## **SVURESET - 2015**



# GUIDELINES FOR FILLING OF ONLINE APPLICATION FOR

Ph. D Courses (Full Time / Part Time)
Offered By

SRI VENKATESWARA UNIVERSITY, TIRUPATI, AP.

Conducted By

### **DIRECTOR**

DIRECTORATE OF ADMISSIONS
SRI VENKATESWARA UNIVERSITY, TIRUPATI, AP.

# Steps to be followed in filling ONLINE SVURESET 2015 application form

## Online Application form filling process:

- 1. The online application for SVURESET 2015 is available at website http://www.svudoa.in
- 2. When you fill online application, you should have the following with you.
  - (a) Your Mobile phone. (b) SVURESET 2015 Information brochure and guidelines
  - (c) Your documents pertaining to your personal details and academic records
  - (d) Softcopy of scanned passport photo and your signature.
- 3. Open the website http://www.svudoa.in from browser (Internet Explorer / Mozilla Firefox)
- 4. After clicking the required button, you will get a detailed menu options screen
- 5. Before proceeding to fill the application, please download and read the *Admission Information brochure* and *Guidelines to fill online application*.
- 6. After reading the Guidelines, Click on **Filling of Online Application** button in the left menu navigation panel.
- 7. There it will open a form for application for Ph.D.: There fill the personal information, Qualifications details, Additional information, Study particulars, Details of fee paid, uploading photo and signature. The Name and other personal details with present address and date of birth. Please fill the details as per SSC or equivalent certificate.
- 8. While entering the personal details, please give correct **MOBILE** number and **Email** address, because all the correspondence from Admission authority (DOA) will be made to Mobile and Email only, No Postal Correspondence will be made under any circumstances.
- 9. After completion of registration details entry, your mobile will receive **SMS** of a security code, please type the security code in the box provided in the **registration form** and immediately your screen will display a message "**verified**" in green color.
- 10. Fill the entire academic, Study, Reservation and other personal details and submit the application. Select the terms and conditions box, click the Continue button. Now it displays the application preview. There it gives two buttons one for Back-Edit for editing any mistakes, Save and print for continuing applying the application. Now it generates the Acknowledgement slip,

- 11. Now your mobile will receive a message "Your Application is submitted successfully with Appl.No: xxxxx (5 digits) and Payment reference ID is: 99999999 (8 digits)".
- 12. Take the printout of this Acknowledgement and pay the test fee by online using SBI Collect. After payment of fee in bank, you will get a mail with all the details submitted by online as a PDF file. You have to take a printout of the same and retain the same until completion of admission.
  - <u>Fee paying process:</u> Click on **Online Payment** Button from left side navigation panel..

    Read the instruction and Click check box to proceed payment and click the **proceed** button.
- 13. After completing fee payment, your mobile will receive a message "Your Application is submitted successfully with Appl.No: xxxxx with Payment Ref.Id: xxxxxxxx".
- 14. If you want to pay by challan, you have to take a printed copy of the challan and pay the application fee at any branch of **SBI**. After payment of **challan**, the applicant has to wait for **one** working day for getting your application successfully registered after which you will receive application to your registered email.
- 15. Send the printed copy of application to the DOA and preserve one printed copy with you until your admission process is completed.
- 16. Online application submission process is completed only after paying the required fee and sends the printed application to DOA center in the university.

You can get a printed copy of registered application at any time using your <u>Application No as User ID</u> and <u>Date of Birth (DDMMYYYY)</u> as password using "<u>Print Filled in Application</u>" option. This option is only for the candidates who paid the fee.

# Before filling the SVURESET 2015 Online Application Form, keep the following mandatory details ready to fill in the appropriate fields: The Mandatory details are as follows:

