



UNIVERSITY OF CALICUT

PROSPECTUS

CENTRALIZED ADMISSION PROCESS (CAP)

ACADEMIC YEAR 2018-2019

DIRECTORATE OF ADMISSIONS

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Foreword

Directorate of Admissions (DoA) was established in University of Calicut in 2014 with a view to streamline the entire admission process in the University teaching departments in the campus as well as the Government, Aided and Self-financing Colleges affiliated to the University. The main objective of DoA is to conduct centralized admissions to various courses offered by the University and its affiliated Colleges in a systematic, transparent and student friendly manner, following all reservation rules of Kerala Government. Centralized Admission Process (CAP) for under graduate programmes offers the facility for the students to submit a single online application for admission to various degree programmes in multiple colleges (20 nos) of their choice, affiliated to the University. This hassle-free process is time saving, cost effective and ensure transparency in admission.

In 2018, University of Calicut has 58823 seats for UG in 117 different UG programmes offered in 280 colleges, of which. It is expected that over one lakh students will apply for these seats and DoA is ready to make allotments to these UG programmes with varied indexing rules and eligibility conditions. DoA has already released a short video to explain in detail about the various steps of CAP starting from online registration, allotments and finally the admission. The students should make the best use of it to clear any doubts that may arise during the various stages of CAP. Besides this, the nodal officers of admission in various colleges are trained by DoA to assist the students in any matters concerning CAP. If the students are still left with any doubts, the staff at DoA will assist them through the contact numbers and e mail ID available in www.cuonline.ac.in. I wish that each and every student may get admitted in a course/college of their choice through the CAP of Calicut University. I appreciate the efforts taken by DoA as well as the Calicut University computer centre team who are striving hard to make this mammoth task a great success.

Directorate

Directorate of Admissions

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88435/DOA-ASST-1/2018/Admn (I)

Dated:17.05.2018

Schedule

Centralized Admission Process 2018-2019 - Tentative Schedule for Degree admission

INo	ACTIVITY	2018-2019
1.	Registration of CAP 2018	17 .05.2018,05.00 PM
2.	Last date for payment of registration fee	30.05.2018
3.	Closing date of Registration	31.05.2018
4.	Trial Allotment	07.06.2018
5.	Re-arrangement of Options	07.06.2018 to 08.06.2018
6.	First Allotment	13.06.2018
7.	Mandatory Fee Payment to confirm the allotment	13.06.2018 to 16.06.2018
8.	Second Allotment	19.06.2018
9.	Mandatory Fee Payment	19.06.2018 to 22.06.2018
10.	Temporary and Permanent Reporting at the College by all the candidates received allotment up to the Second allotment.	19.06.2018 to 22.06.2018
11.	Forwarding of the Community Quota Rank list by the University and publication of the same by colleges	22.06.2018
12.	Publication of Sports Quota Rank List by the respective colleges	22.06.2018
13.	Third Allotment	27.06.2018
14.	Mandatory fee payment after Third allotment	27.06.2018 to 30.06.2018



Centralized Admissions Process (UG) - 2018

15.	Permanent Reporting at the College by all the candidates received allotment up to the third allotment.	27.06.2018 to 30.06.2018
16.	Uploading of the details of Admitted students	27.06.2018 to 30.06.2018
17.	Admission to Management & Sports Quota	27.06.2018 to 30.06.2018
18.	Reporting for admission to Community Quota by the students in the respective colleges.	27.06.2018 and 28.06.2018 before 01.00 PM
19.	Preparation of Community quota ranklist from those reported by the Aided colleges	28.06.2018, 02.00 PM
20.	Uploading of the Community Rank List by the Aided colleges in the University Website	28.06.2018, 02.00 PM
21.	Admission to Community Quota	29.06.2018 to 30.06.2018
22.	Mandatory Fee Payment by candidates admitted in Management, Community & Sports Quota	27.06.2018 to 30.06.2018
23.	Commencement of UG classes for the academic year 2018-19	02.07.2018
24.	Mode of filling of vacancies if any, arising after third allotment will be announced later on	
25.	Reporting of vacant seat SC/ST,BPL position by Govt, Aided and Self Financing Colleges	Will be published later on
26.	Registration of SAY Passed candidates	Will be published later on
27.	First Special Allotment for SC/ST,BPL Category	Will be published later on
28.	Second Special Allotment for SC/ST,BPL Category	Will be published later on
29.	Last Date for Admissions	21.08.2018



88435/DOA-ASST-1/2018/Admn (I)

Dated:16.05.2018

Centralized Admission Process (CAP for UG Admission) for Admissions to the Under Graduate programmes

1. Introduction

The admissions are conducted to the merit seats in the programmes/courses in Arts and Science colleges affiliated to the University of Calicut (including 50% of seats set apart for Merit Admission in the Self Financing colleges and Self Financing programmes/courses in Aided colleges) excluding the admissions to the programmes mentioned below.

