate Programmes:

Sl. No.	Programme	School of Studies
1	M.A. Arabic	School of Languages
2	M.A. English	
3	M.A. Hindi	
4	M.A. Malayalam	
5	M.A. Sanskrit	
6	M.A. Economics	School of Humanities and Social Sciences
7	M.A. History	
8	M.A. Philosophy	
9	M.A. Political Science	
10	M.A. Public Administration	
11	M.A. Sociology	
12	M.Com (Master of Commerce)	School of Law and Business Studies
13	**MBA**	
14	**MCA**	School of Communication and Information Science

7.   Parity with Regular Mode Degree

- **It is with the prior inspection and approval of the University Grants Commission - Distance Education Bureau that Sreenarayanaguru Open University offers each of its academic programmes. The Regulation 22 of the University Grants Commission (Open and Distance learning Programmes and Online Programmes) Regulations, 220 proclaims "Equivalence of qualification acquired through Conventional or Open and Distance Learning and Online mode".**

- **As per UGC notification, Degrees awarded by Sreenarayanaguru Open University are equivalent to the Degrees issued by any other recognized university offering programme under the Physical/Regular mode. Using the Degree of this University the Learners can go for Higher Studies, or employment including PSC, UPSC all jobs with equal weightage, without any hurdles.**

8.   Dual Degree Facility

Sreenarayanaguru Open University facilitates the provisions for pursuing Double Degree at UG/PG levels in sync with the **UGC Guidelines for Pursuing Two AcademicProgrammes Simultaneously**. It implies that a learner can get enrolled for a regular programme in any of the affiliated Universities/colleges while pursuing a programme of the Sreenarayanaguru Open University and vice versa. Transfer Certificate (T.C.) is not mandatory. Candidates who do not possess a Transfer Certificate (TC) must upload a self-attested undertaking specifying the reason for its unavailability.

9.   Eligibility for Admission

Sreenarayanaguru Open University has an open admission policy and offers admission to various undergraduate and postgraduate programmes and diploma/Certificate to all eligible learners and there is no upper age limit for admission.

The minimum educational qualifications for admission to the MBA/MCA programmes are enumerated below.

9.1.   MBA/MCA Programmes:

Sl.No.	Programme	Minimum Qualifications
1	**MBA**	Any degree from a recognised University/Institution.
2	**MCA**	Any degree from a recognised University/Institution.

NB: Degrees obtained from the universities which are **disqualified or not permitted by the UGC for offering programmes shall not be** eligible for admission to this University.

- Candidates who obtained degrees from institutions other than State/Central/Open Universities/Institutions are directed to produce **Equivalency certificates issued by any of the Universities in Kerala** at the time of admission/verification.
- As per UGC Public Notice F.No.12-1/2024(DEB-I) dtd. 26-04-2024 HEIs are directed not to enroll any foreign nationals in Open and Distance Learning (ODL) programmes.

10.   Number of seats available for MBA & MCA 2025 February Session (2025-2027 batch)*

MBA :100 Nos (**As per UGC directions)
MCA :100 Nos (**As per UGC directions)

*Reservation as per rules in force.

11.   Selection Criteria:

In the case of number of applicants of each programme exceeds the strength permitted by the UGC (100 for each programme)selection of eligible applicants for the programmes will be based on the following criteria;
- MCA- Entrance Examination
- MBA- Entrance Examination

The weightage for selection criteria of MBA & MCA programmes are as follows

Name of Programme	Selection Criteria	Weightage
MCA	Entrance Examination	100%
MBA	Entrance Examination	100%

*Venue of the entrance test will be intimated to registered candidates after the closure date.
The provisional rank list for admission to the MBA & MCA programmes will be prepared on

the basis of the score obtained by the candidate in the entrance examination. *The admission to the programmes will be on the basis of the rank list subject to reservation rules.*

11.1. Structure of Entrance Examination
11.1.1. MCA

Duration: 120 Minutes | O.M.R based Multiple Choice Questions (MCQ)

SECTION-WISE STRUCTURE AND WEIGHTAGE

1. **Computer Awareness & Basics of Programming (20 questions)**
   - Fundamentals of Computers
   - Hardware (basic concepts)
   - Software (basic concepts)
   - Memory, Input & Output Devices
   - Basics of Programming Concepts
   - Internet, Networking & Cyber Security (basic awareness)
2. **Mathematics & Quantitative Ability (25 questions)**
   - Number System
   - Percentages, Ratio & Proportion
   - Profit & Loss
   - Simple & Compound Interest
   - Time & Work
   - Time, Speed & Distance
   - Algebra (linear equations, quadratic equations – basics)
   - Permutations & Combinations (basic concepts)
   - Probability (basic)
   - Matrices & Determinants (introductory level)
3. **Logical Reasoning & Analytical Ability (25 questions)**
   - Series (number, alphabet)
   - Coding–Decoding
   - Blood Relations
   - Direction Sense
   - Analogy & Classification
   - Logical Puzzles
   - Syllogisms
   - Data Sufficiency
   - Venn Diagrams

4. **General English / Verbal Ability (25 questions)**

   - Vocabulary (synonyms, antonyms)
   - Reading Comprehension
   - Basic Grammar

- Tenses
- Articles
- Prepositions
- Subject–Verb Agreement
  - Sentence Correction
  - Fill in the Blanks

5. General Knowledge & Current Affairs (25 questions)

- Current Affairs (last 6–12 months)
- Basics of Science & Technology
- Digital India, IT & Emerging Technologies (AI, Data Science – awareness level)
- Indian Education & IT Scenario

Each question carries 1 mark and a negative mark of 0.25 for each incorrect answer.
No marks will be awarded or deducted for questions left unanswered.

11.1.2. MBA

Duration: 120 Minutes |O.M.R based Multiple Choice Questions (MCQ)

SECTION-WISE STRUCTURE AND WEIGHTAGE

1. **Managerial Aptitude (20 questions)**

   Focus: Managerial thinking and ethical orientation.

   Topics:

   - Problem-solving & decision-making
   - Leadership & teamwork
   - Business ethics (basic)
   - Work ethics & professional values
   - Situational judgment questions (simple cases)

2. **General Awareness & Business Awareness (25 questions)**

   Focus: Awareness of society, economy, and business environment.

   Topics:

   - Current Affairs (last 12 months)
   - Indian Economy (basic concepts)
   - Business & Corporate News
   - Banking & Financial Awareness (basic)
   - Government Schemes & Policies
   - Awards, Sports, Books & Authors (basic)

3. **Quantitative Aptitude (25 questions)**

   Focus: Basic numerical ability and problem-solving skills.

   Topics:

   - Number System (integers, fractions, decimals)
   - Percentages
   - Ratio & Proportion
   - Profit & Loss
   - Simple & Compound Interest
   - Averages
   - Time & Work
   - Time, Speed & Distance
   - Basic Algebra (linear equations)
   - Data Interpretation (tables, bar charts, pie charts)

4. **Verbal Ability & Reading Comprehension (25 questions)**

   Focus: Language proficiency and comprehension ability.

   Topics:

   - Reading Comprehension (short passages)
   - Vocabulary (synonyms, antonyms, basic usage)
   - Grammar basics
     - Tenses
     - Articles
     - Prepositions
     - Subject–Verb Agreement
   - Sentence Correction
   - Sentence Completion
   - Para jumbles (basic)

5. **Logical & Analytical Reasoning (25 questions)**

Focus: Logical thinking, analytical ability, and decision-making.

   Topics:

   - Number & Alphabet Series
   - Coding–Decoding
   - Direction Sense
   - Blood Relations
   - Syllogisms
   - Seating Arrangements (basic)
   - Puzzles (simple)
   - Data Sufficiency (basic)
   - Venn Diagrams

Each question carries 1 mark and a negative mark of 0.25 for each incorrect answer.
No marks will be awarded or deducted for questions left unanswered.

#In the event of a tie in rank/marks, priority shall be determined based on the marks obtained under section (1) and if tie still persists the aggregate marks obtained in sections (1) & (2) will be considered.

12. Mandatory Reservation

Out of the total sanctioned intake of 100 seats in each programme, five (5) seats shall be reserved for Persons with Disabilities (PwD) and two (2) seats for Transgender candidates. As the creation of supernumerary seats is not permissible, the remaining effective intake shall be 93 seats, and such seats shall be filled strictly in accordance with the the following schedule:

Sl.No	Seat Reservation	Percentage(%)
1	Open Merit	50%
2	Economically backward among forward communities(EWS)	10%

3	Socially and Educationally backward classes (SEBC)
	    a. Ezhava/Billava/Thiyya(EZ) 9 %
	    b. Muslim(MU) 8%
	    c. Latin Catholic/AI(LC) 3%
	    d. Dheevara and related (DV) 2 %
	    e. Viswakarma and related (VK) 2%
	    f. Kusavan and related(KN) 1 %
	    g. Other Backward Christian 1%
	    h. Kudumbi (KU) 1 %
	    i. OBC(H) (Other than above) 3%
		30%

4	Scheduled Caste/Scheduled Tribes Scheduled Caste 8 % Scheduled Tribe 2%	10%
Total		**100%**

*Candidates who enjoy Community Reservation such as SEBC, SC/ST who have BPL endorsement in the Ration Card are NOT eligible for EWS reservation. Only the candidates

belonging to the Economically weaker section which does not belong to SC/ST or other backward classes (SEBC/OEC) as per reservation rule are eligible for EWS reservation.

