

University of Calicut

Prospectus

Centralized Admission Process (CAP)

Admission to Under Graduate Programmes for the

Academic Year 2015-2016

Directorate of Admissions

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SCHEDULE

SI No	Activities	Dates
1.	Basic Data Registration (Personal)	27.04.2015 to 12.05.2015
2.	Personal Data Edit	14.05.2015 to 18.05.2015
3.	College with Course Registration	20.05.2015 to 05.06.2015
4.	First Trial Allotment	12.06.2015
5.	Option for Rearrangement and Corrections	13.06.2015 to 16.06.2015
6.	First Allotment	19.06.2015
7.	Payment of fee & Re arranging of Options	20.06.2015 to 24.06.2015
8.	Second Allotment	29.06.2015
9.	Payment of fee & Re arranging of Options	30.06.2015 to 03.07.2015
10.	Third Allotment	08.07.2015
11.	Fee Payment and Reporting for admissions	09.07.2015 to 13.07.2015
12.	Sports/Community Quota Admissions	14.07.2015
13.	Uploading of Data by Colleges	09.07.2015 to 14.07.2015
14.	Commencement of Class	15.07.2015



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Centralized Admission Process (CAP) for Under Graduate Programmes

Admission to the Under Graduate Programmes in Arts and Science colleges (except UG programmes to which admission is based on entrance examinations, B Voc programmes and BA Afsal-ul-Ulama) affiliated to the University of Calicut including 50 % of seats set apart for Merit Admission in the Self Financing colleges for the Academic Year 2015-2016 will be conducted through Centralized Admission Process as per the details given below.

The **Centralized Admission Process (CAP)**, offers facility for online submission of application to various colleges and programmes. Students can opt upto 20 programmes of their choice on priority basis from the affiliated colleges through simple online steps available in CAP (**website www.cuonline.ac.in**).

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 of his/her choice on the basis of merit. It also helps to give maximum exposure to various colleges and programmes under the jurisdiction of the University.

Classification/Categorization of Seats:

The seats available in the colleges are classified as merit, reservation and community/management seats.

Merit:

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

Reservation:

The seats filled by the University in Government/Aided/Un Aided/IHRD Self Financing Colleges and Self Financing programmes in Aided colleges that are earmarked for SEBC/BPL/SC/ST/OBX/OBH etc and seats reserved for candidates from Union Territory of Lakshdweep/Tamil Linguistic Minority /Person with disabilities/Sports/Mentally Retarded/Kashmiri Students etc.



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Reservation rules will be published in the website before starting of the second stage of registration.

Community:

The seats in Aided colleges that are filled upon merit basis from among the students of the community of the Management.

Management:

The seats in Aided, Un Aided and Self Financing Courses in Aided colleges filled by the management.

(List of Colleges and programmes are available in website www.cuonline.ac.in)

1. Eligibility to apply for Centralized Admission Process

1.1 Candidates declared eligible for higher studies in the Kerala HSE examinations/Examinations equivalent there to can apply for admission to various Under Graduate Programmes of Calicut University through Centralized Admission Process (CAP). Detailed admission rules will be published in the website before starting of the second stage of registration.

1.2 Details of seats that comes under the ambit of Centralized Allotment.

Sl No	Classification of Colleges/ Institution	Details of seat that comes under the ambit of Centralized Allotment.
1	Government Colleges	Total seats except the seats reserved for <i>candidates from Union Territory of Lakshdweep/Tamil Linguistic Minority /Person with disabilities/Sports quota /Mentally Retarded/ Kashmiri Students.</i>
2	Aided Colleges	Open Quota Seats (Merit) and seats reserved for Scheduled Castes & Scheduled Tribes .
3	Unaided Colleges & Self Financing Courses in Aided Colleges	50% of the total seats including the seats reserved for SC/ST/SEBC .
4	IHRD Self Financing Colleges	50% of the seats subject to the reservation rules of Government/University

Candidates seeking admission under any category (General/SEBC/BPL/SC/ST/Community/Management/seats reserved for candidates from Union Territory of Lakshdweep/Tamil Linguistic Minority /Person with disabilities/Sports quota//Mentally Retarded/ Kashmiri Students etc) to the courses offered by the colleges affiliated to the University of Calicut for the under graduate programmes should compulsorily register through (CAP).



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2.Procedure for Applying through CAP.