1.2. The following programmes/courses are excluded.

- 1.All Under Graduate programmes/courses with Entrance Examination
- 2.Bachelor of Audiology and Speech Language Pathology
- 3.BSc Medical Laboratory Technology
- 4.BSc Medical Microbiology
- 5.BSc Medical Biochemisrtry
- 6.All Under Graduate Programmes for which affiliation orders are issued after the commencement of online registration
- 7.UG Programmes conducted in the Autonomous Colleges.

The students can submit online application to various colleges and programmes/courses. *The candidates can register online through the Nodal Centres functioning in all affiliated colleges, Akshaya Centres, firms providing internet facilities or directly from home.*

This hassle-free process is time saving, cost effective and ensures transparency in admission. The online allotment process provides the candidates, the opportunity to obtain admission to any of the affiliated colleges/Centres and to the programmes/courses of his/her choice on the basis of merit. It also helps to give maximum exposure to various colleges and programmes/courses under the jurisdiction of the University.

1.2.1 BVoc Programmes/BTA/BA Music, Vocal, Veena/Mridangam/Violin.

For admission to the **BVoc Programmes/BTA/BA Music/Vocal/ Veena/Mridangam/Violin** programmes the students should compulsorily register through the CAP. The rank list of the registered candidates will be provided to the colleges and the principals will conduct admissions from the rank list on the dates announced by the University.

1.3. Number of options

Students can opt 20 programme/courses of their choice on priority basis from the affiliated colleges through simple online steps (*website www.cuonline.ac.in*).

2. Aims and Objectives:

The University introduced the '**Online registration**' for admissions to UG/PG programmes/courses in the academic year 2013-2014 to cater to the aspirations of students who otherwise could not pursue tendering applications, by personally approaching various Colleges spread over 5 districts affiliated to the University for admissions.

While introducing the Online Registration for Centralised admission the University aimed a lofty



goal of extending a hand out to the candidates from the socially backward sector of the society and those residing in the remote areas within the jurisdiction of Calicut University.

3.Seat Categorization:

The seats available in the various colleges are categorized as,

- 1.Merit Seats
- 2.Mandatory reservations Seats
- 3.Community Quota Seats
- 4.Management Quota Seats
- 5.Other Reservation Category Seats
- 6.Special Reservation Category seats.

3.1 Merit Seats:

The seats filled by the University in Government/Aided/Un Aided (Self-financing) and Self Financing programmes/courses in Aided colleges shall be purely on the basis of the merit.

3.2 Mandatory Reservation seat categories:

3.2.1. SEBC (Socially and Economically Backward Community).

- a). Ezhava/Billava/Thiyya (EZ)
- b). Muslim (MU)
- c). Latin Catholic other than Anglo Indian (LC)
- d). Other Backward Christians (OBX)
- e). Other Backward Hindus (OBH)

The seats filled by the University in Government, Un Aided (Self-financing) and Self Financing programmes/courses in Aided colleges from among the registered students belonging to the above category are purely on the basis of the merit.

A community certificate along with Non Creamy Layer Certificate from the revenue authorities concerned has to be produced by the candidates who claim reservation under SEBC category at the time of admission. The validity of Creamy Layer Certificate should be as stipulated in the Government orders prevailing at the time of admission.

3.2.2 EBFC (Economically Backward among Forward Community) (Only in Government Colleges)

The seats filled by the University in Government colleges from among the registered students belonging to Economically Backward among Forward Community.

A community certificate along with the Below Poverty Line (BPL) certificate obtained from the Local Self Government bodies should be produced by the candidates who wish to avail of reservation under EBFC category at the time of admission. The candidates should enter the number of BPL certificate at the time of online registration. Documents like ration card will not be accepted for availing reservation to this category.



3.2.3 Scheduled Caste

The seats filled by the University in Government/Aided/Un Aided (Self-financing) and Self Financing programmes /courses in Aided colleges from among the registered students belonging to scheduled caste shall be purely on the basis merit. **(The list of Scheduled caste will be available in the website www.cuonline.ac.in).**

3.2.4 Scheduled Tribe

The seats filled by the University in Government/Aided/Un Aided (Self-financing) and Self Financing programmes /courses in Aided colleges from among the registered students belonging to scheduled tribe shall be purely on the basis merit. **(The list of Scheduled Tribe will be available in the website www.cuonline.ac.in).**

Additional weightage for Scheduled Tribe students of Palakkad and Wyanad district.

