

Module

1

Main Page

About this module

This Module 1 of the training material discusses about the How to Enter For KSOU Application For MBA Student Login?

To start with Ksou Application,

Click on Student

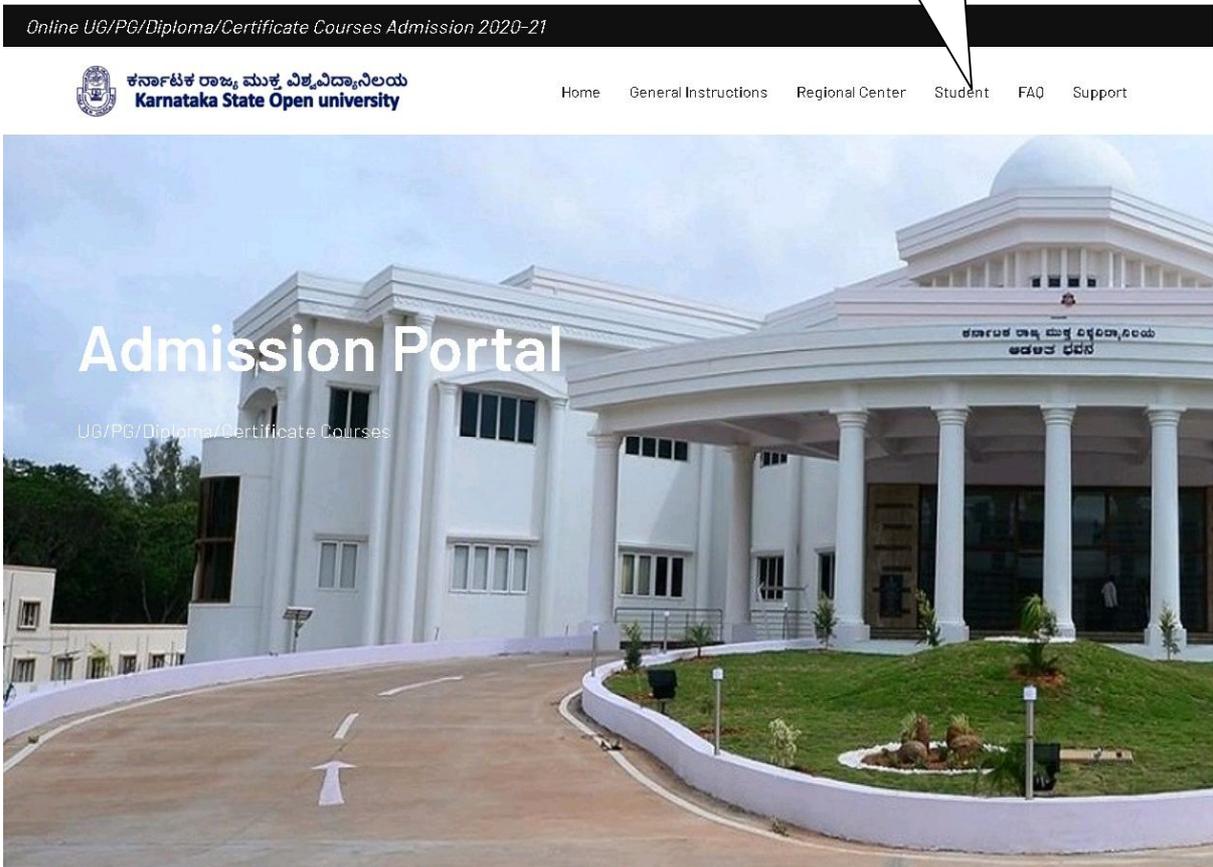


Figure: showing the Main Screen.

After entering KSOU Application, Click on Student Menu would open the Student Registration and Login Page.

Module

1.1

Registration And Login

About this module

This Module 1.1 of the training material discusses about the How to Register and Login For online Application?

To start with Student Menu, You will get screen as shown below.