Candidates who are eligible for reservation shall produce the documentary evidence issued by competent authorities as per government rules in force

12.1. Claims For Reservation And Certificates To Be Uploaded

i) Claims for Mandatory reservations must be made by a candidate in the online application and the supporting documents shall be uploaded to the online application within the stipulated time. The claim has to be specified in the application in the respective places. Claims made after the last date of submission of application will not be entertained even if supporting evidence is produced. The claims for Special and Mandatory Reservation once made in the application cannot be altered by the candidate under any circumstances.

ii) Only candidates belonging to the 'Keralite' category, are eligible for claiming seats under the Mandatory reservation quota unless otherwise specified in the Prospectus.

12.2. Claim for communal reservation under the Socially and Educationally Backward Classes (SEBC):

Reservation of seats to the Socially and Educationally Backward Classes will be in accordance with the provisions contained in G.O. (P) 208/66/Edn. Dated 2-05-1966 as amended from time to time. (a) As per G.O. (Ms) No.02/2017, Backward Community Development, dated 08/03/2017 and as amended from time to time and will be in accordance with the Orders of the Hon'ble Supreme Court of India/ Hon'ble High Court of Kerala or Orders of the Government of Kerala/ Government of India. Candidates belonging to socially and Educationally Backward Classes under NON CREAMY LAYER category are eligible for reservation under this category. The candidates belonging to the Communities included in the SEBC list (List is in the annexure II (d)) alone will be eligible for the benefit of reservation under this category. The candidates, claiming reservation under SEBC quota should invariably produce 'Non Creamy Layer Certificate' obtained from the Village Officer concerned. Validity of the Non creamy Layer Certificate is one year

Candidates belonging to Ezhava, Muslim, Other Backward Hindus, Latin Catholic & Anglo Indians, Dheevara and related communities, Viswakarma and related communities, Kusavan and related communities, Other Backward Christians and Kudumbi communities, claiming reservation under SEBC Quota should invariably upload the Non-Creamy Layer Certificate in the prescribed format for State Government Education purpose obtained from the Village Officer/Revenue authority concerned.

12.3. Claim for reservation under Scheduled Castes/Scheduled Tribes Quota:

Candidates claiming reservation under Scheduled Castes/Scheduled Tribes quota should obtain the caste/community certificate from the Tahsildar. The validity of the community certificate is three years. The applications for the reserved seats of Scheduled Castes/Scheduled Tribes candidates which do not contain SC/ST Certificate (Community Certificate) from the Tahsildar in the prescribed format will not be considered on any account for claiming community reservation against the seat reserved for SC/ST candidates [vide G.O. (MS) 31/90/SCSTDD dated 25.05.1990]. The community Certificate should clearly specify that the candidate himself/herself (not the father or mother) belong to the Scheduled Castes/Scheduled Tribes. The Community Certificates obtained as per G O. (MS) No.136/07/RD, dated: 27.04.2007 will be accepted. The candidates who are reconverted to Hinduism from Christianity of Scheduled caste origin should upload Community Certificate from the Tahsildar concerned along with a copy of Gazette Notification regarding re-conversion.

12.4. Claim for reservation of candidates belonging to EWS category

As per G.O.(MS)No.128/2020/HEDN dated.20.03.2020, the Government have decided to implement reservation for Economically Weaker Sections in general category. To avail reservation for Economically Weaker Sections in General Category (EWS) the candidates should upload necessary certificates from concerned Village officers. The annual family income for EWS category candidates shall not exceed Rs.4 lakh (Four Lakh) as per G.O. (Ms) No.

2/2020/P&ARD dated 12.02.2020. There is no income limit to those EWS candidates belonging to Anthyodaya/Annayojana and Priority House Hold.

12.5. Reservation for Persons with Disabilities:

- For claiming reservation, candidates must indicate PwD status on the application and an attested copy of the certificate of disability from District Medical Board, certifying the percentage of disability, has to be uploaded during the online application process. No document / certificate other than those mentioned above will be considered for determining disability.

- candidates who have a minimum of 40% disability alone will be eligible to apply for this reservation

- In case no qualified candidates are available under PwD Category, the seats will go to General Merit.

12.6. Reservation for Transgender candidates:

As the creation of supernumerary seats is not permissible, two (2) seats shall be reserved for Transgender candidates as per G.O(Ms)No153/2018/HEDN dtd 03/07/2018. In the absence of eligible candidates under this quota, the seat will fall into the General Merit category. Eligible candidates should submit Transgender ID Card/Proof issued by the State Government and admitting authority should verify the same at the time of admission

12.7. General Rules For Mandatory Reservation

- ❖ The unfilled SC/ST seats shall be filled from candidates belonging to OEC, and in their absence from candidates belonging to SEBC. If the seats still remain unfilled, the same will be given to the open quota.

- ❖ If any seat, in any special reservation quota including PwD and Transgender quota, is left un-availed by the candidates belonging to that particular category, those seats will go to the Mandatory reservation quota unless otherwise stated.

- ❖ The seats un-availed by the EWS category candidates will be allotted under Merit in the final allotment process.

- ❖ All the aforesaid information is general in nature and all reservations will be subjected to rules of the University in force at the time of admission. Communal & Other Reservation

will be subject to satisfactory verification of required Certificates (in originals) produced at the time of Interview /Admission wherever applicable as directed by the university and will be governed by the rules of the university in force and as amended from time to time.

❖ The claims for Mandatory reservation at the time of online registration cannot be altered by the candidate under any circumstances. So candidates are advised to go through the prospectus carefully before online registration. Only those who make such claims within the time limit prescribed by the University will be considered.

13.   Open Merit

The seats under the Open Merit will be filled purely on merit basis irrespective of the category/community to which the candidates belong.

14.   Admission Procedure

The Candidates seeking admission to MBA and MCA programmes have first to apply online for the Entrance Examination to be conducted by LBS Centre for Science and Technology and further details can be available through website www.lbscentre.kerala.gov.in and to follow the Procedures enumerated below:

14.1.   Admission Notification

Notification for admissions is published by the University both online and offline. Applicants must complete all the registration requirements before the last date notified.

14.2.   Mode of Submitting Application:

 Candidates seeking admission to the programmes (MBA/MCA/both) must apply online through the website www.lbscentre.kerala.gov.in of LBS Centre for Science and Technology. Application Fee for General and SEBC candidates is Rs.1000/-(Rupees One Thousand only) per programme. In the case of SC/ST/PwD candidates other than blind/low vision having disability not less than 40%) is Rs.500/- (Rupees Five Hundred only) per programme. PwD Candidates (Blind/ low vision) with not less than 40% disability are exempted from paying Application fee. Application fee can be remitted online via the application portal. Separate web portals are hosted by LBS Centre for applying to these programmes.

Note: The Application Fee once remitted will not be refunded.

Step 1-Remittance of applicationFee and Submission of Application Form

- Prospectus can be downloaded from both the website of SGOU and LBS Centre viz, www.sgou.ac.in and www.lbscentre.kerala.gov.in
- **Submission of Application Form**
  Candidates have to visit the website www.lbscentre.kerala.gov.in and click on the link Admission to *Sreenarayanaguru Open University MBA Programme 2025 February Session* and *Sreenarayanaguru Open University MCA Programme 2025 February Session.*

Step 2-Registration

Registration for Entrance Examination is a one time procedure. During the process the candidate has to provide his/her Name, Mobile Number and e-mail id. Candidates are requested to enter their own password when demanded. Preferably a strong password is recommended. It ensures safe online activities.

The requirements for a strong password are:-

- a minimum length of 8 characters with atleast one alphabet, one digit and one special character.
- The candidate has to re enter the password for confirmation. Don't disclose your password to others. Remember the password till the end of the allotment process for further login.
- On successful completion of Registration candidates will get a system generated Registration ID via SMS.
- For further login candidates can use the above said e-mail id or the system generated Registration ID as the username.

Procedure for filling up of Application form

All basic information required in the application is to be filled in at this step. Before filling up the application, candidates are requested to read the Prospectus carefully. The data provided here will be used for processing the application. Any mistake in filling up this sheet or providing false/incomplete/wrong information will affect the candidate's eligibility for admission or claim for reservation under any category. It is obligatory that the candidate should fill all the items in the application. If the application is filled completely, candidates can save the details of the application before going to the next step, by clicking the '**Save &Continue**' button.