Additional weightage will be awarded to the Scheduled Tribe Students hailing from the tribal belt of Palakkad and Wyanad district.

The tribal belt in Palakkad and Wyanad will be published in the website before commencement of online registration. While registering, the ST candidates will have options to submit the residential area. If the residential area submitted belongs to tribal belt, such students will be awarded 20 marks of additional weightage. The ST students claiming the additional weightage should provide residential certificate at the time of admission.

3.3 Community Quota (in Aided Colleges only)

The seats in Aided colleges are filled upon merit basis from among the students of the community of the particular management running the college. 20 percentage of the total seats in the Aided colleges run by backward community managements and 10 percentage of the total seats in the Aided colleges run by forward community managements are reserved for community quota.

The candidates seeking admission to the community quota in aided colleges should opt the colleges at the time of online registration. University will prepare a rank list of such candidates and the list will be forwarded to the colleges on the date published in the notification. The community rank list will be published in the college login and website. And based on this rank list the colleges will prepare and publish a rank list of the candidates reported for admission on the date earmarked for admission to community quota. The colleges will also publish the community rank list in the notice board. The colleges will admit the candidates, based on their merit from this ranklist as per the schedule published by the University.

3.4 Management Quota (Aided and Un aided Colleges).

The seats in Aided, Un Aided and Self Financing programmes/courses in Aided colleges that are filled by the Colleges.

Candidates seeking admission to the Management Quota in Aided/Unaided colleges should register in CAP. In addition to this candidates should contact the colleges he/she intends to take admissions and submit separate applications in the colleges concerned.

3.5. Other Reservation Category Seats:

3.5.1 Sports Quota

Two seats in each Under Graduate (Non-Professional) course should be additionally created and reserved over and above the sanctioned strength, but within the Statutory maximum limit for



candidates with outstanding records in sports and games. In programmes where the sanctioned strength and the Statutory limit are the same, the additional seat can be created above the Statutory limit for candidates with outstanding records in sports and games, exclusively for the admission of the above candidates. Only those candidates who have satisfied the norms prescribed below are eligible for admission under sports quota. [U.O.No. 2391/2015 dated : 10.03.2015(UG), U O No 9697/2015/Admn dated 14.09.2015(PG)].

Candidates seeking admission to the Sports Quota should register in CAP. In addition to this candidates should contact the colleges he/she intends to take admission and submit separate application with the supporting documents to prove his/her sports excellence, in the colleges concerned. The colleges will publish the rank list for sports quota in the notice board. The colleges will admit the candidates, based on their merit from this ranklist as per the schedule published by the University.

3.5.2 The norms for eligibility for admission to the Sports Quota

For UG courses

1. Representing the country in International competitions
2. Winning the I/II/III in the Senior National Championships
3. Representing Senior State National Championships
4. Representing the Senior district and participating in the State Championships
5. Winning I/II/III place in the State Junior/Youth Championships
6. Representing the Polytechnic /VHSE/ITI/HSE Representing Senior State in South Zone Championships.
7. Winning the I/II/III in the Junior Youth National Championships
8. Winning I/II/III in All India School Games.
9. Representing the State in the Junior/Youth National Championships
10. Representing the State in the Junior/Youth South Zone Championships.
11. Representing the ISCE/CBSE/Central School/Navodaya Vidyalaya and winning First/Second/Third in the National Championships.
12. Winning I/II/III place in the Senior Inter District Championships.
13. Winning I/II/III in the State Championship
14. Representing Educational district and winning First/Second/Third place in the Championship.
15. Representing CBSE/ISCE/Central School/Navodaya Vidyalaya and winning First/Second/Third place in Zonal/Cluster tournaments.
16. Representing State in the ISCE/CBSE/Navodaya Vidyalaya and participating in the National Championships.
17. Representing State in the Rural National/Women Festival.
18. Representing Educational District and participating in the State Championships.



3.5.3 Lakshadweep Quota

One seat each in a UG programme in the affiliated Arts and Science Colleges is additionally created and reserved over and above the sanctioned strength, but within the Statutory maximum limit for the native students of the Union Territory of Lakshadweep, recommended by the Director of Education, Union Territory of Lakshadweep. In programmes where the sanctioned strength and the Statutory limit are the same, the additional seat can be created above the Statutory limit, exclusively for the admission of the above candidates. **(U.O. No. GAI/A2/6135/1994 Vol. II dated 25.09.2006 and 01.08.2007)**. These candidates need not be insisted to obtain permission from the University for late registration up to the closing of admission to the respective programmes of study **(Lr.Dtd.24.09.1997)**. In Government Colleges where the Government have earmarked seats, the seats reserved for the Ethnic Natives of Lakshadweep will be in addition to the seats sanctioned by the Government.

