



**Guide  
to  
Registration Process  
for Admission  
to Courses  
Under  
Directorate of Open & Distance  
Learning  
Guru Nanak Dev University, Amritsar  
2022-23**

# Handbook on Admission Process for Open & Distance Learning Courses under GNDU

## University Website

1. Visit GND University Website at <https://online.gndu.ac.in/> or <https://odl.gndu.ac.in/>



2. Hover your mouse pointer over Admissions Tab/Menu
3. Click on **Open & Distance Admission**



4. You will be welcomed at Directorate of Open & Distance Learning Homepage

## Handbook on Admission Process for Open & Distance Learning Courses under GNDU

Student Login Form

Student ID

Password

[CLICK HERE TO SUBMIT](#)

[Click Here for New Registration](#)

Developed By: Centre of IT Solutions, Guru Nanak Dev University, Amritsar

5. Click on '**Click Here for New Registration**'

Student Login Form

Student ID

Password

[CLICK HERE TO SUBMIT](#)

[Click Here for New Registration](#)

Click Here for Registration →

Developed By: Centre of IT Solutions, Guru Nanak Dev University, Amritsar

6. You will then be welcomed at **Punjab College Admission Portal**

Guru Nanak Dev University, Amritsar  
Registration for Admission - 2018-19

For proper functioning of this

Already Registered Student of G.N.D.U.  From other Board/University

In case of any Private-Admission problem, Contact us (From Monday to Friday (Working Days) Between 9A.M. to 5P.M.) 0183-2258802 to 09 (ext. 3062, 3063, 3064, 3065), 9501348889, 7008294600, 8054668054, 9501113713 or email us at [helpdesk.gnduexam@gmail.com](mailto:helpdesk.gnduexam@gmail.com)  
In case of any College-Admission problem, Contact us (From Monday to Friday (Working Days) Between 9A.M. to 5P.M.) 0183-2258802 to 09 (ext. 3016), 9855504507, 7986788065, 7347625335, 8559010309 or email us at [helpdesk@gndu.ac.in](mailto:helpdesk@gndu.ac.in)

7. If you have pursued your education from GNDU and are already registered with GNDU, Select first option '**Already Registered Student of G.N.D.U.**' and fill in required details.



## Handbook on Admission Process for Open & Distance Learning Courses under GNDU

Guru Nanak Dev University, Amritsar

For proper functioning of this site use GOOGLE CHROME BROWSER

Already Registered Student of G.N.D.U.  From other Board/University

**Search Particulars**

Enter Latest University Roll No.  
(Eleven Digits- Not Starting With 9)

Enter University Registration No. (e.g.  
2001.ABC/A.123456)

Search using particulars (You have to  
give maximum two starting  
characters of each column)

Name  Father Name  Mother Name

In case of any Private-Admission problem, Contact us (From Monday to Friday (Working Days) Between 9A.M. to 5P.M.) 0183-2258802 to 09 (ext. 3062, 3063, 3064, 3065), 9501348899, 7009294600, 8054668054, 950113713 or email us at [helpdesk.gnduexam@gmail.com](mailto:helpdesk.gnduexam@gmail.com)  
In case of any College-Admission problem, Contact us (From Monday to Friday (Working Days) Between 9A.M. to 5P.M.) 0183-2258802 to 09 (ext. 3016), 9855504507, 7986788065, 7347625535, 8559010309 or email us at [helpdesk@gndu.ac.in](mailto:helpdesk@gndu.ac.in)

8. If you have just qualified/passed the 10+2 examination or have pursued your higher education from some other University, Select '**From other Board/University**' option and fill in required details accurately. Students, who have already registered with GNDU (qualified the Graduate/Post Graduate Degree/Diploma/PG Diploma from GNDU) will select the option '**Already Registered Student of G.N.D.U.**'.

Guru Nanak Dev University, Amritsar

Registration for Admission - 2018-19

For proper functioning of this site use GOOGLE CHROME BROWSER

Already Registered Student of G.N.D.U.  From other Board/University

**Enter Previous Class Details**

Select Previous Board/University

Previous Class

Month and Year of Passing

Previous Roll No.

