



Prof. G Ram Reddy Centre for Distance Education
Osmania University



Student User Manual

For

Online Admission System



Introduction

Prof. G Ram Reddy Centre for Distance Education(PGRRCDE)(IGNOU) 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

Step-1

- Open the website <http://www.oucde.net/> and click on "Online Services" following home page will display

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

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Student Login
Students enrolled for PGRRCDE Courses can login here to submit their Exam Application Forms and Fee Payments through Credit Card/Debit Card/Net Banking.

Online Admissions
[PGRRCDE introduced online services to the students to take ADMISSIONS into UG, PG, MBA and Diploma courses. There is no age restriction for admission to any course](#)

Online Services
Prof. G Ram Reddy Centre for Distance Education, Osmania University is providing Online Services to facilitate the Students. Admissions, Exam Application Form Submission, Fee payments and Hall Ticket Downloads can be done through the website

FAQs | **Tech Support** | **Contact Us**

For any technical related queries, please send e-Mail to cdeonlineservices@gmail.com

Prof. G. Ram Reddy Centre for Distance Education
Osmania University, Hyderabad - 500 007

Phone: 040-27091605, 040-27098350, 040-27097548, 040-27682275
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- For new admissions click on "Online Admissions"
- You will be navigate to following Admissions page



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Online Admissions For 2017-18

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

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

- Click on the course which you are seeking for admission
- Now you are navigate to the following page

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UG Online Admissions 2017-18

Login, If already Registered

Registration ID *
 Eg: CDE20005
Enter Registration ID sent to your Mobile/Email

Date of Birth *

Da ▼ Month ▼ Year ▼
Enter Date of Birth

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



Admission process is consist of 5steps

Five steps of Registration Process

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

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Registration Instructions

Step 1 Registration → Step 2 Payment → Step 3 Upload Files → Step 4 Fill Application → Step 5 Print Application

Important Links

Notification
Important Dates

UG Registration

Before filling the online application, the candidates must be ready with the following

1. Soft copies of Scanned documents:
 - Colored Passport Photograph (Maximum Size :40 KB)
2. You can payfee through Credit Card / Debit Card / Net Banking
 - For Credit /Debit Card Keep your Credit/Debit Card Information with CW number ready.
 - For NetBanking Keep your account information with Transaction Password ready.

I have read the above instructions.

Note: Please select the above checkbox to proceed.

Register Now

Step-1 REGISTRAION

- 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. This details will be used to further communication

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UG Registration Form

Candidate's Name * (As per SSC/10th Standard)

Gender Male Female Transgender

Date Of Birth * --Da-- --Month-- --Year-- (As per SSC/10th Standard)

Candidate's Mobile Number (10 digits) * The Mobile No. & E-mail ID will be used for all further correspondence.

Email ID *

State *

Select Board *

Fee 300₹ (Registration amount non-refundable)

RTA8

Enter above displayed Number *

Register



Step-2 PAYMENT (Online Registration Fee)

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

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

- After payment is done, Registration ID will be generated
- Click on "Proceed to Fill Application Form" to upload your Photo, Signature
- Do not disclose Registration ID, Keep it till you submit the application form

The screenshot shows the registration completion page. At the top, it displays contact information: Phone: 040-27091605, 040-27098350 and Email: info_cde@osmania.ac.in. The header includes the Prof. G. Ram Reddy Centre for Distance Education logo and name, along with "Online Service" and a "Tech Support" button. A progress bar shows five steps: Step 1 (Registration), Step 2 (Payment), Step 3 (Upload Files), Step 4 (Fill Application), and Step 5 (Print Application). Below the progress bar, it states "Registration completed successfully. Proceed to fill Application Form". A green box displays the "Registration ID : CDE2030". A note below reads "Please note down your RegistrationID, do not disclose to others". A large button labeled "Proceed to Fill Application Form" is at the bottom.



Step-3 UPLOADING PHOTO & SIGNATURE

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

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Step 1 Registration → Step 2 Payment → **Step 3 Upload Files** → Step 4 Fill Application → Step 5 Print Application

Upload Files

Upload Photo *

Choose File | ramu photo.jpg

Colored Photograph with JPEG/JPG format and size must be less than 40KB
Note: The Photograph uploaded will be used for college and hostel Id cards, Scholarships, Examinations and Award of Degree

Upload Signature *

Choose File | RAMU SIN...jpg

Signature with JPEG/JPG format and size must be less than 30KB

Upload & Continue



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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

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

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

UG Admission APPLICATION FORM

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

Course Name: --SELECT-- Check your Eligibility before submission. Click here to view eligibility details

Combination of Options: []

Second Language: Select Second Language []

Candidate Details

NAME OF THE CANDIDATE: GAJULARAMU

FATHER'S NAME: []

MOTHER'S NAME: []

Date Of Birth: 25/08/1990

Gender: M

Category: Select Category []

Identification Marks: 1. []
2. []


Aadhaar Card Number: []

Marital Status: Married Unmarried

Minority: None Muslim Christian Others

Employment Status: Employed SelfEmployed Unemployed

Photo Signature Edit



G. Ramu

Special Category

--select-- []

Details of the Qualifying Examination

Name of the Qualifying Examination: --SELECT-- []

Month & Year of Passing: Month [] Year []

Nationality

Indian

Others

Address for Communication

House No.: []

Street / Locality /Village: []

Mandal / Town / City: []

State: --Select State-- []

District: --Select District-- []

Pin Code: []

Alternate Mobile Number: []

Permanent Address

Same as Communication Address

[]

[]

[]

[]

[]

[]

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

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

Save & Continue



Step-5 **CONFIRMATION, PRINTOUT AND INSTRUCTIONS TO FURTHER PROCESS**

- After submission of your application form you are navigated to 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 will be generated after completion of payment(course fee)

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Logout

[Print Application](#)

Your application submitted successfully, for further proceedings follow the below instructions.

Steps you have completed

1. Registration ✓
2. Registration Payment ✓
3. Upload Photo ✓
4. Application Submit ✓

Further Process

5. Certificate Verification at PGRRCDE, Osmania University
 - o After registration proceed to PGRRCDE, OU with all Original Certificates and one set of xerox copy within 15 working days.
6. Your admission will be confirm after verification of the Original Certificates. Then you can pay the prescribed course fee through online within 15 days.