If there is no claimant from among the Ethnic Native Scheduled Tribe Candidates from the Union Territory for the seat reserved for them for degree programmes, the seats thus falling vacant due to their absence, will be allotted to the children of the employees belonging to Kerala State who have undergone Plus Two education in the Union Territory of Lakshadweep. **(GA/A2/6135/94 dated 16.3.1998)** The admission shall be made only after obtaining prior permission from the University. **(GA I/A2/6135/ 1994 (1) dated 29-08-2000 & GAI/A2/3897/2003 dated 05.06.2003)**.

The candidates recommended by the Director of Education Union Territory of Lakshadweep and reporting for admission shall be admitted by the colleges generating and completing the CAP registration, without collecting the online registration fee.

3.5.4 Kashmir Students

Two supernumerary seats, are reserved in all the affiliated Institutions either for UG or PG Programme, for the candidates recommended by the Ministry of Human Resources Department as a part of the Special Scholarship Scheme. The seats are common for UG and PG programmes, therefore, admissions shall be made as per the scholarship orders. **(U.O. No. 52/2015 dated: 05.01.2015)**.

3.5.5 Andaman Nicobar Islands

For UG programmes in the affiliated colleges additional seats can be created over and above the sanctioned strength, but within the statutory maximum limit for the native students of Andaman & Nicobar islands, as recommended by the Directorate of Education, Andaman & Nicobar Islands. For programmes where the sanctioned strength and the statutory maximum limit are the same, the additional seats can be created over and above the statutory limit, exclusively for the admission of the above candidates. **(U O No. 1508/2016/Admn dated 11-02-2016)**.

3.6 Special Reservation Category of seats.

3.6.1 Persons with Disabilities

Five percent (5 %) of the seats for Degree programmes **(except Geology)** should be additionally created and reserved over and above the sanctioned strength, but within the Statutory maximum limit for the Physically Handicapped candidates. In programmes where the sanctioned strength and the Statutory limit are the same, the additional seats can be created above the Statutory limit, exclusively for the admission of the above candidates. **(U.O. No. 2391/2015 dated : 10.03.2015)**.

The blind and deaf are not eligible for reservation in Science subjects **(Except BSc Computer Science, IT and BCA)** involving practical. **(U.O.No. GA/G2/4053/1985 dated, 05.01.1987 and letter**



No.GAI/A2/819/2000 Vol. II dated 14.02.2003).(U.O.No.2391/2015/Admn Dated:10.03.2015).

The candidates should produce the medical certificate issued by the district medical board or higher authorities stating that the disability is 40% or above.

3.6.2 Mentally Retarded Students

One seat in each UG programme shall be additionally created and reserved over and above the sanctioned strength, but within the Statutory maximum limit exclusively for Mentally Challenged Students without interchangeability. In programmes where the sanctioned strength and the statutory limit are the same, the additional seat can be created above the statutory limit, exclusively for the admission of this category without interchangeability.(U.O. No. 2392/2015 dated : 10.03.2015).

Candidates seeking admission to the Quota should register in CAP and in addition to this should contact the colleges he/she intends to take admission and Directorate of Admission, Calicut University.

The candidates should produce the medical certificate issued by the district medical board or higher authorities stating that the disability is 40% or above.

3.6.3 Inmates in Juvenile Justice Centres

One seat in a college is reserved for the inmates of Children's Home and firms functioning under the Juvenile Justice Act. (U.O.No.501/2018/Admn Dated:12.01.2018).

The Higher Education Department issues orders based on the recommendations of such firms and on receipt of the orders, candidates shall be admitted by the college. The Principals should ensure that the candidates possess CAP registration.

4. Seat Classification in the various category of colleges

4.1. SEAT DISTRIBUTION

For each programme in Open Quota and Mandatory reservation seats in various types of colleges will be distributed as follows:

4.1.1 Government Colleges

Sl.No.	Seat Reservation	% of Reservation	
1.	Open Quota (On the basis of merit)	50	
2.	Socially and Educationally Backward Classes (SEBC)		
	a) Ezhava (EZ)	8%	20
	b) Muslim (MU)	7%	
	c) Latin Catholic other than Anglo Indian	1%	
	d) Other Backward Christians (OBX)	1%	



	e) Other Backward Hindus (OBH)	3%	
3.	* Economically Backward among Forward Communities (EBFC)		10
4.	Scheduled Castes/Scheduled Tribes: Scheduled Castes 15% Scheduled Tribes 5%		20

* For the limited purpose of reservation, under this category, candidates belonging to all those communities which do not enjoy communal reservation will be eligible. At the time of admission, candidates who wish to avail reservation under EBFC will have to produce the Certificate that they come Under the Below Poverty Line (BPL) category of forward communities, obtained from the local bodies concerned and community certificate from the Village Offices.

