DEC PORTAL USER GUIDE
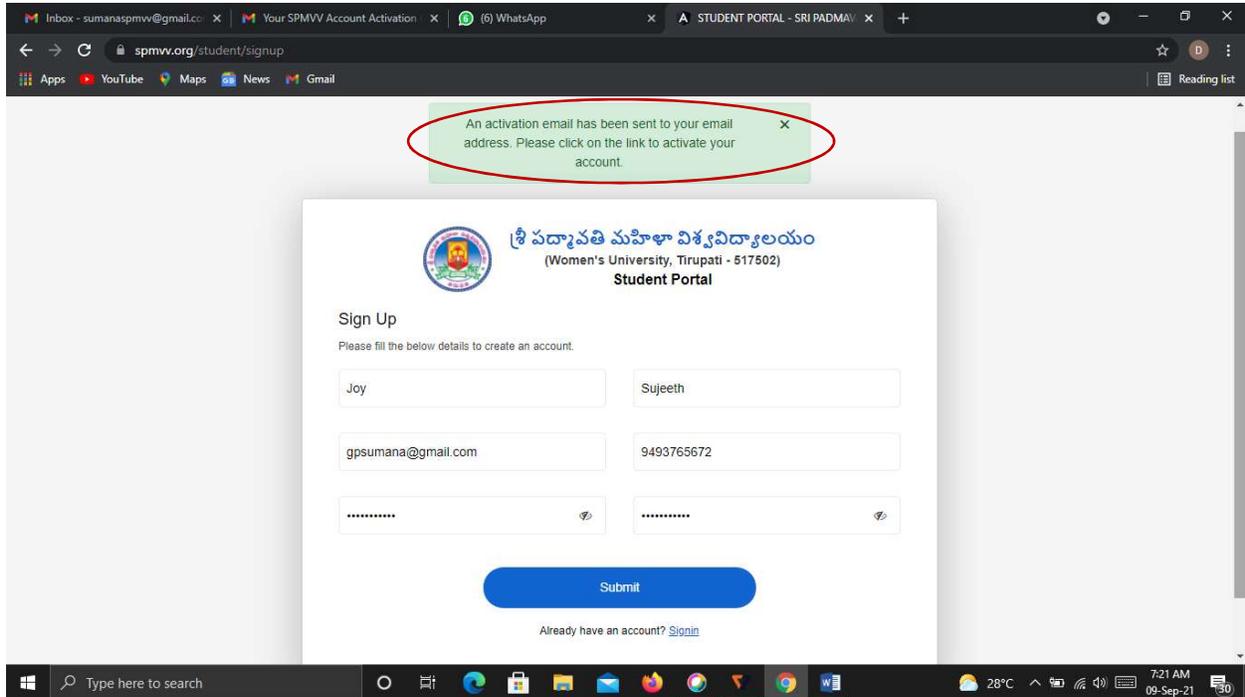
Step 1: Click the link https://spmvv.org/student/
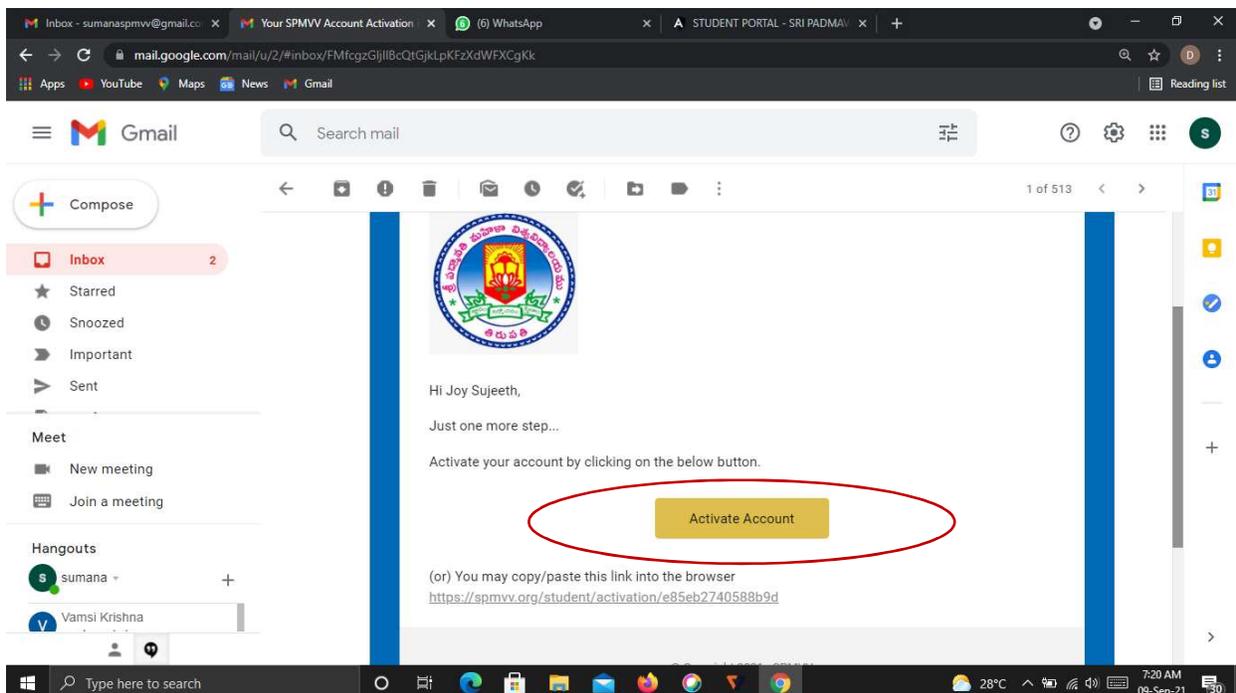