Online UG/PG/Diploma/Certificate Courses Admission



ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮುಕ್ತ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ
Karnataka State Open university

Home

Click here for New
Registration

CLICK HERE FOR NEW REGISTRATION

Welcome to Online Admission Portal

Instruction to Fill Application Form Online

- 1.If you are a first time applicant you are advised to click the available programme tab on the homepage of the KSOU website and select the desired programme and carefully read the details of programme including eligibility criteria, fee details, duration, etc.
- 2.You are also requested to download the Prospectus and read carefully the **Rules of the KSOU and UGC** in **KSOU MYSORE** Website.
- 3.For Online Admission click Online Admission 2019-20, It will reroute to Online Admission Portal.
- (a).Click on the Menu student for **NEW REGISTRATION** that appears in the Online Admission Portal and fill the required registration details.
- (b).Remember, while choosing your UserName it must be in between 8 to 16 characters.
- (c).While choosing your password It must be alphanumeric and between 8 to 16 characters long.
- (d).After filling the mandatory information click the "REGISTER" button.
- (e).Your username will be instantly sent to you via e-mail or SMS.
- 4.Remember your Username and Password for subsequent login.
- 5.Login Details
 - (a).If you have already registered i.e you are an existing user click the "LOGIN" button in Registered User Section
- 6.**Before proceeding for filling the form online the applicant must have the following--**
 - (a).Scanned Photograph (Between 10 KB to 50 KB)
 - (b).Scanned Signature (Between 10 KB to 50 KB)

Registered User Login

User Name	<input type="text" value="Enter User Name"/>
Password	<input type="password" value="Enter Password"/>

for Online Application Submission

[Click here for Forgot Password?](#)

Figure showing the Student Screen.

You are a New User, Click on 'Click Here For New Registration' button would open the Applicant Register Form Or else already Registered the UserName and Password then enter in 'Registered User Login'. Below Screen Shows Registration Form as Follows

Applicant Registration Form

User Name *	<input type="text" value="SHASHI"/>
Password *	<input type="password" value="....."/>
Confirm Password *	<input type="password" value="....."/>
Date of Birth *	<input type="text" value="20-10-1991"/>
Mobile No *	<input type="text" value="9108130253"/>
Email	<input type="text" value="shashi@gmail.com"/>

* Required Fields

Register
Clear

Click here Register

Click Here After Registration

Figure: showing the Registration Form.

After entering correct Username, Password, Date Of Birth ,Mobile No. and Email, Click on 'Register' button it will be saved and click on 'Login' Menu. You will get below Screen Shows Login Form as Follows

Registered User Login

User Name	<input type="text" value="SHASHI"/>
Password	<input type="password" value="....."/>

for Online Application Submission

Login
Clear

[Click here for Forgot Password?](#)

Click here Login

Click Here After Registration

Figure: showing For Login.

After entering correct Username and Password, Click on 'Login' button would open the Application and click on 'Clear' button would not open the application. Even with wrong Username or password user would not be allowed to login the application.



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Karnataka State Open University

Online Admission System

Welcome, shashi12345

Home
Fill Application
Upload Photo & Signature
Make Payment
Download
Logout



Information! you are requested to make Sure Regional Center, Study Center, Course and Fee structures.

Figure: showing the Home Page.

Module

1.2

Understanding the Application Module

About this Module.

This Module 1.2 of the training material deals with the Application module of KSOU Application which is the main Online application Filling and Photo Uploading

Application Module
Application Entry
Photo Signature Upload
Processing Fee Payment.
Download

The main topics covered in this module are

- ⊕ Application Entry
 - Personal Details
 - Course Details
 - Education Qualifications
 - Other Information
 - Skill Development Programme
- ⊕ Photo Signature Upload
 - Photo Upload
 - Signature Upload
- ⊕ Processing Fee Payment
 - Through Net Banking
 - Through Debit Card or Credit Card
 - BHIM UPI OR Google Pay
- ⊕ Download

Application Entry

1. Application Entry

i. How to access Application Entry Form?