UID (Aadhar No.) (Optional)

In case of any Private-Admission problem, Contact us (From Monday to Friday (Working Days) Between 9A.M. to 5P.M.) 0183-2258802 to 09 (ext. 3062, 3063, 3064, 3065), 9501348899, 7009294600, 8054668054, 950113713 or email us at [helpdesk.gnduexam@gmail.com](mailto:helpdesk.gnduexam@gmail.com)  
In case of any College-Admission problem, Contact us (From Monday to Friday (Working Days) Between 9A.M. to 5P.M.) 0183-2258802 to 09 (ext. 3016), 9855504507, 7986788065, 7347625535, 8559010309 or email us at [helpdesk@gndu.ac.in](mailto:helpdesk@gndu.ac.in)

9. After you have filled in your details and uploaded your passport size picture & signatures (in jpg format bearing file size not more than 20kb). You will be redirected to your registration page. (see pic for example)

## Handbook on Admission Process for Open & Distance Learning Courses under GNDU

**Guru Nanak Dev University, Amritsar**  
**REGISTRATION FORM**

Home  
College Admission (Regular)  
**Open and Distance Learning Admission**  
Private/Reappear Admission  
Apply for Special Chance  
Apply for Improvement Special Chance  
Logoff

**Student Details**  
(Student should check his/her dashboard regularly for any latest information/status)

|                   |                    |               |
|-------------------|--------------------|---------------|
| Student ID: 20180 | Name:              | Gender:       |
| Father Name:      | Mother Name:       | Marks (%age): |
| Regn. No.:        | E-mail: _gmail.com | Mobile: 8146  |

Click on -Select- to select class.

Print Form | Pay Online | Print Challan | Print Admit Card | Print Practical Admit Card

Transaction Details

10. Now, you need to click on 'Open and Distance Learning Admission' tab on left side.

**Guru Nanak Dev University, Amritsar**  
**REGISTRATION FORM**

Home  
College Admission (Regular)  
**Open and Distance Learning Admission**  
Private/Reappear Admission  
Apply for Special Chance  
Apply for Improvement Special Chance  
Logoff

**Student Details**  
(Student should check his/her dashboard regularly for any latest information/status)

|                   |                    |               |
|-------------------|--------------------|---------------|
| Student ID: 20180 | Name:              | Gender:       |
| Father Name:      | Mother Name:       | Marks (%age): |
| Regn. No.:        | E-mail: _gmail.com | Mobile: 8146  |

Click on -Select- to select class.

Click Here to Apply for Course under ODL Mode.

Print Form | Pay Online | Print Challan | Print Admit Card | Print Practical Admit Card

Transaction Details

11. Enter your Login/Student ID and Password you just registered and click on 'Click here to submit' button.

### Student Login Form

|                                      |       |
|--------------------------------------|-------|
| Student ID                           | 20180 |
| Password                             | ***** |
| <a href="#">CLICK HERE TO SUBMIT</a> |       |

[Click Here for New Registration](#)