Application Fee

At this step, the candidate has to make the payment of the application fee by way of Online Payment.

The application fee once remitted will not be refunded under any circumstances.

The candidate can proceed to the next step after making payment. If the payment completion is not updated in the application portal immediately, kindly wait for a

maximum of 6 hours or else go for repayment only if the debited amount is credited back to your account.

Step 3-Upload Images & Certificates

A recent passport size photograph of the candidate in jpeg format of given specifications are to be uploaded. In addition all the certificates and documents in support of the various claims made in the application should be uploaded. Nativity proof as stipulated and proof for date of birth are mandatory.

Step 4-Print Confirmation Page

After completing step four, the candidate should take a printout of the confirmation page from the online application for future references.

Applications should be complete in all respects. The procedure of online submission of application will be completed only by uploading all supporting documents and certificates followed by self declaration and then clicking on submit button. Candidates are advised to retain a copy of the printout of confirmation page of the online application form for further reference. Do not send the printout of the page and supporting documents to the Office of Director, LBS Centre by post/email/in person. Candidates are liable to produce all the original documents at the time of admission at the concerned allotted Regional Centre.

Certificates/ Documents to be Uploaded in the Online Portal

- Scanned copy of the S.S.L.C book or any other relevant record to prove date of birth.
- Transgender ID Card/Proof issued by the State Government.
- Certificates to prove nativity.
- Documents to prove Academic Eligibility: Marklist/ Hall Ticket of QualifyingExamination.
- Scanned copy of Non Creamy Layer Certificate issued for the state education purpose if applicable.
- Scanned copy of Community Certificate if applicable.
- Scanned copy of Certificate from the Medical Board for Persons with Disabilities.
- 8. Scanned copy of Income & Community Certificates in the prescribed format if applicable
- Scanned copy of EWS Certificate issued by Village officer (Applicable to general community candidates, claiming EWS reservation).
- Any other documents mentioned in the Notification of the SGOU.

Note: All certificates required such as community, nativity etc. will also comply to GO(P)No1/2021/PIE&MD dated 7.10.2021 with all the provisions thereof.

Validity of Certificates: The validity of various certificates will be as given in the following
Table:

Sl.No.	Certificate	Validity (as on Closing Date of Application)
1	Non Creamy Layer Certificate	One year
2	Community Certificate	Three years
3	Income Certificate	One year

Certificates in the e-district format can also be used.
Certificates issued after the closing date of application will not be considered
WARNING: Incomplete applications with defective or incomplete certificates or without signature/office seal of the issuing authority will be rejected. No opportunity will be given to incorporate any details/certificates after submission of the online application.

Publishing of accepted data after Initial Screening

The personal and academic details and reservation claims, accepted after initial screening, will be published on the website www.lbscentre.kerala.gov.in for verification. Candidates must verify these details. In case of any complaint, the candidate portal will be opened for a specified period for uploading of valid documents where necessary but are not permitted to change the claims initially submitted. Candidates alone will be responsible for consequences of non verification of their accepted data/details and rejection of application for want of valid documents. No chance will be given to the candidates after the stipulated time. Complaints will not be accepted under any circumstances, after the stipulated time.

14.3. Entrance Examination

Entrance examination will be conducted by the Director, LBS Centre for Science and Technology for the selection of candidates for admission to the Programmes. Candidates who have successfully completed the online submission of application will be permitted to write the entrance examination. They should acquire academic eligibility at the time of admission. The Entrance Examination will be of **One hour Twenty minutes** duration and will be conducted at various centres which will be announced later and the candidates will be given option through online portal to select the suitable examination centre prior to the examination. Admit cards for Entrance Examination will have to be downloaded by the candidate from their homepage at the website www.lbscentre.kerala.gov.in during the time period notified. Admit cards will not be sent by post to the candidates.
(a) The pattern of examination is already mentioned in section 11.1

Number of Questions	120
Total Marks	120
Each question carries	1 Mark
Total Time	120 Minutes
Mode of questions	Objective type multiple choice.
Medium of examination	English

a) Each question carries 1 mark and a negative mark of 0.25 for each incorrect answer. No marks will be awarded or deducted for questions left unanswered.

b) Answer sheets (OMR Answer sheets) will be given to mark the answers. All entries in the OMR Answer sheet including the filling of bubbles should be done by using ball point pen (blue or black ink) only

c) All questions will be of objective type and will be given in the form of a Question Booklet. Each answer with the correct response shall be awarded one mark.More than one answer indicated against a question will be deemed as incorrect response.

d) The Question Booklets can be taken by the candidates at the end of the Examination.

e) In the case of tie in the total marks in the Entrance Examination, it will be resolved as per section 11.1. If further tie exists, the Director, LBS Centre is authorized to formulate criteria for resolving the situation.

f) If any candidate has any complaint regarding the answer keys, the same should be submitted to the Director, LBS Centre for Science and Technology, within 3 working days with valid proof from the date of publication of answer keys in the website www.lbscentre.kerala.gov.in . Complaints received after the stipulated date will not be considered under any circumstances.

g) Publication of Results - The ranked list for admission to the course will be published on the basis of the total marks secured by the candidates for the Entrance Examination. Those who have secured marks above zero will be included in the ranked list.

Warning: - Any malpractice or attempt to commit any kind of malpractice in the examination will result in the summary disqualification of the candidate.

14.4 Guidelines For Uploadeding Images

The candidate has to upload scanned images of photographs and signature to the application portal.

Photograph of candidate:
The Specification of photograph image should be strictly followed.

1. Photographs must be in colour with a light colour background, white is preferable. Images taken by mobile phone/tab is not accepted
2. Photograph should be in passport size format and taken recently. Front view of full face and shoulder portion of the candidate is to be seen clearly in the photograph.
3. The face of the candidate should be at the centre and straight.
4. Photo, wearing caps and dark glasses will be rejected.
5. The scanned image file should be in jpg format (Jpeg).
6. Dimensions of the photograph should be 200 pixels height and 150 pixels width and image file should be between 15 kb and 100 kb file size

Points to be noted:

If the face in the photograph is not clear or the image is not as per the above guideline, your application is liable to be rejected.

In future, Your Admit Card, Data Sheet and Allotment Memo will be printed with the same photograph you have submitted at this stage. Moreover, in the examination hall, the Invigilator has to verify the same photograph for identifying the candidate. So strictly follow the specifications and guidelines for the photo to be uploaded.

14.5 Category List applicable (Mandatory Reservation)

ANNEXURE – I (a) LIST OF SCHEDULED CASTES (SC)

[As Amended by The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002 (Act 61 of 2002) Vide Part VIII – Kerala - Schedule 1 Notified in the Gazette of India dated 18.12.2002, The Constitution (Scheduled Castes) Order (Amendment) Act 2007, The Constitution (Scheduled Castes) Order (Amendment) Act 2016, No. 24 of 2016]

1. Adi Andhra
2. Adi Dravida
3. Adi Karnataka
4. Ajila
5. Arunthathiyar
6. Ayyanavar
7. Baira
8. Bakuda
9. ***
10. Bathada
11. ***
12. Bharathar (Other than Parathar), Paravan
13. ***
14. Chakkiliyan
15. Chamar, Muchi
16. Chandala
17. Cheruman
18. Domban
19. ***
20. ***
21. ***
22. Gosangi
23. Hasla
24. Holeya
25. Kadaiyan
26. Kakkalan,Kakkan
27. Kalladi
28. Kanakkan,Padanna, Padannan
29. ***
30. Kavara (otherthan Telugu speaking or Tamil speaking Balija Kavarai, Gavara, Gavarai, Gavarai Naidu, Balija Naidu, Gajalu Balija or Valai Chetty)
31. Koosa
32. Kootan, Koodan
33. Kudumban
34. Kuravan,Sidhanar,Kuravar, Kurava, Sidhana
35. Maila

36. Malayan [In the areas comprising the Kannur, Kasaragode, Kozhikode and Wayanad Districts].
37. Mannan(മണ്ണാൻ),Pathiyan,Perumannan,Peruvannan, Vannan, Velan
38. ***
39. Moger (other than Mogeyar)
40. Mundala
41. Nalakeyava
42. Nalkadaya
43. Nayadi
44. ***
45. Pallan
46. Palluvan,Pulluvan
47. Pambada
48. Panan
49. ***
50. Paraiyan,Parayan, Sambavar,Sambavan, Sambava, Paraya, Paraiya, Parayar
51. ***
52. ***
53. ***
54. Pulayan,Cheramar, Pulaya, Pulayar, Cherama,Cheraman,WayanadPulayan,Wayanadan Pulayan, Matha, Matha Pulayan
55. ***
56. Puthirai Vannan
57. Raneyar
58. Samagara
59. Samban
60. Semman,Chemman, Chemmar
61. Thandan(excluding Ezhuvas and Thiyyas who are known as Thandan, in the erstwhile Cochin and Malabar areas)and(Carpenters who are known as Thachan, in the erstwhile Cochin and Travancore State) Thachar (Other than carpenters)
62. Thoti
63. Vallon
64. Valluvan
65. ***
66. ***
67. Vetan
68. Vettuvan, Pulaya Vettuvan (in the areas of erstwhile CochinState only).
69. Nerian

