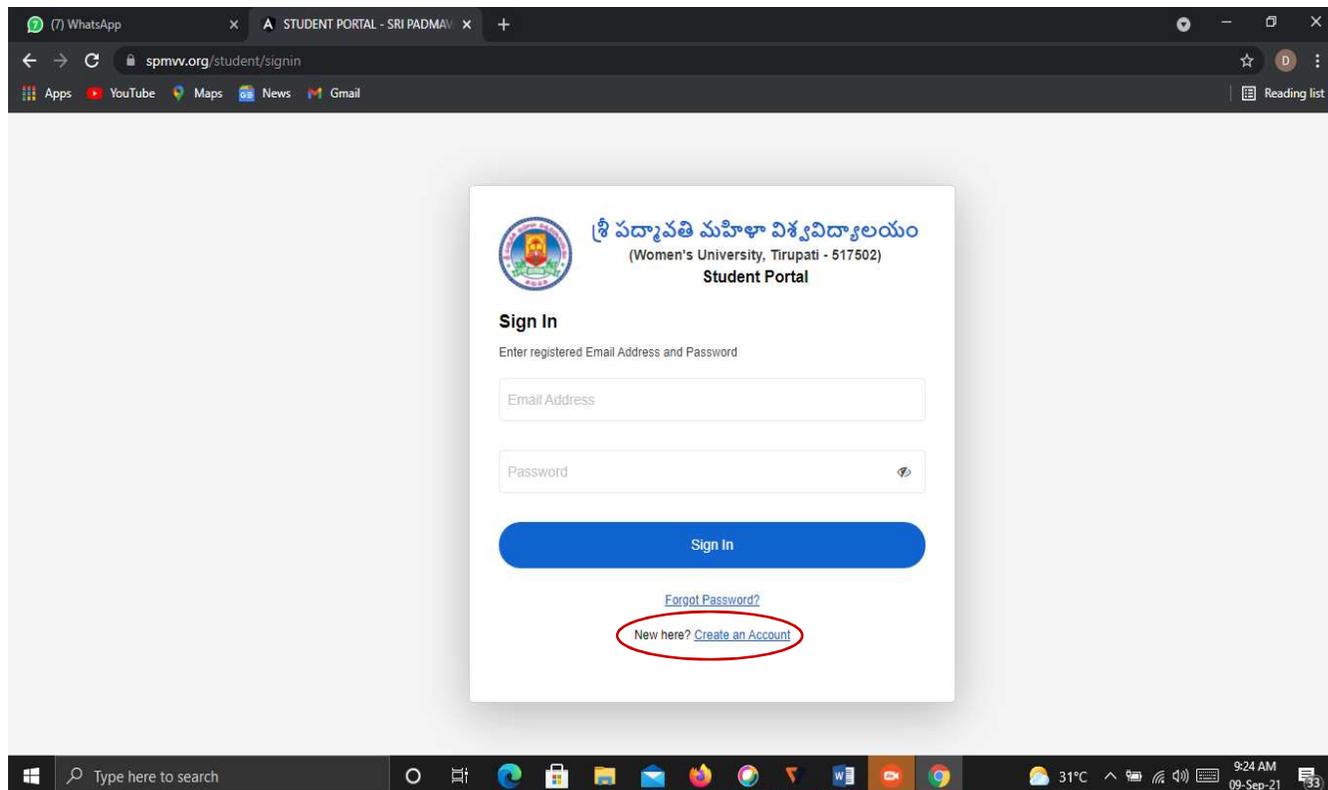


## DEC PORTAL USER GUIDE

**Step 1:** Click the link <https://spmvv.org/student/>

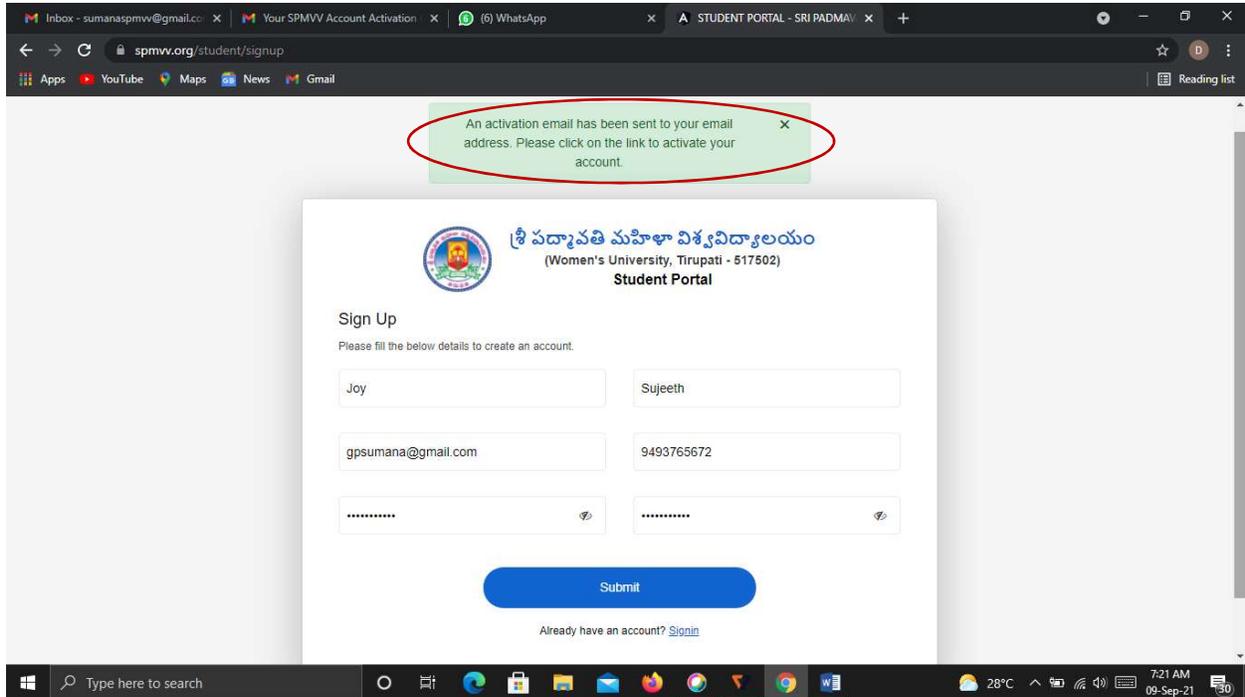