## Handbook on Admission Process for Open & Distance Learning Courses under GNDU

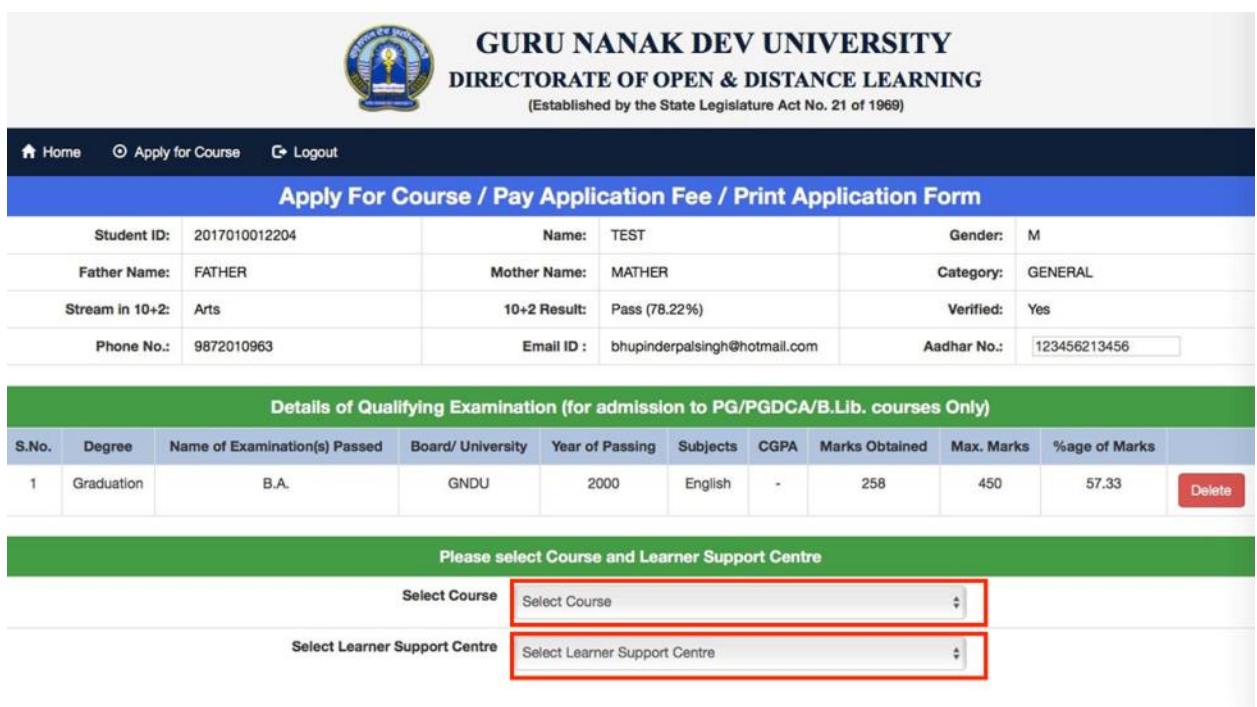
12. At the student page, click on 'Apply for Course' option (as shown below)



The screenshot shows the GNDU student portal interface. At the top, there is a header with the university logo and name: "GURU NANAK DEV UNIVERSITY DIRECTORATE OF OPEN & DISTANCE LEARNING (Established by the State Legislature Act No. 21 of 1969)". Below the header is a navigation bar with "Home", "Apply for Course", and "Logout" options. The "Apply for Course" option is highlighted with a blue box, and a white arrow points to it from below. Below the navigation bar, the user's details are displayed for student ID 2017010012204.

| Name        | TEST | Father's Name | FATHER     | Mother's Name | MATHER                        |
|-------------|------|---------------|------------|---------------|-------------------------------|
| Gender      | Male | Mobile No.    | 9872010963 | Email-ID      | bhupinderpalsingh@hotmail.com |
| Address: 48 |      |               |            |               |                               |

13. Select the course by clicking on the 'Select Course' tab and choose an option from the drop down list. Similarly, choose the Learner Support Centre, by clicking on the 'Select Learner Support Centre'. After choosing the options, click on the 'Add Course' tab.



The screenshot shows the "Apply For Course / Pay Application Fee / Print Application Form" section of the GNDU student portal. It displays student details for ID 2017010012204, including name (TEST), gender (M), father's name (FATHER), mother's name (MATHER), stream (Arts), and phone number (9872010963). Below this is a table titled "Details of Qualifying Examination (for admission to PG/PGDCA/B.Lib. courses Only)".

| S.No. | Degree     | Name of Examination(s) Passed | Board/ University | Year of Passing | Subjects | CGPA | Marks Obtained | Max. Marks | %age of Marks |        |
|-------|------------|-------------------------------|-------------------|-----------------|----------|------|----------------|------------|---------------|--------|
| 1     | Graduation | B.A.                          | GNDU              | 2000            | English  | -    | 258            | 450        | 57.33         | Delete |

Below the table, there is a section titled "Please select Course and Learner Support Centre" with two dropdown menus: "Select Course" and "Select Learner Support Centre". Both dropdown menus are highlighted with red boxes.