.No	Details Required	Document to be referred
1	Credit or Debit card / Net banking login details (If payment is being made through Credit/Debit card by online)	Credit Card / Debit Card/ SBI-Collect
	( if not online payment, fee can pay later by using SBI generated challan)	
2	Qualifying Examination : Month & Year of Passed, Percentage of Marks Scored	Marks Memo of the exam passed
	or Qualifying Examination: Month & Year of Appearing, Hall Ticket No.	or Hall ticket of the examination appearing
3	Date of Birth	Birth Certificate / SSC or Equivalent Document
4	SSC/ X Std : Month & Year of Passed, RollNo	SSC / X Std Marks Memo
5	Local Status (AU or Outside AU Area) certificate	Study Certificate from 9 <sup>th</sup> to Degree
	for past 7 years	or
	(i.e. from 2007 to 2015)	Certificate issued by MRO with District of living
6	Income of Parents (Income Less than 1 Lakh,	Income Certificate issued by MRO or competent
	Income Between 1 Lakh to 2 Lakhs, Income	authority – issued in 2015
	More than 2 Lakhs)	For Above 2 Lakhs Certificate is not required
7	Category Certificate (SC / ST /BC Etc.)	The certificate issued by MRO or competent authority
8	Special Category (NCC, PH, Sports, CAP etc)	The certificate issued by competent authority
9	Aadhar Card Number if available	Aadhar Card Issued by Govt. of India
10	Scanned Passport Photo and Signature	Scanned copy of the Photo and Signature
		(signed on white paper only) Each Image is not more than 150 KB in size.
11	Details of PG – Studied if any	Pass / Marks memo Certificate awarded by the university / institution
12	Mobile No & Email ID	Valid Working <b>Mobile</b> Number and
	Note: All the correspondence is done to Mobile	Valid Active <b>Email ID</b>
	SMS / Email only	Note: Mobile should be accompanied with the
		applicant while filling the application by on-line.



# DIRECTORATE OF ADMISSIONS SRI VENKATESWARA UNIVERSITY, TIRUPATI Applications for admission into Ph.D Program for the Year 2015-16 SVURESET



#### **GUIDELINES TO FILL THE APPLICATION FOR SVURESET - 2015**

- 1. The online application form will be available on the websites <a href="http://www.svudoa.in">http://www.svudoa.in</a> from 09.03.2015 5.00 p.m. onwards.
  - **Note:** Candidates are advised to take a printout of the prospectus / instructions to fill the application form from the above websites before proceeding to fill the Application form.
- 2. The online application form can be filled through any computer with internet connection (home/internet café/net center). After going through the prospectus by keeping all the Certificates, soft copies of Scanned Photo and Scanned Signature.
- 3. The payment of registration and processing fee (Rs.1000/- + Bank commission per test) should be made either by SBI generated challan or by online payment gateway (like credit / debit card/netbanking). Bank Charges applicable as per the payment option selected by you.
- 4. e-challan is generated after submitting the personal details through **Online payment** Link (Sample Screen is shown below).
- 5. The fee paid by the applicant is non-refundable.
- 6. The system generated **Application number** is displayed for future reference.
- 7. If candidate is unable to view PDF document Adobe Reader (for PDF files) may be downloaded
- 8. Last date for Online Application Submission is 01-04-2015
- 9. Last date for receiving filled in application is 04 04 2015
- 10. Entrance test is in May 2015.

### Sample Screen shot for Home Page - Next Page



# DIRECTORATE OF ADMISSIONS SRI VENKATESWARA UNIVERSITY, TIRUPATI

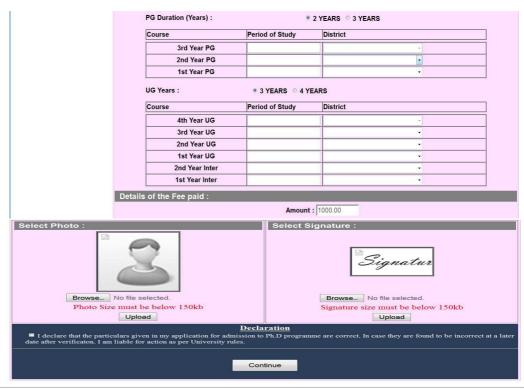


WELCOME TO OBLVENIC	ATECNIADA HIMINEDOFTIV TIDIDATI
WELCOME TO SKI VENKA	ATESWARA UNIVERSITY, TIRUPATI
Home Instructions to fill Online	Directorate of Admissions SRI VENKATESWARA UNIVERSITY, Tirupati SVURESET-2015
Application	
Instruction Booklet	Note:
Filling of Online	1. Online Application is available from 09-03-2015.
Application	2. Application fee Rs 1000/- should be paid through SBI I-Collect Online using Netbanking, Debitcard, Creditcard of
Online Payment	any bank after filling the application.
Print Filled Application	3. Last date for Online Application Submission is 01-04-2015
	4. Last date for receiving filled - in application is 04-04-2015
Registration Status	5. Entrance tests in May 2015.
Halltickets download	3. Entrance tests in May 2013.
PARTICIPAL DI WILLIAM	
Syllabus	Note: Recomended Browsers Internet explorer 8 and above, Mozilla Firefox 10.0 and above.
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Note : Internet Speed must be above 512 kbps. For Speed Test ClickHere
	For Technical problems Please contact on following numbers +91 81251 11998
	on working days between 10.00 am to 05.30 pm
	For Clarrification on regulations and eligibility rules contact
	0877 - 2248589, 2289346, 86864 92092

> The above Filling of Online Application link will display a form as shown below

This form allow you to fill your details like, personal details, education qualification details and other details.