Step 2: Click on **Create Account**
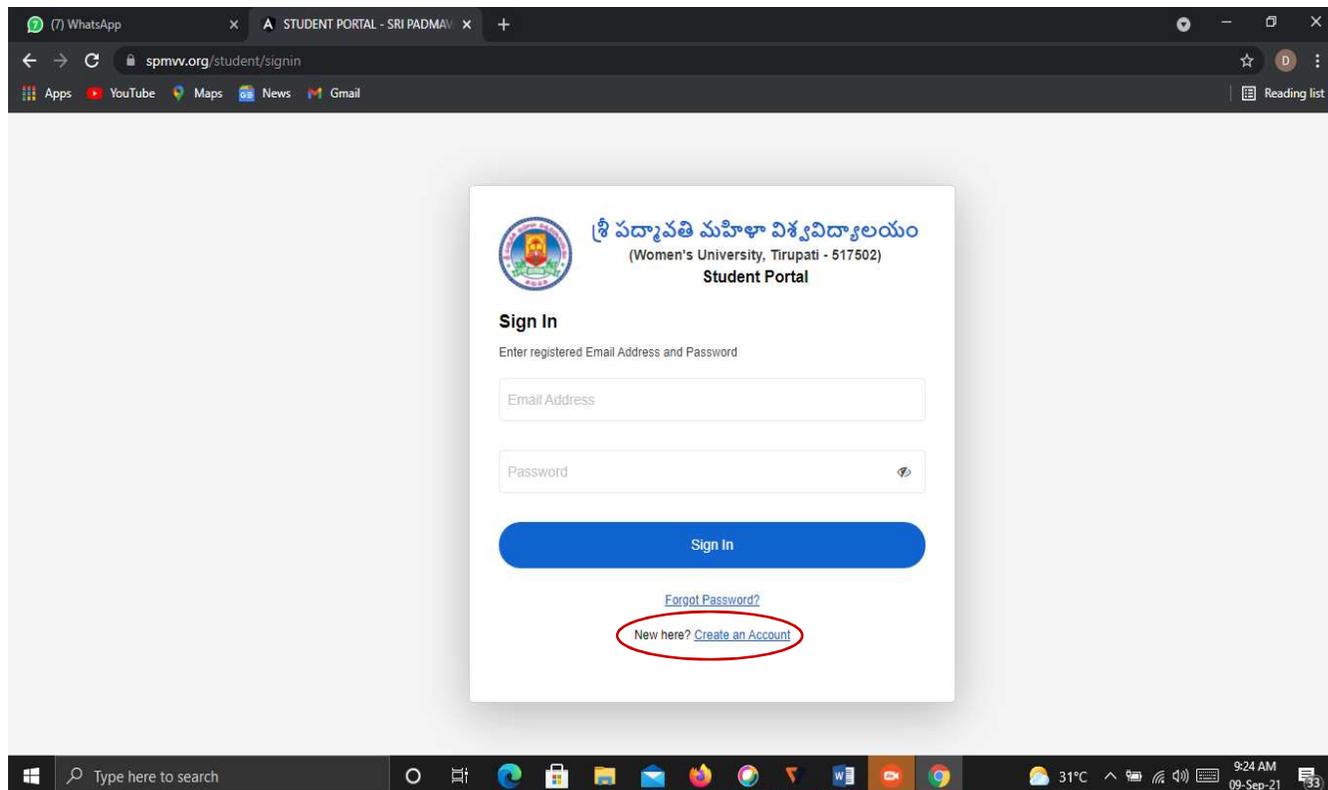
Step 3: Enter **First Name**, **Second Name**;

