# UNIVERSITY OF CALICUT

# PROSPECTUS-2019

### Centralized Admission Process for Admissions to the Under Graduate

### (CAP for UG Admission) programmes

**For Admissions, Contact :**

**Directorate of Admission**
**University of Calicut**
**Calicut University  P.O.**
**Malappuram, Kerala - 673 635.**

**Phone Number: 0494 240 7016, 17**
**E.mail:cac@uoc.ac.in    Website: cuonline.ac.in/ug**

## Centralized Admission Process (CAP for UG Admission) for Admissions to the Under Graduate programmes  2019-2020

### 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.

### 1.2.1  Online registration.

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

The registration process is designed hassle-free to save time and to ensure transparency in admission. The online allotment process provides an opportunity to obtain admission to any of the affiliated colleges/centres and to those programmes/courses of the choice of the students on the basis of merit. It also helps to give maximum exposure to various colleges and programmes/courses under the jurisdiction of the University.

### 1.2.2  Bachelor of Theatre Arts (BTA)/BA Music, Vocal, Veena/Mridangam/Violin.

For admission to the **Bachelor of Theatre Arts (BTA)/BA Music/Vocal/ Veena/Mridangam/Violin** programmes the students should compulsorily register through the CAP. The list of the registered candidates will be provided to the colleges. The colleges/centres conducting these programmes will conduct an aptitude test of the students on the dates announced by the colleges/ centres in tune with the schedule of admission published by the Directorate of

Admission (DoA). The Principals will prepare a rank list of the eligible students and will conduct admission as per the schedule of admission.

**1.2.3 Admission to the Ability Arts and Science College, Pulikkal, Malappuram.**

The hearing impaired students wishing to take admission to the programmes offered by the Ability Arts and Science College, Pulikkal, Malappuram, should register through Centralized Admission Process (CAP). The list of the registered candidates will be provided to the colleges and the Principal will schedule an interview date. A rank list of the students reported for interview will be prepared by the college and admission will conducted from the rank list as per the schedule of admission.

**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/ug)*. The students wishing to take admission in the community quota seats in the aided programmes offered by the Aided Colleges can opt five college or programme/course of their choice in addition to the above 20 options.

**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 and affiliated to this 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 Educational Backward Communities).

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 for SEBC will be 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 SEBC candidates who claim reservation under SEBC category at the time of admission. The validity of Non creamy layer certificate should be as stipulated in the Government orders prevailing at the time of admission.

### 3.2.2 Scheduled Caste (SC)

The seats for SC will be 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.

### 3.2.3 Scheduled Tribe (ST)

The seats for ST will be 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.

**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 Wayanad 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

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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 (Aided Colleges only)

The seats for community quota will be 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 should specify whether they are intending so while submitting the personal details and should also opt the colleges at the time of online registration. The University will forward the list of the applied students to the colleges on the date published in the schedule for admission. The list of applied students will also be published in the college login and website. The colleges will prepare and publish a rank list of the candidates reporting 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 <u>Management Quota (Aided and Un aided Colleges ).</u>**

The seats for management quota 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. The eligibility of the students should be verified by the colleges before issuing forms to the students requesting for admission before conducting online registration.

## 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 rank list as per the schedule published by the University.

**The norms for eligibility for admission to the Sports Quota**

**<u>For UG courses</u>**

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

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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.

**3.5.2 Lakshadweep Quota**

One seat each in a UG 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.

### 3.5.3 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).*

### 3.5.4 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 (PWD)

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 Seince, 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. The category of the disabilities should be specified clearly in the medical certificate.

The University will forward the list of the applied students to the colleges on the date published in the schedule for admission. The list of applied students under PWD will also be published in the college login and website. The colleges will prepare and publish a rank list of the candidates reporting on the date earmarked for admission to persons with disabilities (PWD) 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.

### 3.6.2  Inmates in Juvenile Justice Centres

One seat in Government and Aided Colleges (Aided programmes only) 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.

 The admission to this category will be conducted directly by the Directorate of Admission (DoA).

### 3.6.3 Seats for Trans-genders students

Two additional seats in all programmes in affiliated colleges is reserved for students belonging to the Trans-gender category. *(U.O.No 11106/2018/Admn Dated: 24.09.2018).*

The students wishing to take admission to this category shall register through CAP . The admission to this category will be conducted directly by the Directorate of Admission (DoA).

The candidates should produce the identity card and certificate issued by the Social Justice Department while reporting for admission.