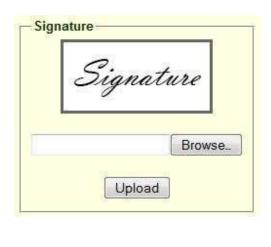
Star manufactife	Appl	DIRECT SRI VENKATES lications for admission		VERSITY, 1 Program 1	TIRUPATI	D15-16 Prof.W.Rajendra Vice Chinicellor
WELCOME	TO SRI VENK	ATESWARA UNIVERSITY, 1	TIRUPATI			
Home	, and	Application for Ph.D:				
Instructions to fil	ll Online	Presonal Information				
Application		Full Name of the Can	didate :			As per PG Certificate
Instruction Bookl	et	Father's / Guardian's	Name :			
Filling of Online		Date of Birth (dd/MM	/yyyy) :			
Application			Gender:	•		
Online Payment			nunity :			
Print Filled Appli	ication	Ac	Idress :			
Registration State	us		District :		•	
Halltickets down	load		State :		•	
			Pin :			
Syllabus		Pho	one No :		Enter with S	TD code
			mail ld :		Litter with 5	1D code
			ile : +91		Places Enter App	licant Mobile No if not Family Member Mobile No
		WOD	iie . 101		Friedde Chiler App	ilicant Woulie No il not i amily Wember Woulie No
		Qualification Details :				
		Select S	ubject :		•	
		Qualified PG C			*	Marks [ % ]:
		Ph.D Course Applie	ed for :	•		
	A	Additional Information :				
		a) Have you qualified in any	of the following e	xamination		
		Test	GATE	UGC NET	CSIR NET	APSET OTHERS
		Indicates YES/NO	NO +	NO -	NO -	NO -
		b) Provisional admission cl	aimed due to awar	WW 11	-	ř T
		Award	DST Inspire	Moulana Az Fellowship	RGNE	Project Fellow in SVU
		Indicates YES/NO	NO -	NO ·	NO -	NO -
	S	Study Particulars :				



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The applicant has to upload his/her Photo & Signature in the prescribed format by clicking the browse button in the application form.





• Click the scanned and stored photograph 'Sample Image' (JPEG image) to upload from the computer.



#### > Upload Passport size Photograph with Signature

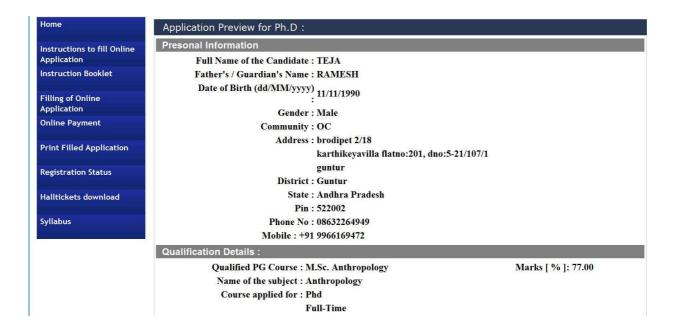
After Verification of Mobile no, Then click "continue" for filling the application

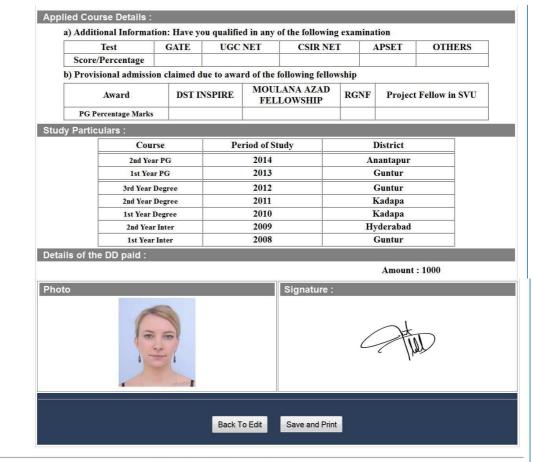
NOTE: You must upload photograph and signature to the correct specified fields. Do not make any mistake in uploading candidate signature and photograph. Photo/Sign should be in ".jpg "format.