**Step 2:** Click on **Create Account**



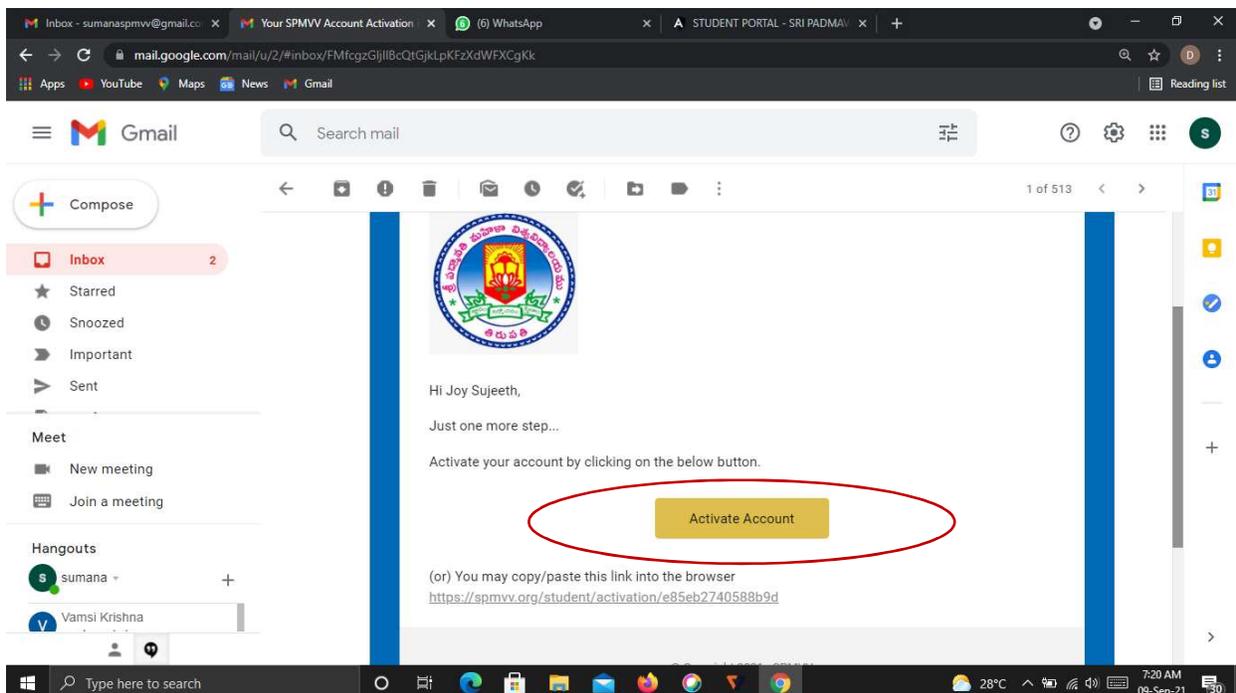
### **Step 3:** Enter **First Name**, **Second Name**;