Step 1: Select the Application Entry

ii. Illustration

Case: Consider a Application "19000001" in the form.

How do we proceed the Application Entry ?

Step	Procedure being executed
------	--------------------------

Step1	Select Application Entry, Enter new Application entry data
-------	--

Step2	Header Content: Auto generated Sl. No., Enter Candidate Name, DOB, Gender, Mother Name, Father Name, Address, Nationality, Caste Category, Mobile No. Email Id etc...
-------	--

Step3	Click on Save Button.
-------	------------------------------

Step4	Record Saved on clicking Save Button then click on Next Button, and to add the Photo and Signature, Also you can Clear the record by clicking Clear button.
-------	---

Step5	Finally Click on Save Button to Save the record.
-------	---

Online Application For M.B.A Entrance Exam (* Required Fields)

Personal Details

Candidate Name(As Mentioned in SSLC Marks Card) * VINAY

Date of Birth * 03-12-2000 Gender * MALE

Mother Name * Uma Father/Husband/Guardian Name * SriKant

Address of the Student for Correspondance * #41 Ramurthynagar bengaluru-560056

Nationality * Indian Religion Hindu

Domicile * KARNATAKA Aadhar No * 123654123612

Category-Caste -Subcaste * GM Bharmins Hindu

Whether Belongs DIFFERENTLY ABLED DEFENCE RURAL URBAN BPL (Womens Only) KALYANA KARNATAKA(HK)

Mobile No * 9996889521 Land Line No Enter Land Line No

E-Mail * vin@gmail.com Annual Income 100000

Applicant's Profession * AGRICULTURE Social Welfare Online No(SC/ST Only) No

Bank Account No 21212 Account Holder Name 212121

Bank Name & Branch 2121212 IFSC Code 1212121

Course Details

Year * 1 YEAR

Course * M.B.A Medium * ENGLISH

Stream * M.B.A Entrance Examination Centers MYSURU-1

Education Qulifications(SSLC onwards)

Sl	Examination Passed	Actual Passed	Board/University	Year of Passing	Register No	Subjects/Combination Studied	Max Marks	Marks Obtained	% Obtained	Class Obtained
1	SSLC/EQUIVALENT	SSLC	STATE	2015	20158588	STAE	500	200	40	SC
2	PUC/EQUIVALENT	PUC	STATE	2016	201655222	STAE	400	250	62.5	FC
3	UG DEGREE/EQUIVALENT	0	0	0	0	0	0	0	0	0
4	OTHERS	0	0	0	0	0	0	0	0	0

Other Information

Is Candidate in Service? * Yes No

Whether Working at Elementary/Primary Level? * Yes No

Total Service(In Year) * 0 Date Of Joining Service * dd-mm-yyyy

Designation * Enter Designation Nature of Employment * Nature of Employment

Name of the Institution in which currently working * NA

Address of the Institutions * NA

Skill Development Programme(Choose any One)

SELECT ANY ONE 1 SKILL DEVELOPMENT TRAINING

- COMPUTER FUNDMENTALS
- WEB DESIGNING
- COMPUTER HARDWARE TECHNOLOGY
- DESKTOP PUBLISHING
- BASICS OF NETWORKING
- COMMUNICATION SKILLS
- ADALITHA KANNADA BASHE
- COMPUTER NETWORK

Save Clear Next

Figure: showing the Online MBA Application Entry Form filled with Illustration data

Outcome of providing the collection information in this form is that the collection information is recorded in the KSOU application. The record is identified by a system generated "Application No.". This number will be visible throughout the KSOU Application.

2. Photo Signature Upload

Step 1: Select Photo & Signature Upload.

i. How to access Photo Signature Upload?