- Candidate must have scan / soft copy of passport size photograph "photo.jpg" and signature (Sign on white paper and scan it) as per the sample given below. Maximum limit is 150 KB for photograph.
- 2. Put candidate signature in an area of 2" X 1" on paper with a black ball point pen. Scan that paper. Cut Signature area of 2" X 1" and save it as Signature.jpg". Maximum size **limit is 150** KB for Signature.

A sample of quality of acceptable photograph/signature is given below for the guidance of the applicant.

After pressing the continue button, it will display the application preview as like below screen.





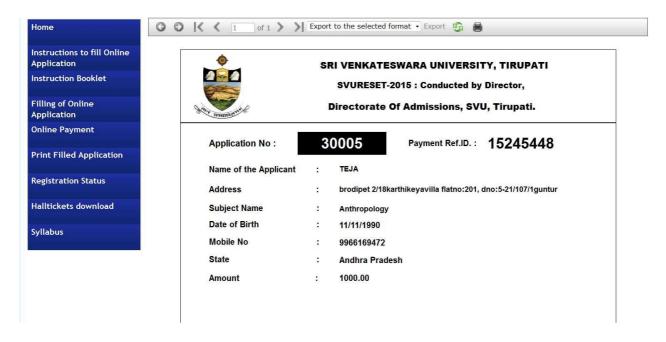
@ 2015 All Copy Rights Reserved

If there is any modification you can go to 'Back – To Edit' button. Application Page will appear, Otherwise you can go to Save & Print button. The Application will be saved when you click Save & Print button. After Saving the Application you will not be allowed for any other modification.

Now it generates the Acknowledgement slip, Take the printout of this Acknowledgement slip and pay the test fee by online using **SBI** Collect

#### The image of Acknowledgement slip

Take the print out of this acknowledgement slip for further references.



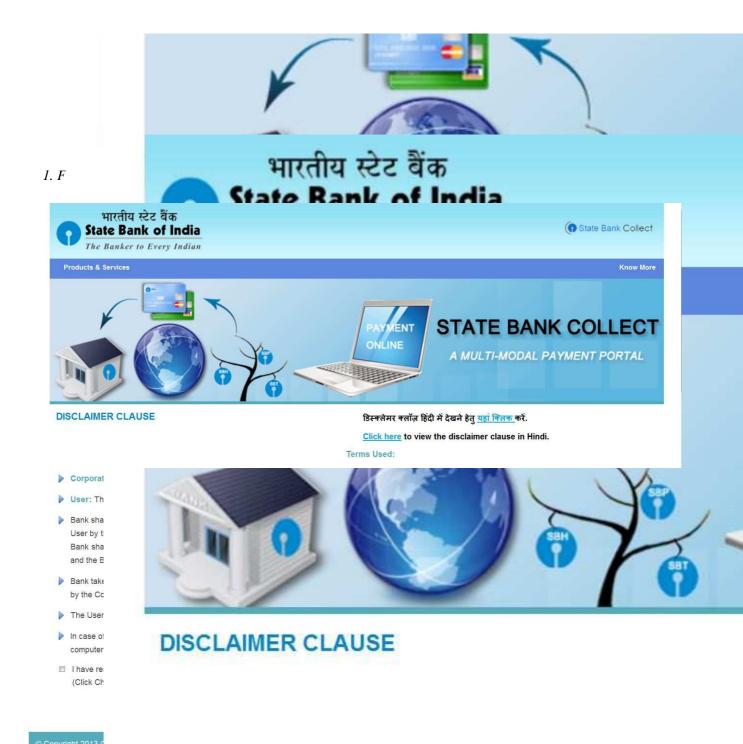
2. Now your mobile will receive a message "Your Application is submitted successfully with Appl.No: xxxxx. Your Payment Ref.Id: xxxxxxxx".

Application filling process is completed; Application submission process is completed only after paying application fee. After paying application fee, automatically your application is submitted and you will get SMS to your Registered mobile number and your will get Email to your registered mail id. After getting mail to your mail id take to print out of your filled submitted application copy, take two copies of your application.