ANNEXURE – I (b) LIST OF SCHEDULED TRIBES (ST)

[As Amended by The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002 (Act 10 of 2003) Vide Part - VII - Kerala - Second Schedule Notified in the Gazette of India dated 8.1.2003, G.O. (Ms) No. 06/2014/SCSTDD dated 29.01.2014]

1. Adiyan
2. Arandan[Arandanan]
3. Eravallan
4. Hill Pulaya, Mala Pulayan, Kurumba Pulayan, Kuravazhi Pulayan,PambaPulayan
5. Irular, Irulan
6. Kadar[Wayanad Kadar]
7. ***
8. Kanikkaran, Kanikkar
9. Kattunayakan
10. [Kochuvelan]
11. ***
12. ***
13. Koraga
14. ***
15. Kudiya, Melakudi
16. Kurichchan [Kurichiyan]
17. Kurumans, Mullu Kuruman, Mulla Kuruman, Mala Kuruman
18. Kurumbas, [Kurumbar, Kurumban]
19. Maha Malasar
20. Malai Arayan [Mala Arayan]
21. Malai Pandaram

22. Malai Vedan [Malavedan]
23. Malakkuravan
24. Malasar
25. [Malayan, Nattu Malayan, Konga Malayan (excluding the areas comprising the Kasaragod, Kannur, Wayanad and Kozhikode Districts)
26. Malayarayar
27. Mannan (മന്നാൻ)
28. ***
29. Muthuvan, Mudugar, Muduvan
30. Palleyan, Palliyan, Palliyar, Paliyan
31. ***
32. ***
33. Paniyan
34. Ulladan, [Ullatan]
35. Uraly
36. Mala Vettuvan(in Kasaragod & Kannur districts)
37. Ten Kurumban, Jenu Kurumban
38. Thachanadan,Thachan adan Moopan
39. Cholanaickan
40. Mavilan
41. Karimpalan
42. Vetta Kuruman
43. Mala Panikkar
44. Maratis of Kasargod and Hosdurg Taluk

ANNEXURE – I (c) LIST OF OTHER ELIGIBLE COMMUNITIES (OEC)

[GO (Ms) No.14/2017/BCDD dated: 02.08.2017, GO (Ms)No.7/2013/BCDD dated 19.07.2013, and GO (Ms) No.9/2021/BCDD dated: 18.09.2021 See Clause 5.4.3 (e) OEC (SC) OEC (ST)

OEC(ST)

1. Allar (Alan)
2. Chingathan
3. Irivavan
4. Kalanadi
5. Malayan, Konga Malayan (Kasargod, Kannur, Wayanad and Kozhikode Districts)
6. Kundu-Vadiyan
7. Kunnuvarmannadi
8. Malamuthan
9. Malavettuvar (Except Kasargod and Kannur Districts)
10. Malayalar
11. Panimalayan
12. Pathiyan (other than Dhobies)
13. Hindu-Malayali

OEC(SC)

1. Chakkamar
2. Madiga
3. ***
4. Kudumbi
5. Dheevara/Dheevaran (Arayan, Valan, Nulayan, Mukkuvan, Arayavathi, Valanchiyar, Paniyakal, Mokaya, Bovi, Mogayar, Mogaveerar)
6. Scheduled Caste converted to Christianity
7. Kusavan, Kulalan, Kumbharan, Velaan, Velaar, Odan, Andhra Nair, Andhuru Nair,
8. Pulaya Vettuvan(Except Kochi State)

ANNEXURE – I (d) List of Communities which are eligible for educational concessions as is given to OEC

[G.O (MS) No. 10/2014/BCDD Dated 23.05.2014]

1. Vaniya (Vanika, Vanika Vaisya, Vanibha Chetty, Vaniya Chetty, Ayiravar, Nagarathar and Vaniyan)
2. Veluthedathu Nair (Veluthedan and Vannathan)
3. Chetty/Chetties (Kottar Chetties, Parakka Chetties, Elur Chetties, Attingal Chetties, Pudukkada Chetties, Iraniel Chetties, Sri Pandara Chetties, Telugu Chetties, Udiyankulangara Chetties, Peroorkada Chetties, Sadhu Chetties, 24 Mana Chetties, Wayanadan Chetties, Kalavara Chetties and 24 Mana Telugu Chetties
4. Ezhavathi (Vathy)
5. Ganika
6. Kanisu or Kaniyar Panicker, Kani or Kaniyan (Ganaka) or Kanisan or Kamnan, Kalari Kurup/Kalari Panicker
7. Vilkurup, Perumkollan
8. Yadavas (Kolaya, Ayar, Mayar, Maniyani and Iruman), Erumakkar
9. Devanga
10. Pattariyas
11. Saliyas (Chaliya, Chaliyan)
12. Pandithar
13. Vaniar
14. Ezhuthachan
15. Chakkala/Chakkala Nair
16. Reddiars (throughout the State except in Malabar Area)
17. Kavuthiya
18. Veerasaiva (Yogi, Yogeeswara, Poopandram, Malapandaram, Jangam, Matapathi, Pandaram, Pandaran, Vairavi, Vairagi)
19. Vilakkithala Nair- Vilakkithalavan
20. Vaduka Vadukan, Vadugar, Vaduka, Vaduvan
21. Chavalakkaran
22. Agasa
23. Kaikolan
24. Kannadiyans
25. Kerala Mudalis
26. Madivala
27. Naikkans
28. Tholkolans
29. Thottian
30. Mooppar or Kallan Moopan or Kallan Moopar

ANNEXURE I (e) List Of Socially And Educationally Backward Classes (SEBC) For Whom Creamy Layer Criteria Is Applicable

[Vide G.O. (P) 208/66/Edn. dated 02.05.1966, G.O. (Ms) No. 95/08/SCSTDD dated 06.10.2008 & G.O. (Ms) No. 58/2012/SCSTDD dated 16.04.2012, G.O. (Ms) No. 10/2014/BCDD dated: 23.05.2014, Lr No. 1538/A2/2014/BCDD dated 02.07.2014, G.O. (Ms) No.03/2018/BCDD dated: 09.04.2018, G.O. (Ms) No.05/2020/BCDD dated: 16.03.2020]

I. Ezhavas including Ezhavas, Thiyyas, Ishuvan, Izhuvan, Illuvan and Billava
II. Muslims (all sections following Islam)
III. Latin Catholics and Anglo Indians
IV. Dheevara including Dheevaran, Araya, Arayas, Arayan, Valan, Nulayan, Mukkuvan, Arayavathi, Valinjiar, Paniakkal, Paniakel, Mukaya, Bovis- Mukayar, Mukaveeran, Mogaveera, Mogavirar,Mogayan
V. Viswakarmas including Viswakarma, Asari, Chaptegra, Kallassari, Kalthachan, Kammala, Kamsala, Kannan, Karuvan, Kitaran, Kollan, Malayala Kammala, Moosari, Pandikammala, Pandithattan, Perumkollan, Thachan, Thattan, Vilkurup, Villasan, Viswabrahmanan or Viswabrahmanar, Viswakarmala and Palisa Perumkollan
VI. Kusavan including Kulalan, Kulala Nair, Kumbaran, Velaan, Velaans, Velaar, Odan, Kulala, Andhra Nair, Anthuru Nair
VII. Other Backward Christians (a) SIUC (b) Converts from Scheduled Castes to Christianity (c) Nadar belonging to Christian religious denominations other than SIUC
VIII. Kudumbi
IX. Other Backward Hindus, i.e.