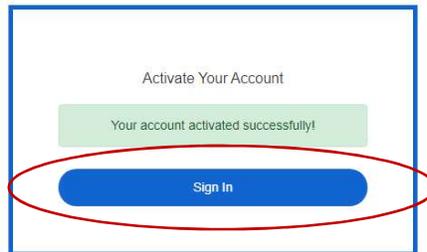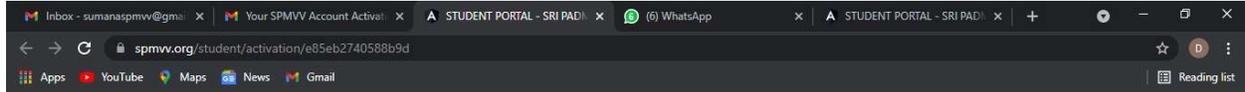**Mail-Id**: existing **mail-ID** (to activate the account), **Phone No**. (Active Phone No.)

Password: Minimum 8 Characters with one Capital Letter, one Number, one Special Character (Eg: **Spmvv@123**) and confirm the same password and click **Submit**.
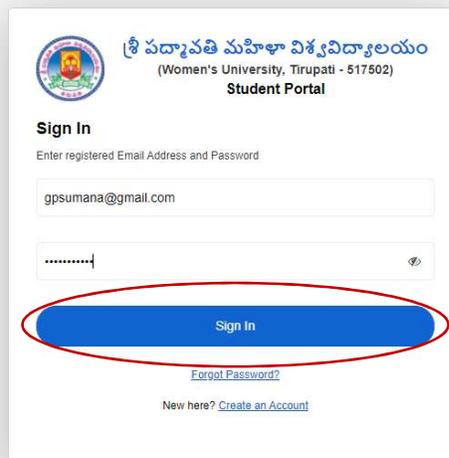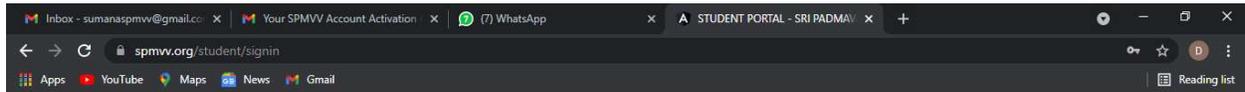

Step 4: Open your mail-ID and **activate** your account

Step 5: After activate successful your account please click **Sign In**

Step 6: Enter your registered credentials and click **Sign In.** *Keep remember (or Note down) of **Registered mail ID** and **Password** details for further all fee transactions*.

Step 7: Select **Distance Education Fees** by click on **Continue**

REGISTRATION FEE

DEC – Registration Fee:

Step-1: After login, click Registration in the left side.

Step-2: Displayed the screen with details check Filled name as per your lower degree

Step-3: Select your payment type (UPI/ Cred/Debit Card/ Net Banking/ Wallet)
(*Charges may be apply for other than UPI)
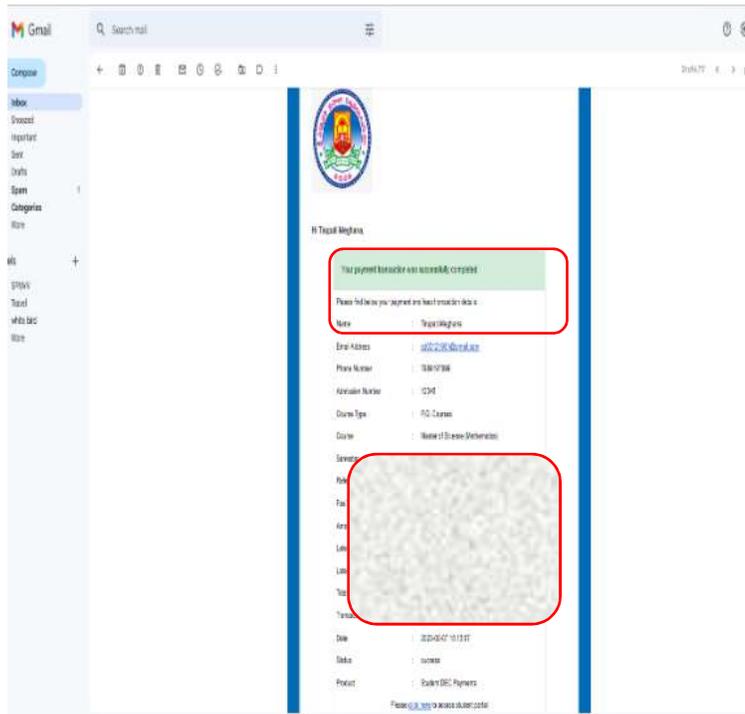
Step-4: Click on Payment

Step-5: To be paid fee will be displayed and click on a) show QR and pay or b) enter you UPI ID and go to pay in UPI app ( )

Step-8: Print the screenshot of receipt/received by your mail(inbox) and attach it with your application form (i.e. Student Profile).

STUDENT PROFILE
(To fill application enter Student Profile)

DEC – Student Profile:

Step-1: After Registration completion select next step **Student Profile**.

Step-2: Displayed the screen enter your details as per fields required ……..

In Educational Details click **Add** button for adding more fields, if you want delete fields click **Remove** button.

After filling details, check once and click on **Save** Button and then click **Submit**.

After submitting generate pdf file, print Application and send with enclosures to DDE Office.

==**Contacts**:==

DDE Office Phone Numbers: **0877-2284524, 2284603** (from 10:00 a.m. to 5:00 p.m)

1. For technical support (Student Portal): Mr. T.Sathish Kumar–7989197899 (*WhatsApp*)
2. For Course / Fee / Admission details   : Smt.**V. Sunanda**–**9705749531**(**DDE**)
3. Dr.G.Sumana–9247873911 (Student Portal Admin)