4.1.2. Mandatory reservation in Aided Affiliated colleges.

The seats for each programme will be distributed as per the existing pattern given below.

Sl.No.	Seat Reservation	Forward Community Colleges	Backward Community Colleges
I	Open Quota	50 %	40 %
II	Scheduled Caste	15 %	15 %
III	Scheduled Tribe	5 %	5 %
IV	Community Quota	10 %	20 %
V	Management Quota	20 %	20 %

The seats under community quota shall be reserved for students of the community to which the college belongs and such seats shall be filled on the basis of merit. The seats under management quota shall be filled by the management from among the candidates of their choice. **For admission to serial no. I to V students should apply online in (CAP).**

4.1.3. Reservation in Self financing programmes in Unaided Colleges, Aided Colleges and IHRD Colleges.

In the case of Unaided Colleges and Self Financing programmes conducted in Aided Colleges & IHRD's, 50% of the total seats shall be filled by the management from among the candidates of their choice provided they satisfy the eligibility conditions. The remaining seats (50%) shall be distributed and filled as follows:



Distribution of 50% Seats earmarked under merit	% of Reservation
Open Quota	65
Scheduled Caste	8
Scheduled Tribe	2
Ezhava, Thiyya & Billava	9
Muslim	8
Latin Catholics other than Anglo Indians	2
Other Backward Christians	1
Other Backward Hindus	5

Those who wish to get admission to the 50% seats under merit in Self Financing programmes in aided colleges shall apply online in CAP. However, those who wish to get admission to the management seats in Self Financing Colleges shall register through CAP and apply directly to the colleges concerned.

5. Nodal Centres.

Nodal Centres are functioning in all affiliated colleges in connection with the admission to function as a helping hand to the students and University. The students can do registration, editing, re arrangement of option, cancellation of higher option etc through the Nodal Centres. The students can also utilise the Nodal Centres for clearing their doubts and clarification regarding the Centralised Admission process (CAP). The list of Nodal Centres is published in the website. (www.cuonline.ac.in).

6. Registration.

6.1 Instructions for Applying through CAP. Visit the website www.cuonline.ac.in

The admission through Centralised Admission process to First year Degree programmes will be conducted in TWO Continuous phases.

Phase 1: Fee Payment.

Phase 2: Submission of Application :

Phase 1: Keep ready the following:

a.) *Date of Birth: copy of S.S.L.C*



b.) Mobile Number: mobile number of student/parents/guardian only to be furnished.

Vital informations regarding the allotment and admissions are being communicated through SMS to the registered mobile number. Therefore, under any circumstances the mobile number of Akshaya centres, internet cafe or other agencies should not be submitted.

c) E-mail: Email Id of student/parents/guardian only be entered. Those who do not have an Email-Id may create one and enter. Vital informations regarding the allotment and admissions will also be communicated through Email to the registered mail.

d) Fee : As per admission notification for each Course/Programme.

Instructions for Payment of Fee (through e-payment system)

1. Visit the website <https://www.uoc.ac.in>

2. Click Instant Pay- Select Purpose of payment: Purpose Code for the Online registration Fee: **UGSW18- Centralized Admission Process-Degree 2018- Application Fee**

3. Furnish the details required. (Mobile number and e-mail id of student/parent/guardian only to be furnished)

4. Online Registration Fee

• For General category candidates : Rs 265/-

• For SC/ST :Rs 105/-

5. Select mode of payment

Mode of Remittance of fee

- State Bank online payment. (For those who have State Bank online banking facility).
- Payment Gateway
- Nodal Centres (Functioning in All Colleges) List of Nodal Centres is available in www.cuonline.ac.in)
- Akshaya Centres
- Friends Janasevana Kendram
- Other firms providing Internet Facility

After remitting fee in any of the mode mentioned above the CAP ID and password will be received in the registered mobile number through SMS.

After receiving the SMS online application can be submitted.

“Fee once remitted will not be refunded”

PHASE 2: Keep ready the following for the submission of application for UG

- The CAP ID and password received by SMS/E-Mail.
- Copy of the Qualifying Examination Mark Sheet.
- Passport size photograph in '**.jpg**' format with a size between 20KB and 40 KB (150 px to 200



px).

4. Prepare the list of colleges/courses according to the applicants priority. **The fee structure for the self financing programmes will be different from the fee structure of Government/Aided programme.** List of colleges and programmes/courses are available in the website. (www.cuonline.ac.in).