**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 then Anglo Indian | 1% | |
| | d) Other Backward Christians (OBX) | 1% | |
| | e) Other Backward Hindus (OBH) | 3% | |
| 3. | Scheduled Castes/Scheduled Tribes: Scheduled Castes 15% Scheduled Tribes 5% | | 20 |

**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 subject to the eligibility. **For admission to serial no. I to V students should apply online in Centralized Admission Process (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 utilize 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.

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(www.cuonline.ac.in).

6.  **Registration.**

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

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

**Phase 1: Submission of Application**

**Phase 2: Fee Payment.**

**Phase 1:**

*Keep ready the following for the submission of application for UG Programmes with out Entrance examination and read the instructions.*

1.  Date of Birth: copy of S.S.L.C

2.  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.

3.  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.

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

5.  Copy of the Qualifying Examination Mark Sheet.

6.  Scanned copy of Passport size photograph in '.jpg' format .

7.  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/coursesare available in the website. (www.cuonline.ac.in). The fee structure for each year will be published along with the prospectus for UG admission.

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**IMPORTANT!**

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**'Please note that you cannot Edit/Modify your application once you click *FINAL SUBMIT & PAY* button. Please ensure that all aspects of the application are correct before submitting it.**

**Click *Take Draft Print out* Button to view the details entered. No modification can be made thereafter.'**

**Phase 1: Submission of Application**

The application submission is done in Four Part.

**Part1:CAP ID Generation**

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- Complete the personal information in the empty columns by strictly following the instructions in the window. * (Mobile number and e-mail id of student/parent/guardian only to be furnished)
- The details entered can be edited. To get CAP ID & Security Key,

**CLICK "REGISTER" BUTTON.**

After clicking **"REGISTER"** *button mentioned above the CAP ID and password will be received in the registered mobile number/*email id through SMS/ mail.

### Part 2: Student Profile
1. Enter the details in the blank fields .
2. 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.
3. The number of chances means the number of chances taken for passing any part or parts of the qualifying examination. Betterment/Improvement and SAY examination will not be considered as a chance.
4. The candidates who have qualified the HSE and VHSE of the Government of Kerala under ' SAY' scheme and Compartmental Examination of CBSE are also eligible for admission to first year degree programmes/courses in the same academic year.
5. Specify the Board/University of the qualifying examinations.
6. Enter the stream of study of the Qualifying examinations, if necessary (Science, Humanities, Commerce).
7. Utmost care should be taken while entering reservation details. Opt only the eligible reservations otherwise admission will be denied. Valid certificate must be produced at the time of admission.
8. Weightage: Enter the eligible bonus/ weightage if any. Valid certificate must be produced at the time of admission.
9. Upload & Resize your photograph in jpeg format.

The details entered can be edited before final submission. To move to the next part **CLICK "*SAVE & PROCEED*"** button.

### Part 3: Qualification Details
- If the marks are displayed automatically verify; otherwise enter the marks.
- Utmost care should be taken while entering the marks.
- The details entered can be edited before final submission. To move to the next part.

### CLICK "*SAVE & PROCEED*" BUTTON

### Part 4: College Course Selection

***Important!!! 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.

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- Candidates can view the options submitted and if necessary can edit the options.

By clicking the button ***Take Draft Print ,*** 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 & Pay".**

**Phase 2: Fee Payment.**
- *After   clicking the Proceed & Pay button,* confirm the payment details in the following window.
- *Online registration fee*
    1. *General Category Students: 280/-.*
    2. SC/ST *Students : 115/-.*
- Select mode of payment

    a). State Bank online payment.(For those who have  State Bank online  banking facility).
    b) Payment Gateway.
    c). Akshaya Centres & Friends Janasevana Kendram
    e) Post office
Remit the fee in any of the mode of payment mentioned above.
- During the payment, the website will be redirected to the University of Calicut-Instant Web Payment System (CUIWPS) page where the student can select the desired choice of payment. After successful payment, candidates can take the print out of application . (In case, the payment fails, the candidate will have to re-login and do the payment procedure once again to complete the payment and obtain the print out of the application). Print out of the application will be provided only if the payment is successful.

- Here you can take printout of copy of challan s*hall be submitted to the college where he/she takes permanent admission.*

- Those who have paid the fee by other means, must login with their CAP ID and Security Key and take printout of their completed application (*College copy and Student Copy*) before the closing date for submission. *The student copy shall be retained and the college copy shall be submitted to the college where he/she takes permanent admission.*
- The printout of the completed application must be taken on or before the last date published in notification.

**"Fee once remitted will not be refunded"**

**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.

- ***All the corrections including change in marks after the closing date of online registration,***

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*on account of revaluation, improvement and addition of grace marks 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. E-mail ID-cac@uoc.ac.in*

- In case the registrants lose their password,CAP ID/Security Key No the same can be retrieved by the following any one of the steps.
  - ◦ Use 'FORGOT CAPID/Security Key' link from the registration page.
  - ◦ And fill the columns as required (HSE/+2 register number and Registered mobile number)
  - ◦ The details requested will be received in the email ID 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 be edited by using the Help Center Button or by the Nodal Centres functioning in the affiliated colleges or on or before the last date for registration.

