



**Vijayanagara Sri Krishnadevaraya University**  
**Jnana Sagara, Ballari 583105**



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## **Guidelines for Online Submission of Application for seeking admission to Post-Graduate Programmes for the Academic Year 2021-22**

1. There shall be **only online admission** to all the Post-Graduate Programmes/Courses.
2. A single application for all the Programmes/Courses offered at various University-Departments and Affiliated Colleges for which candidate seeks admission is to be submitted. However, Application Processing Fees is to be paid for each Programme/Course.
3. For submission of application visit **www.vskub.ac.in** and in the main menu on the Home Page, put the mouse pointer on **Admission** and click on **PG** that leads you to Admission Notification 2021-22, Admission Portal and other admission related details.
4. Candidate visiting the Admission Portal has to first register by entering personal mobile number (preferably WhatsApp enabled mobile number). Take care that the device with the Registered Mobile Number (RMN) should always be kept with the candidate until the completion of the whole admission process. You may get important messages to this RMN only.
5. Once the candidate submits the above information, a One-Time Password (OTP) will be sent to the Registered Mobile Number (RMN) for validation.
6. Candidate needs to enter the Name and Date of Birth (as per SSLC/10<sup>th</sup> Marks Card), Email ID and OTP received and set the password and submit. Preserve the password and don't share it with others.
7. After the successful completion of online registration formalities, the candidate will be directed to the sign up page for login.
8. Upon successful login, home page will be displayed to the candidate.
9. Click on **Application Form** to fill the details in the application. In the Application Form candidate needs to fill his/her personal and academic details. Application Form consists of the following sections:
  - Personal details with a space to upload photo

- Communication Details
  - Reservation Details
  - Qualifying Exam Details
  - Programmes for which you wish to take admission
  - Upload scanned copy of documents for verification
10. To avoid chances of losing data entered during application filling, it is advised to click frequently on “Save” and continue the entry. After completion of filling the Application Form and uploading of photo and documents, candidate needs to submit the application. ***Modification of data entered is not allowed after the final submission.*** Therefore, verify carefully the filled in details once again to ensure the correctness of data before final submission and click on “**Final Submission**”. Upon successful submission, an application number will be generated. Candidate needs to keep this application number for future correspondence with the university.
11. Candidate needs to select the Programmes/Courses for which he/she seeks to take admission. Application Processing Fees is to be paid for every programme/course he/she opts. The Application Processing Fees is Rs. 300 per Programme/Course for OBC/GM candidates and Rs.150 per Programme/Course for SC/ST/Category-I candidates.
12. The Application Fees paid at the time of registration and Admission Fees paid at the time of taking admission will not be refunded or adjusted under any circumstances.
13. Upon “Final submission”, candidate needs to fill the options entry.
14. Options entry is a process where the candidate is required to choose Departments/Colleges and programmes/courses from the list of options available with priority. Based on the options entry made, system will allot the seats in the order of merit. Options entry filling format is as shown below:
- | Programme/Course | Department/College | Priority of Option (1 – 15) |
|------------------|--------------------|-----------------------------|
|                  |                    |                             |
|                  |                    |                             |
15. Options entry corrections will be closed before the first round of seat allotment.
16. After the options entry, student can make the payment through payment gateway. Multiple payment gateways are available for making the payment. Upon successful fee payment application will be generated.
17. Candidate needs to print the application and submit at the time of verification of original documents to the Documents Verifying Officers at **Science Block, Vijayanagara Sri**

Krishnadevaraya University, Jnana Sagara (Main) Campus, Ballari without fail. Candidate will not be considered for admission if he/she fails to submit the print out (hard copy) of application and get their original documents verified.

18. Re-printing of application form is available for the candidates who have made the payment through payment gateway.

**Helpline (works between 10 am and 5.30 pm)**

**Sri. Sunil**, Project Manager: Cell No. 6360354230

**Technical Team:** Landline: 080 26762705 and 080 26762706

  
**Registrar**  
**REGISTRAR**  
Vijayanagara Sri Krishnadevaraya University,  
"Jnana Sagara" Campus, Vinayaka Nagar  
BALLARI - 583 105. Karnataka.