5. BPL Certificate for candidates belongs to BPL category among forward communities.

Instructions for submission of application for UG programme

Visit www.cuonline.ac.in-Select UG Registration-Login with CAP ID, registration number and password. The application submission is done in Four Part.

Part1: Photo Upload (Passport size photograph in '.jpg' format with a size between 20KB and 40 KB (150 px to 200 px)

•Part 2: Student Profile

a. Basic Details

Enter the details in the blank fields.

b. Personal Details:

1. Utmost care should be taken while entering reservation details. Opt only the eligible reservations otherwise admission will be denied.
2. Those who apply for the seats reserved for BPL category among forward communities should submit the order No, date of order and details of issuing authority.
3. Weightage: Enter the eligible bonus/weightage if any.

The details entered can be edited. To move to the next part **CLICK “SAVE /PROCEED” BUTTON.**

•Part 3: Qualification Details

1. Enter number of chances taken to pass the qualifying examinations. 10 marks will be reduced for each additional chances taken to pass the qualifying examination subject to a maximum of 25 marks.
2. Specify the Board/University of the qualifying examinations.
3. Enter the stream of study of the Qualifying examinations, if necessary (Science, Humanities, Commerce).
4. If the marks are displayed automatically verify; otherwise enter the marks.
5. Utmost care should be taken while entering the marks.

The details entered can be edited. To move to the next part **CLICK “SAVE /PROCEED” BUTTON**

•Part 4: College Course Selection

•(Utmost care should be taken while fixing the priority of the option. Priority and index



marks are the base of the allotment)

Furnish the details of colleges and programmes/courses according to the priority. The candidates who wish to apply for the community quota in Aided colleges can opt the colleges and programmes/courses according to the priority.

Candidates can view the options submitted and if necessary can edit the options. The candidates can take a verification print out to verify and ensure that the details submitted are correct. If the details entered are correct click “**Final Submit**”.

After final submission the candidates can take a final “Print Out” (College copy and Student Copy). The student copy shall be retained and the college copy shall be submitted to the college where he/she takes permanent admission.

6.2.Special Attention

- The candidates can logout at any stage of registration and continue registration later on.
- The back button of the browser should not be used under any circumstances during the registration.
- For security reasons, the University stores not only ID Numbers and personal data, but also the IP address of the Computer/instrument from which a candidate logs in, so that miscreants will be identified.
- The change in marks after the closing date of online registration, on account of revaluation, improvement etc, will be considered only after the third allotment. To effect such change in marks, scan and mail the new mark sheet to the University through **Nodal Centres or directly**.
- In case the registrants lose their password,CAP ID/online ID and chalan No the same can be retrieved by the following any one of the steps,
- Use 'FORGOT PASSWORD' link from the registration page or
- login in to epay.uoc.ac.in and click Reprint/SMS from the home page.
- The details requested will be received in the mobile phone number registered.
- The whole process of allotment to the UG programmes will be done by the Calicut University. University will not entertain any request for change of any date fixed in the Centralised Allotment Process/Admission from time to time.

7. Editing

The candidates can edit the data entered including photo till the **FINAL SUBMISSION** is done. Hence, the candidates should take a verification printout and personally verify and ensure that the details entered are correct before final submission

After **FINAL SUBMISSION** the data can only be edited by the Nodal Centres functioning in the affiliated colleges. The list of Nodal Centres are published in the website. The candidates intending to edit the details after final submission can identify the nearest Nodal Centre from the list and approach such centre for assistance.



8. Cancellation of higher options.

Cancellation of all the higher options can only be done through Nodal Centres. Partial cancellation of the higher options can be done by the candidates themselves or can use the services of the Akshaya Centres and other firms providing internet facility.

The candidates can login into CAP with their login credentials after each allotment for partial cancellation.

9. Rearrangement of college and course

After the trial allotment the candidates can rearrange priority of their options already submitted during the registration by “**drag and drop**” facility. No new course or college can be added at any stage of the allotment process.

10. Allotment

There will be **THREE** allotments for all category of students and **Two** special allotments for General and SC/ST/BPL in forward caste. On receipt of the allotment to an option, all the options below the received allotment will be permanently lost. The options thus lost will not be reinstated at any cost.

11. Trial Allotment

After the closing date for online registration a trial allotment will be published on the scheduled date. After the trial allotment the candidates can rearrange the priority of their options.

12. Mandatory Fee.

The candidates receiving allotment should remit the Mandatory Fee prescribed in the admission notification. The mandatory fee need to be remitted only once. The candidates failing to remit mandatory fee will lose his/her current allotment and they will be expelled from further allotments. The candidates, thus expelled will not be reinstated in the allotment process at any stage of the allotment.