## Fee payment process.

Select the online payment option from left side menu bar in the Home page.

- You have two ways to proceed for the payment
- 1. By Online Payment.
- 2. By CASH Payment mode after collecting SBI generated challan.



Select the **check box** and click on the **proceed** Button for continuing fee payment process.

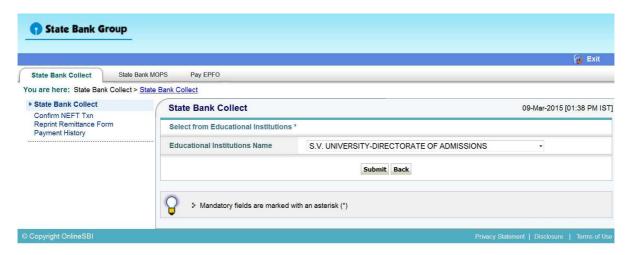
# Note: The candidate can use any Bank Card (Debit / Credit) provided his / her Card is a VISA or MASTERCARD or MAESTRO type.

After entering the correct and mandatory details the web page of Payment through Credit card /Debit card, select the card type (VISA or MasterCard or Maestro) mentioned on the card. Be ready with the Card related details (Card number, Expiry date / From date, Security Code / CVV number etc).

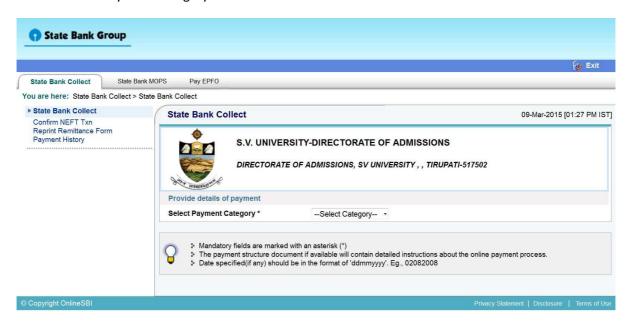
1. Select State: Andhra Pradesh and Type of Institution: Educational Institutions as given below

(	State Bank Collect		25-Mar-2014 [11:00 AM IST]
	Select State and Type of Corporate / In	stitution	
	State of Corporate/Institution *	Andhra Pradesh ▼	
	Type of Corporate/Institution *	Educational Institutions ▼	
		Go	
	Mandatory fields are marked with     State Bank Collect is a unique se     their accounts with the Bank.		mples, charities and/or any other corporates/institutions who maintain

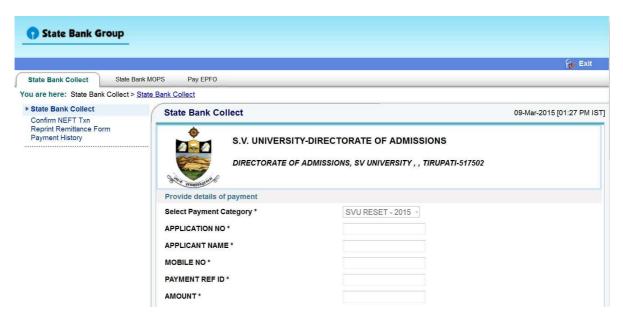
Select Institutional name: "SVU - DIRECTRORATE OF ADMISSIONS" From the list provided

