

User Manual for HOD Approval Process

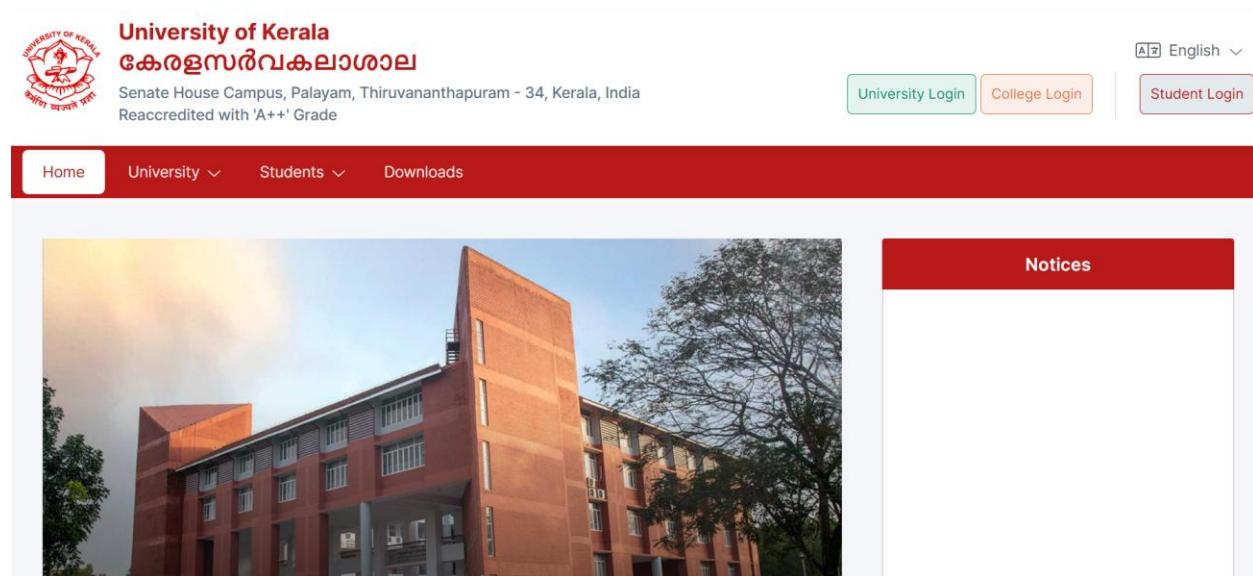
Introduction

This manual provides a step-by-step guide for HoD to approve the student applications.

Step 1: Access the College Login Portal

1. Navigate to the College Login Portal

- Open the portal using the URL <https://kerala.kreap.co.in/>.
- Click on the **College Login** link to access the login page.



UNIVERSITY OF KERALA
കേരളസർവകലാശാല
Senate House Campus, Palayam, Thiruvananthapuram - 34, Kerala, India
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English ▾

University Login College Login Student Login

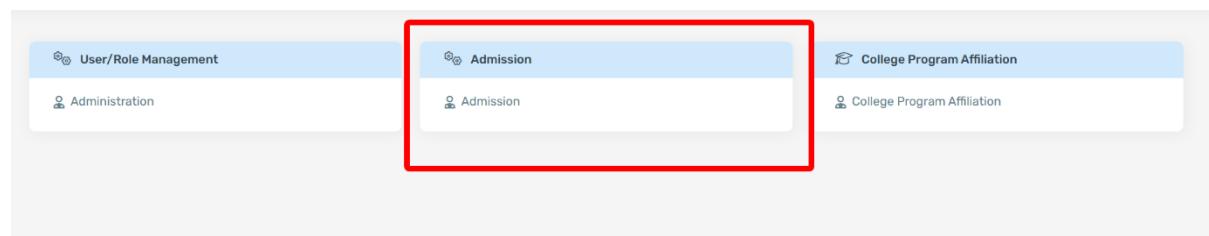
Home University Students Downloads

Notices

Step 2: Access Admission Management

1. Open the Admission Tab

- i. Once the correct role is confirmed, click on the **Admission** tab.



User/Role Management

Administration

Admission

College Program Affiliation

College Program Affiliation

2. Navigate to Admission Approval

- i. From the **Admission Management** menu, select the **Admission Approval** option.
- ii. A list of available programs will display on the screen. Select the program for which the approval has to be done and click on **Show Details** to view specific program details

- iii. On the next screen, the list of students in will be listed

- iv. Click on 'Action' to view the student details. If you are not seeing term action click on Ctrl+Shift+R to refresh page

v. On the next screen where the student details are shown, **verify** the details An option to download the student application is available in the bottom of the page as shown below

College Details [Program Name: FYUGP History]				
S.No	College Name	Application Id	Papers	Download Form
1			FIRST SEMESTER <ul style="list-style-type: none"> • UNDERSTANDING HISTORY (UK1DSCHIS100) • LANGUAGE FOR DEVELOPMENTAL STUDIES (UK1AECENG107) • ECONOMICS FOR EVERYONE (UK1MDCECO100) • BHASHAPARICHAYAM (UK1AECMAL102) • FUNDAMENTALS OF MICRO ECONOMICS (UK1DSCECO101) • MALAYALAM NOVEL (UK1DSCMAL101) SECOND SEMESTER	Download Form

Roll Number Allocation	
Division	Roll Number
<input type="text"/>	<input type="text"/>
Submit	

vi. Click on ‘**Submit**’

vii. The screen will return to the students list page (as in step iii). Once again, click on ‘**Action**’

viii. Scroll down on the student details page, provide comments and click on ‘**HoD Approve**’

ix. Repeat the above steps for all students. The approved students will now be available in the **Admission Completed** tab as shown below

Note: If any changes are required in the students' course selection, please ask the student to cancel and resubmit. The student will thus have the option to re-submit the application.

Conclusion

This user manual has outlined the key steps for the HoD approval process.