14. The course(s) would be added to the 'List of Courses Applied and Application Fee Status'. Click on the "Pay Application Fee" tab to pay the fee. (as shown below)

## Handbook on Admission Process for Open & Distance Learning Courses under GNDU

Home Apply for Course Logout

### Apply For Course / Pay Application Fee / Print Application Form

|                 |               |              |                               |             |              |
|-----------------|---------------|--------------|-------------------------------|-------------|--------------|
| Student ID:     | 2017010012204 | Name:        | TEST                          | Gender:     | M            |
| Father Name:    | FATHER        | Mother Name: | MATHER                        | Category:   | GENERAL      |
| Stream in 10+2: | Arts          | 10+2 Result: | Pass (78.22%)                 | Verified:   | Yes          |
| Phone No.:      | 9872010963    | Email ID :   | bhupinderpalsingh@hotmail.com | Aadhar No.: | 123456213456 |

You are applying for B. Com. (ODL) at G. N. D. UNIVERSITY COLLEGE, JALANDHAR .  
Please read eligibility and other information before applying for the course.

Select Course: B. Com. (ODL)

Select Learner Support Centre: G. N. D. UNIVERSITY COLLEGE, JALANDHAR

[Add Course](#) [Cancel](#)

### List of Courses Applied and Application Fee Status

| S.No. | Application ID  | Course Name   | Study Centre Name                      | Application Fee Due | Payment Status | Payment Details (if paid)   |
|-------|-----------------|---------------|--|---------------------|----------------|---|
| 1     | 201701001220419 | B. Com. (ODL) | G. N. D. UNIVERSITY COLLEGE, JALANDHAR | 500                 | Pending        | <a href="#">Pay Application Fee</a> <a href="#">Delete Record</a> |

15. The following window will open up. Choose the payment options from the left of your screen and fill the details. Click on the “**Make Payment**” tab, you would be directed to a new window to complete the payment process.


Credit Card >

Debit Card

Debit Card + ATM PIN

Internet Banking

Pay by Credit Card

VISA  RuPay

Card Number  
Enter card number

Expiration Date  
Month  Year


CVV/CVC

Card Holder Name  
Enter card holder name

[Make Payment](#) [Cancel](#)

Merchant Name  
Guru Nanak Dev university

Payment Amount: ₹  
500.00



## Handbook on Admission Process for Open & Distance Learning Courses under GNDU

AXIS BANK

Date : 09 Jul 2018  
 Card Number : XXXX XXXX XXXX 5014  
 Merchant Name : GNDU  
 Amount : ₹ 260.00

Authenticate the Transaction Using the Below Options

MasterCard SecureCode      OTP (One Time Password)

Password

SUBMIT

Forgot Password? Click Here

This screen will automatically timeout after 180 seconds.

MasterCard SecureCode      Powered by

16. Once the payment has been made, the “**Payment Status**” would change and the details of the transaction would be displayed in the “**Payment Details**” section. Click on the “**Print Application Form**” tab to print the same.

You are applying for B. Com. (ODL) at G. N. D. UNIVERSITY COLLEGE, JALANDHAR .  
 Please read eligibility and other information before applying for the course.

Select Course: B. Com. (ODL)

Select Learner Support Centre: G. N. D. UNIVERSITY COLLEGE, JALANDHAR

Add Course      Cancel

List of Courses Applied and Application Fee Status

| S.No. | Application ID  | Course Name   | Study Centre Name                      | Application Fee Due | Payment Status | Payment Details (if paid)  |                        |
|-------|-----------------|---------------|--|---------------------|----------------|--|------------------------|
| 1     | 201701001220419 | B. Com. (ODL) | G. N. D. UNIVERSITY COLLEGE, JALANDHAR | 500                 | Pending        | Pay Application Fee  | Delete Record          |
| 2     | 201701001220420 | B. Lib. (ODL) | G. N. D. UNIVERSITY COLLEGE, JALANDHAR | 500                 | Success        | Deposit ID: 19331810009<br>Transaction No.: NHMP6460669145<br>Transaction Date: 06-07-2018 19:36:46<br>Amount Deposited: 500 | Print Application Form |