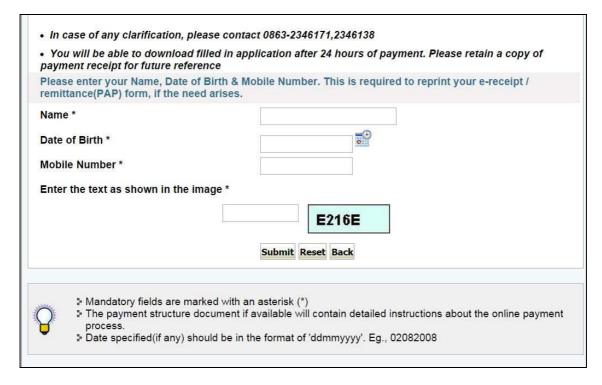


2. Select Payment Category: S.V.UNIVERSITY-DIRECTORATE OF ADMISSIONS

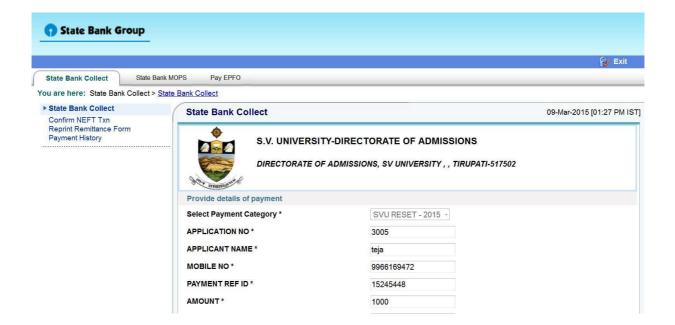


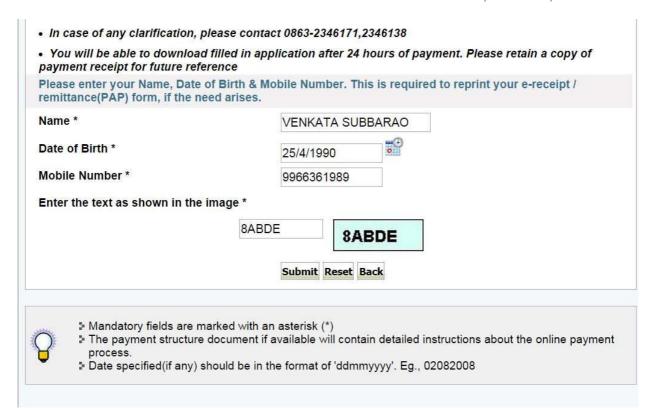
3. After selecting Payment Category SVU RESET 2015, then screen will display the form like this.

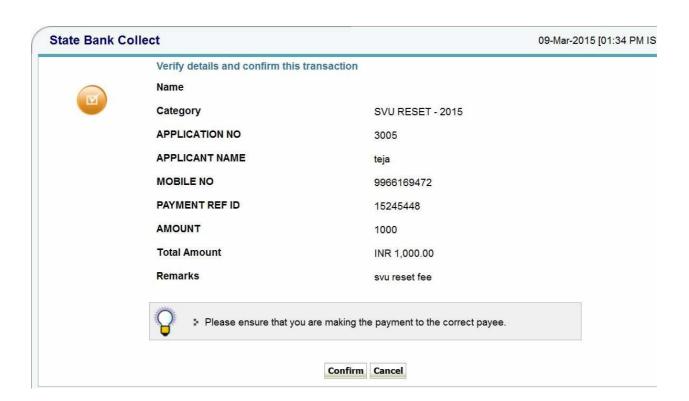




4. After entering the all fields' details press submit button. Then the screen will display details of the applicant as entered in registration process. Check the details and proceed to the next step by filling the other details required. And press submit button

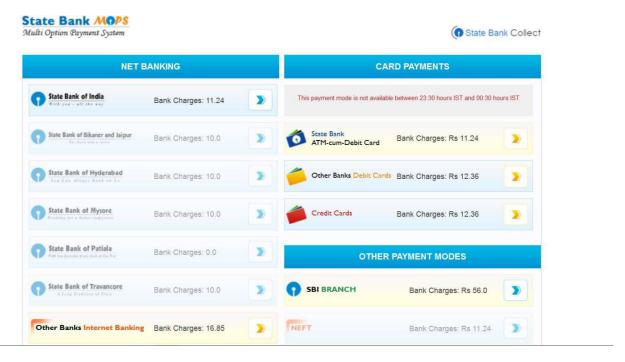






- 5. After verifying the details, press confirm button
- 6. Select the type of payment mode: Net banking / SBI Debit Card / Other Bank Debit Card / Any bank Credit Card / Other bank Net-Banking.

The bank charges are displayed on the respective option. Please check and proceed for the payment by selecting the required option



Select any one of payment option (net banking/card payment) for online payment or select SBI Branch option from other payment modes option for paying through SBI challan.

If you select other payment modes options, SBI branch options it is display the SBI Challan, as like below image. With this Challan, fee can be pay in any SBI Branches.