The candidates admitted other than through allotment should also compulsorily remit mandatory fee. Mandatory fee comprises of 1) Sports Affiliation Fee (Rs.265/-) 2) University Union fee (Rs. 80/-) 3) Matriculation fee (Rs.105/-).

Mandatory Fee.

- For General category candidates : Rs 450/-
- For SC/ST :Rs 105/-

13. First Allotment

The First allotment will be published on the scheduled date. All candidates received allotment should remit mandatory fee to claim their allotment. The candidates failing to remit mandatory fee will lose allotment received and will not be considered for further allotments.

The candidates satisfied with the allotment received shall cancel all their higher options. . In case the higher options are not cancelled the candidate will be considered for the higher options and will be bound to relinquish the previous allotment and must take admission to the allotment received to their higher options.

13.1 Second Allotment

The Second allotment will be published on the scheduled date. All candidates received allotment for



the first time should remit mandatory fee to claim their allotment. Candidates already remitted mandatory fee after the first allotment need not pay the mandatory fee again. The candidates failing to remit mandatory fee will lose allotment received and will not be considered for further allotments.

The candidates satisfied with the allotment received shall cancel all their higher options. In case the higher options are not cancelled the candidate will be considered for the higher options and will be bound to relinquish the previous allotment and must take admission to the allotment received to their higher options.

13.2 Third Allotment

The Third allotment will be published on the scheduled date. All candidates received allotment for the first time should remit mandatory fee to claim their allotment. Candidates already remitted mandatory fee after the first and second allotment need not pay the mandatory fee again. The candidates failing to remit mandatory fee will lose allotment received and will not be considered for further allotments.

All the candidates received allotment should take admission in the respective colleges. The candidates received allotment to their first option, and candidates satisfied with the allotment received during first, second and third allotment shall cancel all their higher options and take permanent admission.

The candidates satisfied with the allotment received shall cancel all their higher options. In case the higher options are not cancelled the candidate will be considered for the higher options in supplementary/special allotment and will be bound to relinquish the previous allotment and must take admission to the allotment received to their higher options.

The candidates received allotment but, not satisfied with the allotment received during first, second and third allotment, shall take permanent admission retaining their higher options.

Vacancies arising after the third allotment will be filled by the University through special/supplementary allotments. The candidates took permanent admission retaining their higher options and candidates not received allotment up to third allotment only will be considered for the above admission. Hence, the candidates received allotment and willing to be considered for the admission through special/supplementary allotments after third allotment shall take permanent admission retaining their higher options.

13.4 Special Allotment

After third allotment two special allotments for SC/ST/BPL in forward community will be conducted on the scheduled date.

Vacancy position in SC/ST/BPL in forward community will be published in (www.cuonline.ac.in). The students belonging to the above category can submit fresh options as per the vacancies published. Such candidates will be consider for allotment to their fresh options and the rest will be considered for their options already submitted before the last date for online registration.

All candidates received allotment for the first time should remit mandatory fee to claim their allotment. Candidates already remitted mandatory fee need not remit mandatory fee again. The candidates failing to remit mandatory fee will lose the special allotment received and will not be considered for later admissions.

(The BPL in backward community candidates are not eligible for Special allotments)



14. Admissions

14.1 Permanent Admissions

The candidates receiving allotments for the first options and those candidates are satisfied with the allotment received in any of the allotments can take permanent admissions to the respective colleges. After third allotment all candidates should take permanent admissions to the colleges allotted.

In case the higher options are not cancelled the candidate will be considered for the higher options and will be bound to relinquish the previous allotment and must take admission to the allotment received to their higher options.

14.2 Temporary Admissions

After second allotment all candidates who have received allotment (in first and second allotment) but not satisfied with their current allotment and **willing** to be considered for higher option shall take Temporary Admission. These, candidates will be considered for their higher options.

The candidates taking temporary admissions need not remit any fee or submit any certificates to the college.

15. Admit Card

Admit card will be available for all candidates received allotment and intending to take permanent admission. The college and course to which allotted, admission date and certificates to be produced at the time of admission will be specified in the admit card.

All the candidates who received allotment to their first option and those candidates are satisfied with the allotment received can take admit card (after cancelling higher options) and report for permanent admission.

There will be “no” admit card for temporary admission.

After third allotment the candidates received allotment, but not satisfied with the allotment received during first, second and third allotment, can download admit card without cancelling their higher options for taking permanent admission.