1. Agasa
2. Kharvi
3. Aremahrati
4. Arya, Atagara, Devanga, Kaikolan, (Sengunthar) Pattarya, Pattariyas, Saliyas (Padmasali, Pattusali, Thogatta, Karanibhakatula, Senapathula, Sali, Sale, Karikalabhakulu, Chaliya, Chaliyan) Sourashtra, Khatri, Patnukaran, Illathu Pillai, Illa Vellalar, Illathar
5. Bestha
6. Bhandari or Bhondari
7. Boya
8. Boyan
9. Chavalakkaran
10. Chakkala (Chakkala Nair)
11. Devadiga
12. Ezhavathi (Vathi)
13. Ezhuthachan, Kadupattan
14. Gudigara
15. Galada Konkani
16. Ganjam Reddies
17. Gatti
18. Gowda
19. Ganikaincluding Nagavamsom
20. Hegde
21. Hindu Nadar
22. Idiga including Settibalija
23. Jangam
24. Jogi
25. Jhetty
26. Kanisu or Kaniyar-Panicker, Kaniyan, Kanisan or Kamnan, Kannian or Kani, Ganaka
27. ***
28. Kalarikurup or Kalari Panicker
29. Kerala Muthali, Kerala Mudalis
30. Oudan (Donga) Odda (Vodde or Vadde or Veddai)
31. Kalavanthula
32. Kallan including Isanattu Kallar
33. Kabera
34. Korachas
35. ***
36. Kannadiyans
37. Kavuthiyan, Kavuthiya
38. Kavudiyaru
39. Kelasi or Kalasi Panicker
40. Koppala Velamas
41. Krishnanvaka

42. Kuruba
43. Kurumba
44. Maravan (Maravar)
45. Madivala
46. Maruthuvar
47. Mahratta (Non-Brahman)
48. Melakudi (Kudiyan)
49. ***
50. Moili
51. Mukhari
52. Modibanda
53. Moovari
54. Moniagar
55. Naicken including Tholuva Naicker and Vettilakkara Naicker, Naikkans
56. Padyachi (Villayankuppam)
57. Palli
58. Panniyar or Pannayar
59. Parkavakulam (Surithiman, Malayaman, Nathaman, Moopanar and Nainar)
60. Rajapuri
61. Sakravar(Kavathi),Chakravar
62. Senaithalaivar, Elavania, Senaikudayam
63. Chetty/Chetties including Kottar Chetties, Parakka Chetties, Elur Chetties, Pudukkada Chetties, Iraniel Chetties,Sri PandaraChetties, TeluguChetties,Udiyankulangara Chetties, Peroorkada Chetties,Sadhu Chetties, 24 Mana Chetties, Wayanadan Chetties, Kalavara Chetties and 24 Mana Telugu Chetties 64. Tholkolan
64. Thottiyan, Thottian
65. Uppara (Sagara)
66. Ural Goundan
67. Valaiyan
68. Vada Balija
69. Vakkaliga
70. Vaduvan (Vadugan), Vaduka, Vadukan, Vadugar
71. Veera Saivas (Pandaram, Vairavi, Vairagi, Yogeeswar, Yogeeswara, Poopandaram, Malapandaram, Pandaran, Mata ***deleted

14.4. - Ranked List

Candidates selected as per the Ranked List based on the entrance examinations shall complete the admission registration through the University Admission Portal and remit the required fee for the First Semester (as detailed in Clause 16 of the Prospectus on Programme Fees). The admission process shall be subject to compliance with all applicable UGC–DEB , norms and requirements.

As per the directions of the UGC Distance Education Bureau (DEB), any candidate seeking admission to any University in India for Distance mode programmes shall possess ABC ID and DEB ID. ABC ID can be used as a unified digital identity for all their academic pursuits. (It may be noted that ABC ID and APAAR ID are the same).

Those who have a Digilocker account can create ABC ID and DEB ID through Digilocker. Alternatively, the applicants can use the link provided in the University website (www.sgou.ac.in) for creating ABC ID and DEB ID.

Those who have created ABC ID/ DEB ID earlier need not create it again.

Applicants must provide their personal email ID and mobile number when creating their DEB ID.

The login credentials for the University admission portal will be generated using the **E-mail ID and phone number registered on the DEB Portal.**

If you find any **mismatch or error** in your **E-mail ID** or phone number registered for DEB ID, send an E-mail to update.debid@gmail.com to request the necessary changes or updates. Attach a copy of your ABC ID card along with the email requesting the change. Make sure to provide accurate details in your request to ensure timely processing.

The stepwise instructions assisting the applicants to do the online submission are available in the website (www.sgou.ac.in) and admission portal (https://erp.sgou.ac.in) of the University.

14.5. Fees and Mode of Remittance

Candidates selected as per the Rank List based on the entrance examinations and seeking admission have to remit fees, as stipulated for the programmes concerned, through the ONLINE mode only, without which they cannot complete the submission of application for admission. Each candidate shall remit the fees online through the Admission Portal https://erp.sgou.ac.in or website of the University www.sgou.ac.in.

The University has not authorized any external agencies/institutions/persons to collect any fee on behalf of the University. The University does not collect fees in any other mode than ONLINE through the official admission portal.

15. General Information

Candidates are required to read this prospectus carefully so as to make them fully aware of the eligibility criteria & fee structure of each programme, rules/procedures related to Application/Entrance/Option Registration/ Allotment and all other matters related to Admission

- The eligibility of the candidates is not verified at the time of submission of application and it will be verified only during the admissions. Hence, candidates are advised to ensure that they are eligible for the programmes they have applied for

- All admissions shall be purely provisional, subject to the submission and verification of original certificates/documents in proof of academic eligibility before the concerned University authority. Failure to produce the required certificates on or before the last date notified by the University shall result in cancellation of admission.

- Candidates appearing for or awaiting the results of the final semester/qualifying examination are also eligible to apply. However, such candidates must submit the original qualifying certificates within the stipulated time limit, failing which their admission shall stand cancelled.

- Admission to the MBA and MCA programmes shall be strictly based on performance in the prescribed entrance examinations, as notified by the University.

- Norms to avoid a tie: The first criteria to avoid a tie would be the score in the Entrance Examination and the second criteria would be age seniority

- Appearance of a candidate in the Entrance Examination, or inclusion of a candidate in the rank lists or allotment does not entitle him/her for admission to a Programme, unless the rules regarding eligibility for admission, as laid down in the Prospectus under various Clauses, are satisfied.

- Failure to report for Admission: Candidates who do not take admission on the prescribed date will lose their admission.

- Any other item which is not specifically covered in this prospectus will be decided by the University and the same decision shall be final.

16. Fee for Programmes

16.1. MBA Programme
16.1.1. First Semester Fee –MBA Programme

(to be remitted at the time of admission during first semester)

Sl. No.	Category	Fee (₹)
1	Admission Fee & Prospectus Fee	₹400
2	Affiliation Fee	₹400
3	Matriculation Fee	₹120

4	Eligibility Fee	₹250

5	Tuition Fee
	    1. SLM Fees 3000
	    2. Assignment Fees 500
	    3. Counselling Fees 4500
	    4. Professional training fee 2000
		₹10000

6	Identity Card	100
7	Sports and Arts Activities	200
8	Student Welfare Fund	300
Total		**₹11170**

* SLM will be provided as printed books and online through lDesk mobile app.
**Applicants who require recognition have to remit a recognition fee of ₹350.

16.1.2. Fee for subsequent semesters, i.e from II to IV Semester – MBA

The learners after completion of first semester have to register and remit the semester fees for the second and the subsequent semesters.

NB – Semester registration is mandatory and is applicable to learners opting fee concession also.

Sl. No.	Category	Fee (₹)

1	Tuition Fee
	    1. SLM Fees 3000
	    2. Assignment Fees 500
	    3. Counselling Fees 4500
	    4. Professional training fee 2000
		₹10000

Total		**₹10000**

* SLM will be provided as printed books and online through lDesk mobile app..

SLM in printed version shall be directly sent to the learners address by India Post.

16.2. MCA Programme

16.2.1. First Semester Fee – MCA

(to be remitted at the time of admission during first semester)

Sl. No.	Category	Fee (₹)
1	Admission Fee & Prospectus Fee	₹400
2	Affiliation Fee	₹400
3	Matriculation Fee	₹120
4	Eligibility Fee	₹250
5	Tuition Fee 1. *SLM Fees* *3000* 2. *Assignment Fees* *500* 3. *Counselling Fees* *3500* 4. *Lab Fees* *3000*	₹10000
6	Identity Card	100
7	Sports and Arts Activities	200
8	Student Welfare Fund	300
Total		**₹11170**

* SLM will be provided as printed books and online through lDesk mobile app..
**Applicants who require recognition have to remit a recognition fee of ₹350.

16.2.2. Fee for subsequent semesters, i.e from II to IV Semester – MCA

The learners after completion of first semester have to register and remit the semester fees for the second and the subsequent semesters.

NB – Semester registration is mandatory and is applicable to learners opting fee concession also.

Sl. No.	Category	Fee (₹)
1	Tuition Fee 　1. *SLM Fees*　　　　*3000* 　2. *Assignment Fees*　*500* 　3. *Counselling Fees*　*3500* 　4. *Lab Fees*　　　　*3000*	**₹10000**
Total		**₹10000**

* *SLM will be provided as printed books and online through lDesk mobile app*

SLM in printed version shall be directly sent to the learners address by India Post.