Sample Copy of SBI Cash challan

State Bank Collect			ositor Copy ाञता पति	State State	e Bank Collect			Branch Sites C
Pre Acknowledgement Psyment(PAP)	Form for Payment through any SBI Branch	Date:	09-03-2015	Pre Ackno	wledgement Psyment(PAP)	Form for Payment the	ough any SBI Brauch	1
	Beneficiary/Remittance Details				lar: Use SCR, 008765 Deposi		State Bank Collect	Dete: 09-03
State Bank Collect Reference No.	DU12602169		- 1		किटचा कार्याचा कार 000765 Fee Collection > State D			Date: 09-03
Beneficiary:	null			1		Beneficiary/Remi	ittance Details	
Category:	SVU RESET - 2015			State Bank	Collect Reference No.	DU12602169	)	
Last Date of Payment;	31-12-2015 23:45		- 1	Benefician	<b>V.</b>	noil		
Remitter	tejs	Rs		Category:		SVU RESET	Γ-2015	
Collection Amount	T	25	1,000.00	Last Date	of Payment:	31-12-2015 2	23:45	
Comission			56.00	Remitter		teja		
Total (Rupees One Thousand Fifty Six	Only)		1,056.00	4				Ra
				Collection	Amount			1,0
Details of Cash / Cheques		Rs	p	Comustion				
	1			Total (Rup	ses One Thousand Fifty Six (	Only)		1,0
	1			Mode of Pa	yment (Choose Either Cash	/ Chaque)		
Total Rs			$\prod$	Cash 🔲 l		ППП		
Instructions for Depositor: This is not at Collect and click on the hyperfinit at the common of a platfori say A. event; and a platfori say A. event; and a platfori say A. event; and Generalte this e - P. a. c. a. t. Of Orion Collection (Collection) and the Collection of Collection (Collection) and Collection	e-raceige, Affac payment, please visit wow or bottom of the page to generate the e-raceigt. है। ई.जर्फ, प्राप्त गर्जन में क्षेत्र प्राप्त अपना करन है अपने प्राप्त गर्जन में क्षेत्र प्राप्त कर के स्थाप है। है अपने प्राप्त अपने में हैं (To be Filled in by the Bank)	ने के ह्यारा कृत्या	a Benk		PAN: a your PAN for Cosh remitta  Cash Notes	*1000 *500 *100 *30 *20 *10		Amount Ra
Instructions for Depositor: This is not at Collect and clock on the hypertink at the number $\frac{1}{6}$ , $\frac{1}{16}$ (see Eq. 4.87); $\frac{1}{6}$	abottom of the page to generate the e-receipt है। \$4ल्पीर जास चल्ले के लिए लोश जता उक्क is Collect ही जातन उसके लोचे के आग है हैं? is चले	ने के ह्यारा कृत्या	Bank	Please quoi	e your PAN for Cash remitta	*1000 *500 *100 *50 *20		Amount Ra

7. Enter Details as requested by the screen and select PAY Button for online payment (for Net Banking)

	19-Feb-2015 [12:35 PM
	Online Virtual Keyboard
User Name *	~ ! @ # \$ % ^ & * ( ) _
	5 8 6 7 4 3 1 9 0 2 -
Password *	wretqyioup{}
☐ Enable Virtual Keyboard	fgadsjkhl[]\
Submit Reset	z x v c n b m < > ; ; '
	CAPS LOCK CLEAR . ,
	FAQ   About Phishing
Click here to	t this transaction and return to the State Bank Collect site.
VerISign This site uses h	secure 256-bit encryption certified by VeriSign.
	you and the service provider. Bank is only facilitating a payment mechanism and is not

भारतीय स्टेट बैंक State Bank of India With you - all the way		
Welcome to State	Bank of India's Secure Payment Gateway	
Dear Customer, SBI Payment Gateway will	secure your payment to MOPS-SBC-OUR-CARD-DR.	
Select the type of card*	Visa ▼	
Card Number *	1111222233334444 (Please enter your card number without any spaces)	
Expiry Date *	Jan ▼ 2017 ▼ (Please enter expiry date provided on your card)	
CVV2 / CVC2 Number *	CVV2 / CVC2 is the three digit security code printed on the back of card)	To calculate areas of 60000000
Name on Card	NAME OF CARD HOLDE	By play that and en-haritat agrees to all service address shall be admissed.  The cost is small by that have haven't pursuant to become the black-clarif behandlood.
Purchase Amount	INR 610.0	
Word Verification '	Type the characters you see in the picture below	3 Digit Card Verification Number
	Pay Cancel	
AFTER PRESSING PAY, KIN	IDLY DO NOT REFRESH AND DO NOT PRESS THE BACK BUTTON.	
ALL INTERNET BASED TRA	ANSACTIONS USING STATE BANK DEBIT CARDS WOULD NEED A 3D S	SECURE PASSWORD.

