

INSTRUCTIONS TO THE CANDIDATE'S Centralized Admission Process (CAP)

USE THE website www.cuonline.ac.in.

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

The admission through Centralised Admission process to First year Degree 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

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

4). Select mode of payment

Mode of Remittance of fee

a). State Bank online payment. (For those who have State Bank online banking facility).

b) Payment Gateway

b). Nodal Centres (Functioning in All Colleges) List of Nodal Centres is available in www.cuonline.ac.in)

c). Akshaya Centres

d). Friends Janasevana Kendram

e) Other firms providing Internet Facility

Remit the fee in any of the mode of payment mentioned above.

a) 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.

b) For the programmes/courses with entrance examination, the chalan number and password will be received in the registered mobile number through SMS.

After receiving the SMS online application can be submitted

If mode of payment is State Bank online payment

- 1.) Select the Purpose of remittance.
- 2.) Furnish the details in the blank fields (mobile number and e-mail ID only that of the student/parent/guardian).
- 3.) Select the mode of payment
- 4.) Enter the fee amount and click the button "Proceed".
- 5.) You can view the details now, if the details are correct click "Pay Now."
- 6.) In the next page click "Continue for Payment". Remit the fee online as per the instructions in the online payment site of State Bank
- 7.) Click redirect to the Calicut University Instant Web Payment System (CUIWPS) or wait for 60 seconds to be redirected.
- 8.) Take printout of the online payment "**RECEIPT**". CAP ID Number and Password will be received by SMS/e-mail, with which the candidate can login to CAP and complete the online application submission.

The payment procedure completed.

"Fee once remitted will not be refunded"

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

Keep ready the following

1. The CAP ID/Chalan number and password received by SMS/E-Mail.
2. Copy of the Qualifying Examination Mark Sheet.
3. Passport size photograph in '.jpg' format with a size between 20KB and 40 KB.
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). The fee structure for each year will be published in the website.

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

Instructions for submission of application for UG programmes

Visit www.cuonline.ac.in-**Select** UG/PG 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

○ **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. Verify the marks displayed automatically; 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.

top left side of the printout.

management /sports/ community/reserved seats. Candidates taking admission to the merit /management seats should apply through online and submit the application final print out at the department/centre/college at the time of admission.

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.

Mandatory Fee.

The candidates receiving allotment should remit the Mandatory Fee prescribed in the 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.

Management Quota (Aided and Un aided 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 admission and submit separate application in the colleges concerned.

Community Quota (Aided Colleges only)

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 colleges will admit the candidates, based on their merit from this rank list as per the schedule published by the University. The community rank list will be published in the college login and website. The colleges will also publish the community rank list in the notice board.

Sports Quota

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.

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.

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.

Admissions

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.

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.

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 University through **Nodal Centres**.
- 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.

For More details see Hand Book On Admission Rules and Prospectus.