17.　Fees applicable for candidates belonging to SC/ST/OBC-H/Differently Abled Learners categories

Candidates belonging to SC/ST/OBC-H categories eligible for fee concession from E-grantz, will be admitted to the University without collecting the tuition fee at the time of admission. But they need to remit all other fees like Admission Fee, Affiliation Fee, etc. as notified in the admission portal. Such candidates, after getting admission, shall register and submit an application for fee concession in E-grantz portal (https://egrantz.kerala.gov.in) selecting Sreenarayanaguru Open University as their institution. The learners need to submit the print out of E-grantz application for fee concession along with self attested copies of Caste/community/non-creamy layer certificates as applicable, issued by competent authorities as per the rules in force. The fees for the learners thus will be remitted in the candidate's account by the Govt. On receiving the amount, the candidate has to remit the same in the University account without delay. The name of the Institution of study should be entered as Sreenarayanaguru Open University in the e-grants form. Learners not requiring or opting out of fee concession should set the option for fee concession required as 'NO' in the admission portal. After successful completion of Egrantz application it is mandatory for the learners to submit the egrantz application number in the students portal of the University. Those who fail to submit applications for Egrants in time shall be liable to pay the full amount due to the University account.

Differently Abled Learners candidates seeking admission to UG/PG Programmes shall be eligible for fee concession as per *U.O No 1241/AcA1/1/12025/SOU dtd. 02/08/2025*.

N.B -

- **Learners who are eligible to receive e-grants from the government department must hold Aadhaar- and a new PAN-linked zero-balance bank account, exclusively for the transactions of E-grantz. No other transactions should be carried out through this account. At the end of each semester the learner has to produce a copy of the bank statement for the period.**

- **Applications for e-grants submitted without such a dedicated zero-balance account may not be considered by the E-grantz Department for processing.**

- **Existing bank accounts will not be considered for this purpose. A new separate bank account as specified above is mandatory.**

- **If the application for fee concession of the learners gets rejected by the E-Grantz department, the learners are liable to remit the tuition fees & other fees remaining due.**

- **Since the fees for candidates in SC category are being granted to the applicants aadhaar linked bank account, the learners are liable to pay all the pending dues including tuition fee and other fee components to the University within 14 days of receipt of the amount from E-grantz department. Those who do not pay the dues even after receiving the grant, further actions in this regard will be taken as per the Govt. rules and University Regulations.**

- **Learners who are applying in Dual Degree mode (already pursuing another programme in any University/board) are eligible for claiming Egrants from any one institution only.**

18.   Refund of Fees

In the case of an application for admission being rejected due to defects, the fees paid will be refunded to the applicant upon submission of refund application in prescribed format as mentioned in the University website. The amount eligible to be refunded will be decided as per the rules in force and directions of the UGC, and any such amount will be paid to the individual account of the candidate only.

The criteria for refunds for admitted learners who opt to withdraw from programme will be as given below:

Sl. No.	Percentage of refund of fee	Point of time when notice of withdrawal of admission is received in the Institution
1.	100%	15 days or more **before** the formally-notified last date of admission.
2.	90%	Less than 15 days but 5 days **before** the formally- notified last date of admission
3.	80%	5 days **before** the formally notified last date of admission to 15 days **or less after** the formally notified last date of admission
4.	50%	30 days or less, but more than 15 days, **after** formally-notified last date of admission
5	00%	More than 30 days **after** formally notified last date of admission

* All Refund applications are to be placed via the format given in the university website/learners portal only, and within the stipulated time limit. The refund applications must include application/enrollment details, proof of payment, TC (if applicable) and the bank account details for remittance of eligible refund amount. Request for refund of fee through email or any other means will not be considered whatever the reasons cited.

** Late or incomplete refund applications will not be considered. Refunding of Fee is subject to the University Fee Refund Policy only.

*** The applicant is solemnly responsible for any discrepancy in the data submitted.

19.   Documents for Admission

The admission process will commence as per the date shown in the admission notification released for admission to February Session of 2025-26. The notification will include the date of opening the application portal and the last date for submission, along with other details.

The University Grants Commission (UGC) has made it mandatory for all candidates applying for admission to ODL/Online programmes in India to have a DEB ID which can be generated through the link available in our University admission portal. Or any person can directly create

the ID through the facility available on the UGC-DEB website. However, those candidates who do not have a DEB ID can create it using the facility available in the application portal of the University (Please refer to clause 13.2 of the Prospectus for details).

It is mandatory for each candidate to have a valid e-mail ID and mobile number for submitting an application for admission to any programme in the University.

The admission for the provisionally selected candidates on the basis of the entrance examination will be completed in two phases as given below:

1. **Online Submission:** The candidates are required to fulfil admission registration by filling up the details, uploading documents and paying the fee. Candidates must upload self attested copies of the relevant documents.

2. **Physical Verification:** The selected candidates are required to appear before the Regional Centers for the physical verification of the documents submitted online. The applicants found fulfilling all the requirements will be provisionally admitted and such applicants will be able to download admit card in their dashboard. If any discrepancy in the submitted documents are found later, the candidate is only liable for the dame . Applications found to be not eligible/submitted false data/documents will be rejected and reported to the concerned authorities for necessary legal actions.

❖ Applicants granted admission can download admit card from their dashboard.

❖ Applications being rejected, the candidates will be eligible for refund of fee as per rules existing. For refund, there will be an option in their dashboard to submit their Aadhaar linked bank account details. The refund will be made only through the applicants' bank account.

All candidates will be informed of the outcome of the verification process through email and/or text message (SMS/whatsapp) and notification in the dashboard.

20. Admit Card

The admit card will be emailed to the selected candidates who fulfil admission criteria upon successful completion of the verification process. The candidates can download admit cards from their dashboard using their username and password. The admit card is a testimony of their learner status in the University.

21.   ID Card

Learners upon admission will be provided a University Identity Card. The Identity Cards will be distributed through the LSCs concerned. Alternatively, it can be downloaded from the admission portal. The card will be valid till the learners' programme completion. The identity card has to be produced at the time of examination for learner identification.

22.   Programme Delivery

The University has adopted a blended mode of delivery for its Academic Programme as per ODL Regulations. In the spirit of this methodology, the following components of instructions are deployed by the University:

22.1.   Self-Learning Materials (SLM) in the Print Format:

The Self Learning Materials (SLM) in print form, for both theory and practical components of the programmes, will be delivered to the learners through India Post. The Self Learning Materials in print form are carefully prepared adhering to the principles for ensuring self-learning by a team of teachers/experts who had undergone training/orientation in the task. The self-learning materials are meticulously scrutinized by content experts and edited by language specialists to ensure high quality and clarity.

22.2.   Despatch of Self-Learning Materials(SLM)

Study materials prepared by the teachers and experts in the subjects shall be given/despatched to the students in installments during each academic year by hand or by post.

22.3.   SLM in Virtual Book Format:

The Cyber Wing of the University has been preparing the electronic version of the printed SLMs which will be provided online to the learners through the Learning Management System (LMS) integrated to the Learner Dashboard at erp.sgou.ac.in and through the L Desk mobile application. Candidates with a valid enrolment number only will be permitted to access the digital materials. The Virtual Learning Materials (VLM)is enriched with additional reference links, audio/video materials, self-assessment questions etc. to enhance the learning experience and for achieving a greater comprehension and a deeper understanding of the course content.

22.4.   Counselling Sessions at Learner Support Centres (LSCs):

Physical academic counselling sessions for learners are organised at the Learner Support Centers (LSCs) of the University as per the UGC-DEB Regulations, 2020. During these sessions, learners engage face to face with Academic Counsellors who are appointed as per the UGC qualifications and after undergoing an orientation programme organised by the University. They also interact with peers, participate in laboratory experiences, and engage in discussions on administrative and academic matters with the Academic Counsellors and LSC Coordinator.

22.5.   Online Counselling Sessions:

In addition to the required offline counselling sessions, the departments under various Schools of Studies in the University have been arranging online counselling sessions for selected topics at times. On demand, University also arrange Online academic interaction of the learners, across the State, with the faculty members, resource persons and the Heads of Schools of Studies of the University.

22.6.   Recorded Video Sessions:

The Multimedia Division of the Cyber Wing of the University has been preparing recorded video sessions for selected topics within the prescribed syllabus. The sessions include lectures, panel discussions, talk shows with faculty members, subject experts, senior resource persons etc. from the related domains. The contents will be accessible to the enrolled learners through LMS/mobile app.

22.7.   LDesk App & LMS

To ensure easy accessibility of e-contents to the learners, University is providing digital contents viz; flipbook(e-SLM), audio & video Podcasts, Recorded lectures etc to the learners via University's Learner Management System (LMS). The LMS can be accessed by the learners from their dashboard at erp.sgou.ac.in by logging using the email id and password created at the time of admission. The mobile application named 'LDesk' which is available in Google Play Store for the learners will also facilitate access to the learning materials and notifications of the University.