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

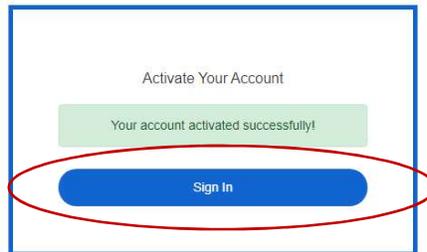
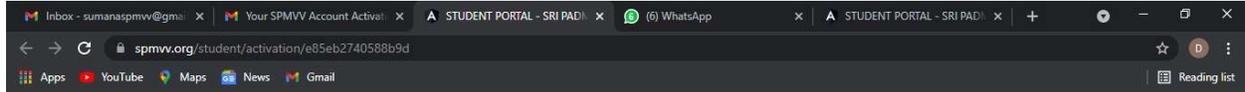
**Password:** Minimum 8 Characters with one Capital Letter, one Number, one Special Character (Eg: **Spmvv@123**) and confirm the same password and click **Submit**.



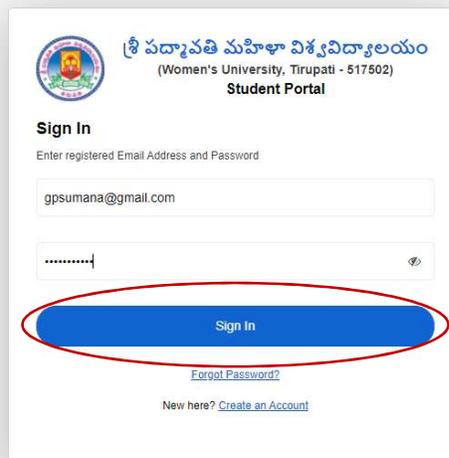
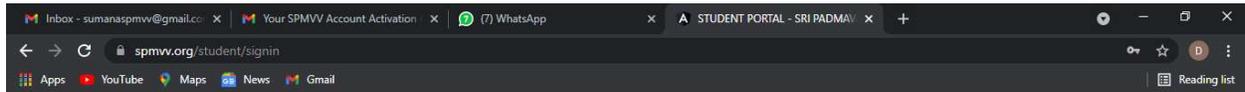
### **Step 4:** Open your mail-ID and **activate** your account



**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**



**Regular Fee Payments**

Please click below Continue button if you are Regular student

Continue



**Distance Education Fees**

Please click below Continue button if you are Distance Education student

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

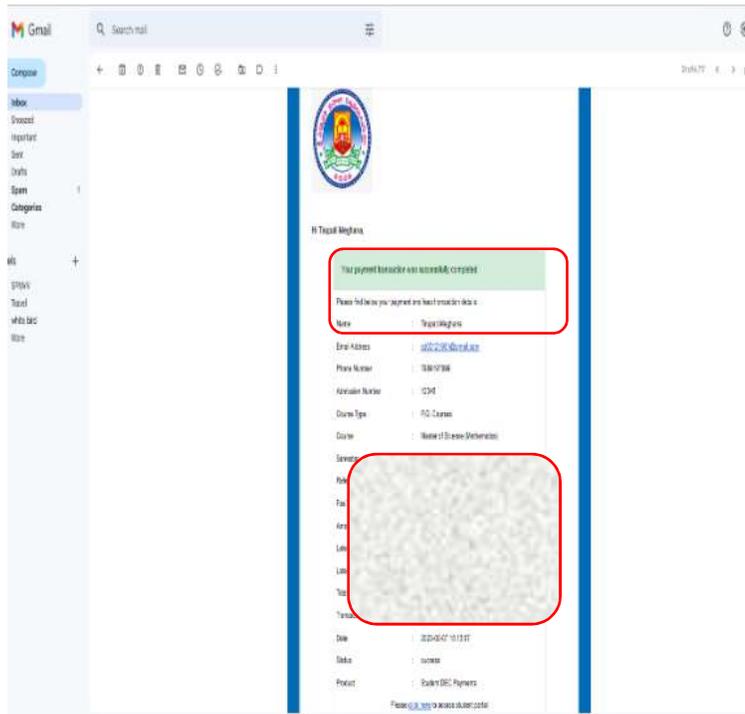
The screenshot shows the 'Registration Fee' page on the SPMVV website. The page has a blue header with the college name 'శ్రీ పద్మావతి మహిళా విశ్వవిద్యాలయం SRI PADMAVATI MAHILA VISVAIDYALAYAM' and the user's name 'Tinupati Meghana'. On the left, a navigation menu has 'Registration' highlighted. The main form contains fields for 'First Name of the Candidate (as per Lower Degree Certificate): Tirupati', 'Last Name of the Candidate (as per Lower Degree Certificate): Meghana', and 'Mobile Number: 7989197899'. The 'Email Address' is 'sd03121981@gmail.com'. Under 'Fee Details', the 'Application Registration Fee' is '350' and the 'Payment Type' is 'UPI'. A blue 'Payment' button is at the bottom right. An important note states: 'Important Note: Internet handling fees may add in addition to exam fees'.