The screenshot shows the 'Upload Photo and Signature' page. At the top, there is a header with the university logo, name in Kannada and English, 'Online Admission System', and a user welcome message. Below the header is a navigation menu with 'Home', 'Fill Application', 'Upload Photo & Signature', 'Make Payment', 'Download', and 'Logout'. The main content area is titled 'Upload Photo and Signature' and contains two sections: 'UPLOAD PHOTO' and 'UPLOAD SIGNATURE'. Each section has a 'Choose File' button and a 'No file chosen' message. Below these sections is a blue bar with the text '* Upload 10KB to 50KB Photo and Signature'. At the bottom, there are three buttons: 'Previous', 'Update', and 'Next'.

Figure: showing For Uploading The Photos and Signature.

⊕ How do we proceed to Upload Photo & Signature?

Step	Procedure being executed
Step1	Browse the data and choose Your file as per your requirement..
Step2	Click on Update button at the bottom to Update Changes.
Step3	Click On Next button at the bottom. You will get Application View to Processing Fee.

3. Processing Fee Payment.

⊕ How to access Processing Fee Payment?

Step 1: Select Processing Fee Payment.

How do we proceed To Processing Fee Payment ?

Step	Procedure being executed
Step1	Here We get Application View Details.
Step2	View Required details
Step3	Click on Proceed For Payment Button, it goes to Payment Procedure.

Home Fill Application Upload Photo & Signature Make Payment Download Application Change Password

Application Details

Personal Details

Application Number	19000030	Candidate Name	VINAY
Date of Birth	2000-12-03	Gender	MALE
Mother Name	Uma	Father/Husband/Guardian Name	Srikant
Address	#41 Ramurthynagar bengaluru-560056		
Nationality	Indian	Religion	Hindu
Domicile	KARNATAKA	Aadhar No	123654123612
Category-Caste-Subcaste	GM	Bharmins	Hindu
Whether Belongs	<input type="radio"/> DIFFERENTLY ABLED <input type="radio"/> DEFENCE <input type="radio"/> RURAL <input type="radio"/> URBAN <input type="radio"/> BPL (Womens Only) <input type="radio"/> KALYANA KARNATAKA(HK)		
Mobile No	9986889521	Land Line No	
E-Mail	vin@gmail.com	Annual Income	100000
Applicant's Profession	AGRICULTURE	Social Welfare Online No(SC/ST Only)	No

Course Details

Course	M.B.A	Medium	ENGLISH
Stream	M.B.A	Entrance Examination Centers	MYSURU-1

Education Qualifications(SSLC onwards)

Sl	Actual Passed	Board/University	Year of Passing	Register No	Subjects/Combination Studied	Max Marks	Marks Obtained	% Obtained	Class Obtained
1	SSLC	STATE	2015	20158588	STAE	500	200	40.00	SC
2	PUC	STATE	2016	201655222	STAE	400	250	62.50	FC

Other Information

Is Candidate in Service? *	<input type="radio"/> Yes <input checked="" type="radio"/> No	Whether Working at Elementary/Primary Level? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Total Service(In Year) *	0	Date Of Joining Service *	dd-mm-yyyy
Designation *	Enter Designation	Nature of Employment *	Nature of Employment
Name of the Institution in which currently working *	NA		
Address of the Institutions *	NA		

Skill Development Programme(Choose any One)

SELECT ANY ONE 1 SKILL DEVELOPMENT TRAINING

- COMPUTER FUNDAMENTALS
- WEB DESIGNING
- COMPUTER HARDWARE TECHNOLOGY
- DESKTOP PUBLISHING
- BASICS OF NETWORKING
- COMMUNICATION SKILLS
- ADALITHA KANNADA BASHE
- COMPUTER NETWORK

Fee Details

Processing Fee	0.00
Fine Amount	0.00
Platform charges	30.00
Total Fee	30.00

Figure: showing the MBA Application in View Mode

Proceed For Payment



Processing Fee Payment	
Candidate Name	SHASHIKANTH
Application No	19000033
Course & Year	B.Com 1 YEAR
Mobile No	9108135257
Email	kurleshashi@gmail.com
Processing Fee	300.00
Platform Charges	0.00
Total Fee	300.00
<p>I hereby declare that I have read and understood the terms and conditions of eligibility for the programme for which I seek admission. To the best of my knowledge and belief, I fulfill the minimum eligibility criteria and I have provided necessary information and relevant documents with this application</p> <p><input checked="" type="checkbox"/> I Agree that the above information is correct</p>	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Make Payment</div> <div style="margin-left: 100px;"> <input type="button" value="Make Payment"/> <input type="button" value="Cancel"/> </div> </div>	

Figure: showing the Proceed Payment Mode

How do we proceed To Make Fee Payment ?