15.1 Admit card will not be available for candidates admitted to the following category of seats.

1. Community Quota (Aided Colleges)
2. Management Quota
3. Sports Quota
4. Lakshadweep Quota
5. Kashmir Students
6. Andaman Nicobar Islands
7. Mentally Challenged Students
8. Inmates in Juvenile Justice Centres
9. Candidates admitted from the rank list provided by the University



16 Post Allotments Activities

All the candidates who get allotment should report for admission as per the date earmarked in the schedule, at the college concerned after remitting the **University mandatory fee**. The candidates should produce the following documents in **original** before the Principal/Head of the college/Institution at the time of admission.

1. Admit Card
2. The print outs of the application
3. College copy of the E-chalan/online payment slip for registration fee.
4. Receipt/Chalan of the fee remitted for acceptance of allotment. (**University mandatory**).
5. Age proof
6. Qualifying Certificate.
7. Mark List(s) of the qualifying examination.
8. Transfer Certificate received from the Institution last studied.
9. Conduct Certificate
10. S.S.L.C
11. Those candidates who have passed examinations other than HSE/VHSE except CBSE/CISCE should produce Equivalency/Recognition Certificate from University of Calicut.
12. Non Creamy Layer Certificate / Nativity Certificate /Community Certificate/BPL Certificate as directed by the admitting authorities
13. Candidates who claim bonus/weightage marks shall produce relevant certificates.

community to which the candidate belongs.

17. CLAIMS FOR MANDATORY RESERVATIONS

17.1. Claims for Mandatory Reservations must be made by the candidate in the relevant column of the online application in CAP. However, the supporting documents shall be submitted only at the time of admission in the colleges concerned. The claims for mandatory reservation once made in the Application form cannot be altered by the candidate under any circumstance.

17.2. Claim for Communal reservation under ‘Socially and Educationally Backward Classes’ (SEBC)

Reservation of seats to the Socially and Educationally Backward Classes will be in accordance with the provisions contained in **G.O.(P)208/66/Edn. Dated 02.05.1966**, as amended from time to time. Candidates belonging to Ezhava, Muslim, Other backward Hindus, Latin Catholic other than Anglo Indians and Other backward Christian communities, claiming reservation under SEBC Quota should invariably produce both ‘**Community**’ and ‘**Non Creamy Layer Certificates**’ obtained from the Village Officer concerned. The attested copies of the above certificates should be produced at the time of admission. Candidates whose annual family income is above the amount stipulated by the Government for this purpose from time to time are not eligible for reservation. The seats



unavailed by SEBC category candidates will be allotted under open quota.

17.3. Claim for Reservation under Scheduled Castes/Scheduled Tribes Quota:

Candidates claiming reservation under Scheduled Castes/Scheduled Tribes Quota should obtain caste/community certificate from the Tahasildar. The seats un-availed by the SC candidates will go to ST candidates and vice versa. The un-availed seats reserved for SC/ST shall be re-notified twice through print media by the colleges concerned. If such seats are remaining vacant after re-notification, the seats shall be filled as detailed in 17.3.1 to 17.3.3 below.

17.3.1 Government/Aided Colleges except Colleges run by aided backward minority Communities:

The unfilled seats shall be filled up from candidates belonging to OEC and in their absence, candidates belonging to SEBC. The seats that further remain unfilled will go to the open quota.

17.3.2 Aided Colleges run by backward minority communities:

The unfilled seats shall be filled on the basis of the merit as per the rank list from among the applicants of the backward minority community, which runs the college. If seats still remain unfilled, they will be filled up from candidates belonging to OEC and in their absence, candidates belonging to SEBC. The seats that further remain unfilled will go to the open quota.

17.17.3.3 Claim of OEC candidates against the un-availed seats of SC/ST candidates:

Other Eligible Community (OEC) candidates who claim allotment to the un-availed seats, if any, under SC/ST quota should furnish community and income certificates obtained from the Village Officer concerned. Those OEC candidates whose annual family income is up to the amount stipulated by the Government for this purpose from time to time alone are eligible for such seats. Candidates belonging to other eligible communities are exempted from payment of fee at the time of allotment to UG Degree Programmes under Government/Community quota irrespective of annual family income as per **G.O (MS)No.36/07/SCSTDD dated 03.07.2007**. They should produce Community Certificate from the Village Officer at the time of admission in the college concerned.

ATTENTION

The Prospectuses issued in previous years are not valid for the admission to the Degree programmes in 2018-2019 Academic year. Candidates shall read the prospectus carefully and familiarize themselves with all the relevant information relating to the admission process. In addition to this all registrants are advised to visit the official website of the University www.cuonline.ac.in for Hand book on admissions, notification, rules and announcements.

This prospectus is subject to modification/addition/deletion as may be deemed necessary by the University.

Sd/-

Registrar