23. Examination and Assessment System

23.1. Self-Evaluation:

The Self-Learning Materials are structured to empower learners to independently evaluate their comprehension of the materials. Following each study unit, exercises are included to facilitate self-assessment, allowing learners to gauge their understanding. In the event of difficulty, learners can address these challenges during the Counselling Sessions for resolution and further clarification.

23.2. University Examination

The evaluation of all UG and PG programmes offered by the University will be based on two components, namely, Continuous Internal Evaluation (CIE) and End Semester Examination (ESE). CIE and ESE will be in the ratio 30:70 (Percentage of total marks) respectively. There shall be End Semester Examinations (ESE) at the end of every semester for all courses as prescribed under the respective curriculum. (The University also proposes to conduct the ESE of the first and second semester together.) The End Semester Examinations shall be conducted at Examination Centres approved by the University. The Continuous Internal Evaluation (CIE), which consists of two assignments per semester will be conducted online.

End Semester Examinations are conducted for each semester of all programmes in accordance with the Examination Calendar. ESE accounts for 70% of the total marks. Minimum marks to pass the ESE will be 30% of the total marks of ESE. There is no minimum mark requirements for CIE. But the minimum pass mark for a course will be 35% of total marks i.e., CIE+ESE. Those learners who fail at the ESE and those who couldn't register for the ESE can apply for their corresponding Supplementary examination once notified

23.3. Grading System:

To assess learner achievements using a standardized metric, the University employs the Grading System. For Undergraduate (UG) Programmes, grading is conducted on a scale of 10, while Postgraduate (PG) Programmes utilize a 5-point scale. Additionally, provision is made to assign a percentage band corresponding to each grade.

Grade and Grade Points			
Letter Grade	**Grade Point (GP)**	**% of Total Marks obtained**	**Class**
O(Outstanding)	10	95% and above	First Class with Distinction
A+ (Excellent)	9	80% and above but less than 90%	
A (Very Good)	8	70% and above but less than 80%	
B+ (Good)	7	60% and above but less than 70%	First Class
B(Above average)	6	50% and above but less than 60%	
C (Average)	5	40% and above but less than 50%	
P (Pass)	4	35% and above but less than 40%. Having 30% or above for ESE is a necessary and sufficient condition for a pass.	
F (Fail)	0	Below 35% (CIE + ESE) or Below 30 % for ESE	
I	0	Could not register for the end semester examination but fulfils the eligibility criteria or cancellation of the examination.	
Ab	0	Absent	
FE	0	Failed due to lack of eligibility criteria	
Equivalent percentage mark shall be = 10 * CGPA			

23.4.   Examination Notification

It consists of examination registration deadlines, application fee details, examination time table, instructions for learners regarding examination registration, examination centres list etc. The examination notification will be available to the learners via University website, Learner Support Centres, Regional Centres and the University HeadQuarters. It will also be circulated online through their respective LSC WhatsApp groups. All the details on examination matters are available in the Examination Hand Book.

23.5.   Examination Registration

In order to register for the End Semester Examination, the learner has to complete the semester registration. Exam registration is possible only through Learners Portal (https://erpsgou.ac.in). Exam registration link will be available in the Notification Panel in the Students dashboard.

23.6.   Examination Centres

Examination centres are available in the districts of Kerala notified by the University. The learners can choose their desired exam centre based on their ease of accessibility. Seats are filled on a First Come, First Served basis. However, the University reserves the right to change the exam centres and the allocation of the same.

23.7.   Examination Admit Card

The University will inform the learners regarding the commencement date for download the Examination Admit Card (EAC) through the Learners Portal. The learners can download the EAC through the link available in the Notification Panel from the Learners dashboard.

23.8.   Prevention Of Examination Malpractices

Any deliberate act of wrongdoing, contrary to the rules of examinations, designed to give an undue advantage to a candidate is considered as Malpractice. Every learner appearing for the CIE & ESE is liable to be charged with committing malpractice(s), if he/she is observed as committing any of the malpractices stated in the "REGULATION FOR THE PREVENTION OF MALPRACTICES IN THE UNIVERSITY EXAMINATIONS –2023 which is available in the University website.

23.9.   Results and Grade Card

The link to get the results, mark sheet/ Grade card is available in the Notification Panel through the Students Dashboard. Results and grade cards are also available in the Examination Tab of University website. The learners can apply for the consolidated Grade Card through the Examination Tab of University website after remitting the prescribed fee.

23.10.   Provisional Certificate

The learners can apply for the Provisional Certificates through the Examination Tab of University website after remitting the prescribed fee.

23.11. Grace Mark:

Grace marks shall be awarded for Sports/Arts in recognition of meritorious achievements and to persons with disability suffering from not less than 40% of any disability as certified by the District Medical Board. To be eligible for the grace marks, the certificate of disability specifying the percentage of disability and certificate of meritorious achievement shall be produced before the University at the time of admission or when ever deemed necessary.

24. Learner Support Services

Recognizing learners as the pivotal stakeholders of the University, a comprehensive array of Learner Support Services has been established. The essential systems are outlined below.

24.1. Help Desk

A dedicated Help Desk operating during working hours (All working days), providing single-window services for all learner-related activities is set up in the University. The Public Relations Officer assisted by supporting staff, is in charge of the Desk.

Phone number: 0474 - 2966841,9188909901, 9188909902 (General Enquiry)

9188909903 (Technical Assistance)

e-mail address: helpdesk@sgou.ac.in

24.2. Student Grievance Redressal Cell:

Exclusively for receiving the grievances of the students, a Students' Grievance Redressal Committee (SGRC) has been constituted with a view to solve the problems faced by students. This ensures speedy and timely solutions to grievances.

An online facility for submitting the grievances of the learners and tracking their status is available at the University. A Cell under the supervision of a designated faculty member is constituted for making necessary arrangements for addressing and resolving the grievances in a time-bound manner.

The University has appointed one Ombudsperson as the appellate body for the Student Grievance Redressal Cell (SGRC). University has an Internal Complaints Cell (ICC) as well.

24.3.   Right to Information (RTI)

The University has a Right to Information Division under the Public Information Officer. The Appellate authority is the Registrar of the University.

24.4.   Scholarships

The learners of the University can avail various scholarships through National Scholarship Portal (NSP) viz. Minority Scholarship, Fisheries Grant and others provided by the State/Central Governments. The eligible learners can avail the scholarship upon submission of application to the concerned Regional Centres for recommendation. Also the University intends to institute scholarships of its own shortly.

24.5.   Library

Learners can make use of books, journals, e-resources and other materials kept in the Library at the Headquarters of the University. Digitized versions of library resources can be accessed online by the learners. A Public Digital Library with the assistance of the Cochin Shipyard Limited is being set up by the University. The State Library Council has given its consent for our Learners to access the library facility under the Council. This project is under process and would be delivered in the near future.

24.6.   Student Welfare, Arts Festival, Sports Meet and Cultural Fest

To promote social, sports and cultural activities among the learners, the University has organized Arts festival, Sports Meet, Cultural Programmes and "Oppam Initiative". The winners of Arts festival and Sports Meets will be awarded a grace mark. The guidelines for the award of Grace Marks are available on the website of the University.

24.7.   Anti-ragging Declaration

The University Grants Commission (UGC), through a circular Vide No.F.21-5/ 2025(ARC/Show-case, Dt. 09.06.2025, has directed the Higher Education Institutions (HEI) in the country to instruct all the Learners to submit an 'Anti-ragging Undertaking' immediately. The UGC has cautioned that it shall be mandatory for all HEIs to ensure the submission of Anti-ragging undertaking by all Learners through the designated website and comply with the UGC Regulations on Anti-ragging 2009. The HEI is also required to submit a comprehensive report on the compliance of the Anti-ragging Regulations.

1. That, it shall be mandatory for all Learners registered with Sreenarayanaguru Open University to submit their Anti-ragging undertaking via designated website: www.antiragging.in soon after their admission. The Learner receives an acknowledgement Email upon submission of his/her undertaking and a copy of it shall be forwarded to the SGOU Email: anti-ragging@sgou.ac.in

2. The Learner(s) failing to comply with the above-direction of the UGC shall be subject to the actions as deemed necessary and appropriate.

As per UGC directions, the admitted learners must submit an anti-ragging declaration in the following format at the time of admission.

UNDERTAKING BY THE CANDIDATE/STUDENT

1. I ……………………………………………………………………………………………. S/o., D/o., Mr./Mrs./Ms. ………………………………………………………………...……… have carefully read and fully understood the law prohibiting ragging and the directions of the Hon'ble Supreme Court and the Central/State Government in this regard.