**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 (  )

This screenshot shows the UPI payment interface. At the top, it says 'Sri Padmavati Mahila ... Distance Education Admision... ₹ 350'. Below this, there are two options: 'PAY WITH UPI QR' and 'PAY WITH UPI ID / MOBILE NUMBER'. The 'PAY WITH UPI QR' option is selected, showing a QR code and a 'Show QR' button. The 'PAY WITH UPI ID / MOBILE NUMBER' option is also visible with a 'UPI ID / Mobile Number' input field.

This screenshot shows the UPI payment confirmation screen. It displays the college name and the amount '₹ 350'. There is a 'Show QR' button and a 'Cancel Payment' button. A message at the bottom says 'Please accept the request from Razorpay's VPA on your 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 .....

The screenshot shows the 'Student Profile' form on the SPMVV website. The form is titled 'Student Profile' and is part of the 'SRI PADMAVATI MAHILA VISVAVIDYALAYAM' portal. The form contains various input fields for personal and educational details, including name, address, contact information, marital status, social category, and course details. There are also sections for 'Education Details' with an 'Add' button and 'Enclosed Documents' with an 'Upload Photo' button. The form is annotated with red boxes around the input fields and a blue box around the 'Add' button.

**Student Profile**

First Name of the Candidate (as per Lower Degree Certificate):\* Tirupati  
Last Name of the Candidate (as per Lower Degree Certificate):\* Meghana  
Father's Name:\* Sathish

Mother's Name:\* Durga  
Address for Communication:\*  
Village, Post, Mandal, District, State, Pin Code: 517502

Mobile Number: 7989197899  
Alternative Mobile Number: 0000000000  
Email Address:

Marital Status:\* Unmarried  
Date of Birth (DD/MM/YYYY)\*: 25-11-2013

Social Category:\* SC  
Region:\* Andhra Pradesh

Whether the Learner is employed.\*: Yes  
Present Occupation: Occupation  
Address: Place, Address with Pin code-

Special Categories if any: Select Centre for Admission:

Aadhaar Number:\* PAN Number: Voter Card Number:

Course Applied for Course Type:\* Please Select Course Type  
Course Name:\* Please Select Course Name

Education Details(from SSC onwards):\*  
Add

Examination Passed	Subjects/Groups	Board/University	H.T.No	Year of Passing	Total Marks obtained (Including Languages)	% of Marks	
							Remove

Enclosed Documents  
a) Degree/ provisional Certificate of the Qualifying Examination passed  
b) Degree/equivalent marks memo  
c) Original Migration Certificate  
d) One copy of recent passport size photo graph to be affixed to the application and the other photograph to be enclosed to the application  
e) Fee receipt  
f) SSC Marks Memo  
g) Date of Birth Certificate  
h) Aadhar Card  
i) PAN Card/Voter ID

Upload Your Picture  
Upload Your Signature  
Upload Signature  
Upload Photo

Save Submit

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.

**ADMISSION APPLICATION**

**PERSONAL INFORMATION**

Sl. No.	Course Name	Section	Fee Type	Fee Amount	Status	Remarks
1	...	...	...	...	...	...
2	...	...	...	...	...	...
3	...	...	...	...	...	...

**DECLARATION**

**Note: \* Admission Fee can be paid only after getting Admission Confirmation from 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)