Follow the screens for paying fee on online.

#### HOW TO TAKE PRINT OUT OF FILLED APPLICATION FORM

- After payment of fee you will get an SMS to your registered mobile number and also get an e-mail to registered email-id with complete application details as PDF file / Applicants can also to visit the website next working day to print the application.
- You can get a printed copy of registered application at any time using your Application No as User ID and Date of Birth (DDMMYYYY) as password using, "Print Filled in Application" option. This option is only for the candidates who paid the fee. (Example: 02101984 for 02/10/1984) to proceed for the application submission.

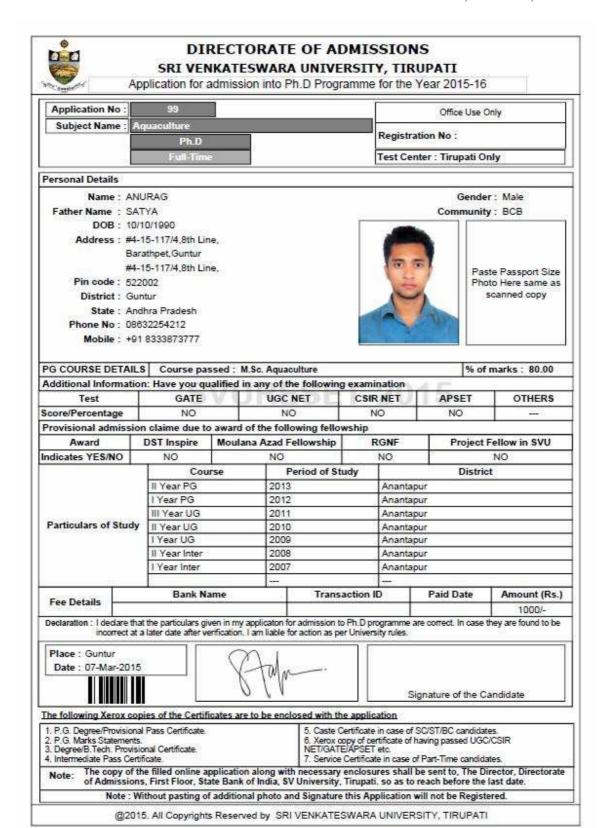
Select the print filled application button from left menu bar in the home page. Then it will display the screen like this. Enter the required details and press the submit button.

Login for Appli	cation Print :
Application No :	
Date of Birth:	
Date of Birth Fo	ormat(DD/MM/YYYY) eg.27/07/1984  Submit
requested to submit the deta	and not able to get the print application are ails of challan paid with following link. bmit challan payment details

The candidate will be allowed to take a copy of printout at any time, but editing / adding information is not allowed once the application is submitted, Sample Printout of Application is given below.

Your submitted application looks like this. Your application submission process is completed automatically after paying the fee. Your application PDF file is generated automatically and it is send to the registered mail id.

Preview of your submitted application form.



#### **Important Note:**

- Read the instruction before filling the application
- Fill the application with accurate details
- Pay the fee through online payment.
- If fee payment is not through online, pay the fee through by selecting other payment option in the payment mode section, select the SBI branch option, it generates the SBI CHALLANA to pay the fee at any SBI Branch. Print out of your application form is generated after paying the application fee (online payment / SBI challana).
- If you won't get the SMS or Email, your application is not submitted successfully. Please contact help-line for the details.
- *Online Application is available from 09-03-2015.*
- Application fee Rs 1000/- should be paid through SBI I-Collect Online using Net banking, Debit card, Credit card of any bank after filling the application.
- Last date for Online Application Submission is 01-04-2015
- The copy of the filled in application with necessary certificates should be submitted either in person or sent by registered post so as to reach on or before 04-04-2015 @ 5.00 pm. to the following address:

The Director

**Directorate of Admissions** 

First floor, State Bank of India (Campus Branch)

S.V. University, Tirupati – 517 502

Incomplete applications will be rejected. Applications received after the specified date will be Summarily rejected and the cost of application will not be refunded. The Director is not responsible for any postal delay or loss in postal transit

• Entrance tests in May 2015.

For Clarification on regulations and eligibility rules contact **0877 - 2248589, 2289346, 86864 92092**.

On working days between 10.00 am and 05.00 P.M