2. I have received a copy of UGC Regulation on curbing the menace of ragging in higher education institutions, 2009 and have carefully gone through it.

3. I hereby undertake that

   a. I will not indulge in any behaviour or act that may come under the definition of ragging.

   b. I will not participate in or abet or propagate ragging in any form.

   c. I will not hurt anyone physically or psychologically or cause any other harm.

4. I hereby agree that if I am found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and as per the law in force.

5. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this………….……..day of……………..………Month of…………………Year

Signature:

Name: Address:

24.8. Anti-drugs Declaration

Learners must submit an anti-drug declaration while taking admission in the university.

ANTI-DRUG DECLARATION FORM TO BE SIGNED BY THE STUDENT

I.. (Name) son/daughter of Mr./Mrs./Ms…………………………………………… (Name) admitted to………………………………… …………………..………… (programme and year) in …………………….. Sreenarayanaguru Open University during the year …............... hereby agree to the following terms:

1. I am aware that the possession, use, sale and distribution of alcohol/tobacco/any psychoactive substances are wrong and harmful.
2. I shall refrain from using, being under the influence of, possessing, furnishing, distributing, selling or conspiring to sell or possess, or being in the chain of sale or distribution of alcohol/tobacco/any psychoactive substances within the premises of the LSC/University or during any sponsored activities by the LSC/University.
3. I shall report to the authorities of the Institution any irregular behavior that I observe in relation to the possession, use, sale and distribution of alcohol/tobacco/any psychoactive substances which may have occurred at the Institution or during any activities conducted by students or University.
4. I shall support and actively participate in any substance use prevention education programmes which may be organized by the University/Government which would enable me to be a better student and citizen of India.
5. I shall cooperate with the authorities of the University and other relevant authorities in their investigation of any substance-related incident of which I may have information, and to prevent the possession, use, sale and distribution of any psychoactive substances in or around my LSC/University.

Date: ………………………….
Name: …………………………

Signature: …………………..

24.9. Anti-dowry Declaration

Learners must submit an anti-dowry declaration while taking admission in the university

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UNDERTAKING BY THE CANDIDATE/STUDENT

I ……………………………………………………. [Name of Student], do hereby undertake that I

shall not a give or take or abet the giving or taking of dowry; or b) Demand, directly or indirectly from

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the parents or guardians of the bride or bridegroom, as the case may be, any dowry. Note: "dowry" shall have the same meaning as in the Dowry Prohibition Act, 1961. I aver in the full understanding that any breach of the rules or law relating to taking or abetting the taking of dowry shall render me liable for appropriate action including cancellation of my admission to the university / not being granted degree/withdrawal of degree.

Place :………………

Signature :……………………………………………

Date:…………………

Name in Block Letters:………………………………..

Name of programme :………………………………..

25. Centre for Internal Quality Assurance

Sreenarayanaguru Open University has deployed an exclusive centre to ensure quality across all its operational domains by name *Centre for Internal Quality Assurance (CIQA)*. The Centre is headed by a full-time Director with the required administrative staff. Under the Centre, a Quality Assurance Committee has been constituted, adhering to the UGC regulations. The CIQA works on the principle that continuous review as a mandatory requirement for robust quality assurance and enhanced ecosystem. Therefore, primarily, the Centre has been entrusted with the deployment of appropriate strategies for a stratified review system. It covers academics, administration, learner support, quality and safety, and other vital domains of the University. The administration of feedback from Learners and subsequent analysis for necessary action is the major pathway of the Quality Assurance System. The Centre is entrusted to ensure that the learners are absolutely empowered to receive quality services through the enforcement of the benchmarked practice. The Quality Assurance Manual is an approved document of the University which details the policies and procedures of quality assurance. The CIQA Annual Report will be published every year. There shall be a third-party academic audit every five years and an internal academic audit every year by the Centre for Internal Quality Assurance.

26. Career Development and Placement Cell

The University has instituted a Career Development and Placement Cell to cater to the needs of the learners towards a promising career. The Placement Cell of the University assists the learners for getting placement. The University shall conduct Placement training, Job fair etc. on demand

from the learners. The learners have the option to undergo various job oriented certificate programmes offered by the University along with their UG/PG studies.

27.   Community- connect Programmes

Sreenarayanaguru Open University reaches out the potential learners by identifying and educating them on the 'anywhere anytime learning' guaranteed by our University and motivating them to enroll for the programmes of their choice. In pursuance of this philosophy, the University has already undertaken the following social responsibility programmes:

"Samanwaya" The "Samanwaya Project" is an educational initiative provided by Sreenarayanaguru Open University, aimed at offering the opportunity to learn and develop new skills to the inmates of various prisons in the state. This program enables inmates to pursue the UG and PG programmes offered by Open University. By facilitating access to education, the "Samanwaya" project aims to rehabilitate inmates, reduce recidivism, and aid in their successful reintegration into society. This initiative underscores the belief that education can be a powerful tool for personal transformation and social betterment, even within the prison system.

"Darppanam" Sreenarayanaguru Open University, aligning with the mission of the Government of Kerala to reach the milestone of Complete Graduates' State, is having memorandum of understanding (MoU) with various local self-governments to enrol the people who were unable to pursue their studies after higher secondary due to various reasons. West Kallada grama panchayath in Kollam district is the first benefit out of the scheme, by enrolling a bunch of women learners in 2022. The "Darppanam" initiative in Kasargod and Wayanad districts focuses on enhancing educational opportunities for the local population in Kasaragod district.

"Smart Kuttyadi" Similarly, the "Smart Kuttyadi" program in Kuttiyadi, Kozhikode, to improve educational outcomes in Kuttiyadi Panchayat. These initiatives collectively strive to make education more accessible and impactful, fostering personal and community development.

"**Njangalum Collegilekku**" is another remarkable event with the support of Mankada Panchayath under the able support of the MLA aiding the support of GEMS college.
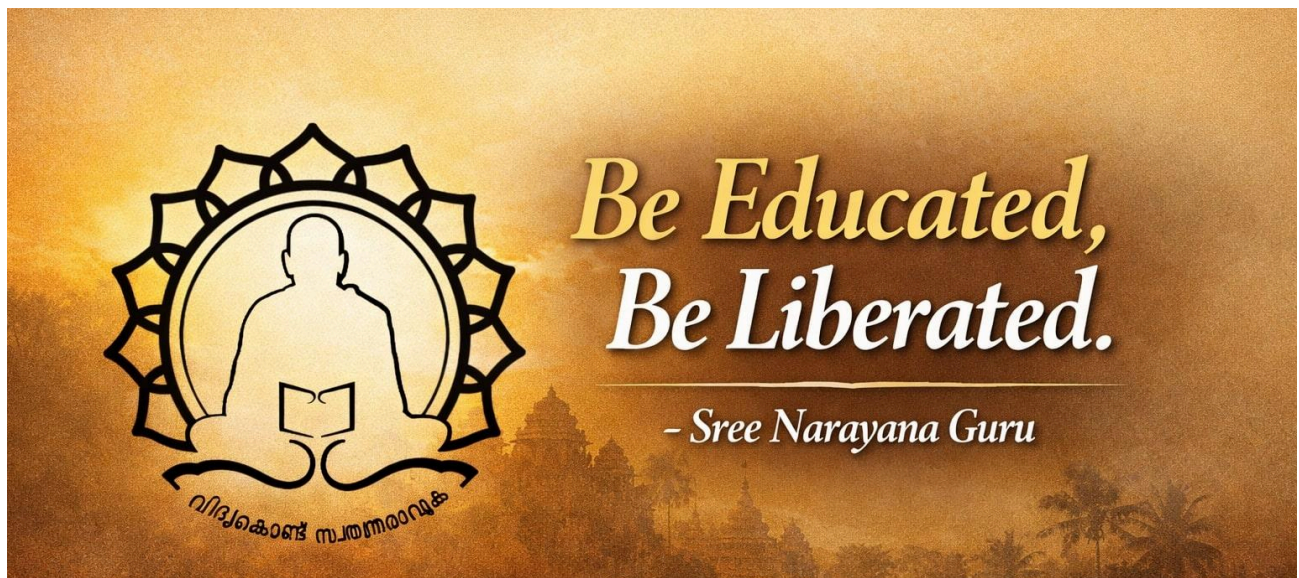
" **Ellavarkkum Birudam** " is another project initiated in Neyyattinkara Panchayat under the MLA for those who wish to pursue their higher education.

"**Fee waiver schemes**" The University extends its helping hands to various sectors of the society including eligible candidates from orphanages, visually impaired, LGBTQ etc. This programme aims to provide equitable access to education by reducing financial barriers for these deserving learners.

29. Green Protocol

The University follows a set of guidelines and practices to minimize environmental pollution and follows green protocol.

*The prospectus shall be subject to amendments, modifications, additions and deletions, issued by the University from time to time.

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