Step	Procedure being executed
Step1	After Click on Make Payment Button, it goes to Payment Procedure.
Step2	View Required Payment Details
Step3	Select a Payment Method and click on Pay Now Button.

← Back

HDFC BANK SmartHub

SHASHI
 Email: shashi@gmail.com
 Contact: 9108135257

Pay through **EASYEMI** with HDFC Bank Credit Cards

Select a payment method

- HDFC Debit Card**
All debit cards by HDFC Bank
- HDFC Credit Card**
All credit cards by HDFC Bank
- Other Bank Debit Card**
Visa, Mastercard, Maestro, Rupay
- Other Bank Credit Card**
Visa, Mastercard, Amex
- HDFC Netbanking**
Pay with HDFC Netbanking Account
- Other Bank Netbanking**
Pay with Internet Banking Account
- PayZapp**
Pay using PayZapp Wallet
- UPI**
Pay using BHIM, Tez and other UPI apps

Amount payable is
₹300

Pay using UPI

Enter your VPA

PAY NOW

Powered by **Razorpay**

🔒 Your transaction is processed through a secure 128-bit HTTPS Internet connection.

VISA Mastercard AMEX PCI compliant

Figure: showing the Payment Mode

4. Download Application

1. How to access Download Application Form?

Step 1: Select Download Application

Home Fill Application Upload Photo & Signature Make Payment Download Application Change Password

Application Download

Sl	Appln No	Name	Course	Fee Type	Amount	Payment ID	Date	Status	Print
1	19000033	SHASHIKANTH	B.Com I YEAR	PROCESSINGFEE	300.00	pay_Dnim4sT6ChIKW0	03-12-2019	Success	Download
2	19000033	SHASHIKANTH	B.Com I YEAR	PROCESSINGFEE	300.00				Failure

Figure: showing the Download Mode

Download

How do we proceed the Application Entry ?

Step Procedure being executed

Step1 Select Operation you wish to perform. Here, click on **Download** button of a record you would like to download details from Application entry.

Step2 You can view the report format in new Tab

Step3 Finally Click on **Download** Button to Print the record.

SAP CRYSTAL REPORTS *

1 of 1+ 75%

Main Report

KARNATAKA STATE OPEN UNIVERSITY
Mukthagangothri, Mysuru-570006

Application Number :19000003 Date : 16/Nov/2019

Online admission Application for B.Com I YEAR

Application Basic Details

Name	SPOORTHI JAGAN	 
Father Name	JAGAN	
Mother Name	MANJUSHA	
Email Id	spoorthi.jk@gmail.com	
Mobile	7760180670	
Date of Birth	12/16/1994	
Gender	FEMALE	
Nationality	INDIAN	
State		
Bank Account Number		
Account Holder Name		
Bank Branch Name		
Bank IFSC Code		
Communication Address	#204/1 3RD MAIN 7TH CROSS MARUTHI NAGAR, BENGALURU	

Application Program Details

Program Type	B.Com I YEAR
Regional Center	BENGALURU (CHAMARAJPET)
Study Center	ABBAS KHAN COLLEGE FOR WOMEN
Medium	ENGLISH

Application Subjects Details

LANGUAGE	
HINDI	
URDU	
OPTIONAL	
BCOM	
COMPULSORY	
ICHR & ES	
SKILL	

Figure: showing the Application Download

Logout

How to Logout?

Step 1: Click to this symbol exist at top right side



Figure showing logout information for user

Click Here to logout