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.

1. How to get help from nodal centers?
   - Click Nodal Officers in UG registration page (cuonline.ac.in/ug)
   - Select the nearest nodal center from the list shown
   - Contact the nodal officers through mobile/ email
   - You can modify your application as directed by the Nodal Officer to whom you are contacting .
   - If your application is unfinalised, you must login and resubmit the application on or before the last date for registration.
   - All corrections must be completed on or before the last date for registration.
   - The University will allow the facility to unfinalise the completed application in this manner only once.

Website: http://cuonline.ac.in/ug/                                    Email: cac@uoc.ac.in

2. How to use Help Center button.?

- Click Help Center button in UG registration page (cuonline.ac.in/ug)
- Complete the personal information in the empty columns by strictly following the instructions in the window.

  (Select Query type as UN-LOCK APPLICATION in the case of final submitted application)
- You can check your application status using *Track & Check the Status* menu.
- You can follow the instructions shown in the menu above to modify your application.
- If your application is unfinalised, you must login and resubmit the application on or before the last date for registration.
- All corrections must be completed on or before the last date for registration.
- The University will allow the facility to unfinalise the completed application in this manner only once.

## 8. Cancellation of higher options.

**Cancellation of all the higher options if necessary, after receiving allotments** 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/EWS 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. **No change or addition of new options will be allowed during any stage of the admission.**

## 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.

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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.280/-), 2.University Union fee (Rs. 85/-), 3. Matriculation fee (Rs.115/-).

**Mandatory Fee.**

- *For G*eneral category candidates : Rs 480/-
- *For* SC/ST/:Rs 115/- **(The SC/ST/** OEC-SC/OEC-ST/COMMUNITIES ELIGIBLE FOR EDUCATIONAL CONCESSIONS AS IS GIVEN TO OEC *candidates taking admission to the self financing programmes should remit Sports Affiliation Fee (Rs.280/-) and University Union fee (Rs. 85/-) at the college while taking admission.)*

## 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 canceled 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 canceled 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.

All the candidates received first and second allotment should take permanent or temporary

admission in the respective colleges. The candidates satisfied with the allotment received during first or second allotment shall cancel all their higher options and take permanent admission. All other candidates waiting for higher options shall take temporary admission retaining/without canceling their higher options. **Candidates failing to take admission after second allotment on temporary or permanent basis will be expelled from the further admission process.**

### 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 on permanent basis 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 who took temporary allotment after second allotment and didn't receive any change in the third allotment also should change their temporary admission to permanent retaining their higher options.**

**The candidates satisfied with the allotment received shall cancel all their higher options. In case the higher options are not canceled the candidate will be considered for the higher options, if further allotments are conducted, 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 or by providing applied students list to the colleges. 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 will be conducted on the scheduled date.

Vacancy position in SC/ST in forward community will be published in **(**www.cuonline.ac.in/ug**)**. 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.

## 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 canceled 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 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 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 canceling 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. Management Quota
2. Lakshadweep Quota

**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 for verification. The college authorities after verification shall return all the **ORIGINAL CERTIFICATES** after verification to the students.

1. Admit Card **(Only for students received allotment)**
2. The print outs of the application
3. Receipt/Chalan of the fee remitted for acceptance of allotment. (**University mandatory fee and registration fee).**
4. Age proof
5. Qualifying Certificate.
6. Mark List(s) of the qualifying examination.
7. Transfer Certificate received from the Institution last studied.
8. Conduct Certificate
9. S.S.L.C
10. Those candidates who have passed examinations other than HSE/VHSE except CBSE/CISCE should produce Equivalency/Recognition Certificate.
11. Non Creamy layer Certificate / Nativity Certificate /Community Certificate as directed by the admitting authorities
12. 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 until third allotment.

**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 un-availed 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 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 only as detailed below until further orders from the University.**

**17.3.1 Government/Aided Colleges**

The unfilled seats shall be filled up from candidates belonging to OEC category specified in the G**O (Ms) No.14/2017/CDD Dated: 02.08.2017**, and in their absence, the seats shall be left vacant until further orders from the University.

*Instructions related to seat conversion may change subject to orders from the government. The changes will be published by the University in a timely manner.

**17.3.2 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.

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**ATTENTION**

The Prospectuses issued in previous years are not valid for the admission to the Degree programmes in 2019-2020 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.

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