

Instructions for uploading Joining Report.

Please follow the below instructions prior to uploading the joining report.

- Download the **joining letter** issued through the portal. □
- Collect the **joining report** from the concerned facility center after producing **joining letter**. □
- Make *payment (see the fee structure given below). □
- Upload the joining report after paying the respective fees and then enter the **joining date** in the portal as mentioned in the **joining report**. □
- After the verification of the **joining report**, registration order will be issued to you.

Fee structure for the Registration.

Subject	Affiliation Fee	Research Fee	Open Defence Fee
**Science (Full Time)	750	1500 (Annually)	1500
Science (Part Time)	750	1500 (Monthly)	2500
Others (Full Time)	750	1000 (Annually)	1500
Others (Part Time)	750	1000 (Monthly)	2500

- ***Please note that the affiliation fee and research fee are mandatory while the fee for open defence is optional at the time of joining. No open defence fee for SC/ST candidates.***
- *****Science subjects – Applied Science and Technology, Science, Engineering & Technology.***

Please note that the validity of the joining letter is one month from the date mentioned in the joining letter.

Part Time Candidates should complete the fee payment through the Kerala University Payment Portal (<https://pay.keralauniversity.ac.in/kupay>) . After making the fee payment, they must send the receipts to researchhelp@keralauniversity.ac.in.