- 1.) Preferably use the latest version of Mozilla Firefox.
- 2.) Read Prospectus and Instructions carefully before proceeding with the registration.
- 3.) Do not press back button during the process of registration

2.1. The online registration under CAP will be conducted in two Stages.

STAGE I

The stage I consists of Three Steps.

2.1.1 Step 1: Payment of Fee (through e-payment system)

- a) Click -Instant Web payment system in the home page of the website www.universityofcalicut.info.
- b) Click- fee remittance in the website www.cuonline.ac.in or
- c) Directly visit the website <https://www.uoc.ac.in>

Keep ready the Following:

- a.) *Date of Birth*
- b.) Mobile Number (mobile number of student/parents/guardian only be furnished)
- c) E-mail (Email Id of student/parents/guardian only be entered. Those who don't have an Email-Id may create one and enter).
- d) **Fee : Rs 250/- for General category and Rs 100/- for SC/ST.**

2.1.2.Mode of Remittance of fee by candidates from inside KERALA.

- a) State Bank of Travancore online payment (For those who have SBT online banking facility).
- b) SBT E-Chalan
- c) Friends Janasevana Kendram
- d) Akshaya Centres



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2.1.3. Mode of Remittance of fee by candidates Outside Kerala

- a) State Bank of Travancore online payment (For those who have SBT online banking facility).
- b) SBT E-Chalan only.

2.1.4 Instructions:

If mode of payment is State Bank of Travancore online

- 1.) Select the Purpose of remittance UGSW15- **Centralized Admission Process Degree 2015- Application Fee**
- 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 -SBT online.
- 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 SBT.
- 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.

2.1.5 If mode of payment is E-Chalan of SBT.

1. Select the Purpose of remittance UGSW01-**Centralized Admission Process Degree 2015- Application Fee**).
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 SBT E-Chalan.
4. Enter the fee amount and click the button "**Proceed**".

THE CHALAN FORM CAN BE VIEWED. TAKE PRINT OUT OF THE SAME.



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If mode of payment selected is SBT E-Chalan payment can be made at any nearest SBT Branch after 3 hours of the generation of the chalan. The candidate's copy of the chalan may be kept in hand and the college copy may be submitted along with the print out of the application to the college at the time of admission. After making payment an SMS/e-mail will be received within 24 hours intimating the **CAP ID number and password**. After the receipt of this SMS he/she can login and submit the application. Please ensure that the fee is remitted before the expiry date shown in the right bottom of the chalan.

The payment procedure completed.

“Fee once remitted will not be refunded”.

2.2. Step 2

Keep ready the following

1. The CAP ID number and password received by SMS/E-Mail.
2. Copy of the SSLC.
3. Passport size photograph in '.jpg' format with a size between 30 to 40 KB.
4. BPL Certificate for candidates belongs to BPL category among forward communities.

Login to the Website www.cuonline.ac.in using the CAP ID and Password received through SMS/E-Mail(use Mozilla Firefox for better performance).

2.2.1. Upload the photo (size between 30 to 40 kb).

Step 2 COMPLETED

2.3. STEP 3 Personal Details

2.3.1 Preliminary Registration: Enter the details in the blank fields. The fields which cannot be EDITED can be CORRECTED only by the Directorate of Admissions, University.

CLICK “SAVE /**PROCEED**” BUTTON

2.3.2 Personal Information. Utmost care should be taken while entering reservation details. 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. If details are displayed automatically, in the case of Kerala HSE, VHSE and NIOS students, check the details and use edit option to correct.

STAGE I REGISTRATION COMPLETED



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3.STAGE II Registration : Stage II registration will commence only after the publication of results of Kerala HSE/VHSE.

(Candidates should go through the admission rules for UG courses available in the website www.cuonline.ac.in, carefully before starting the second stage registration.)

Login into the website www.cuonline.ac.in using the CAP ID and Password received vide SMS/E-Mail.(use Mozilla Firefox for better performance).

This stage consists of TWO STEPS.

Step 1: Submission of details and marks of the qualifying examination

Step 2: Submission of College and Course options.

Keep ready the following

1. Copy of the S.S.L.C
2. List of colleges and programmes of your choice on priority basis. Twenty programmes from among the various affiliated colleges can be opted. List of colleges and courses are available in the website www.cuonline.ac.in.

3.1 STEP 1 Enter details and marks of the qualifying examination. If details are displayed automatically, check the details and use edit option to correct.

CLICK “**SAVE /PROCEED**” BUTTON

FIRST STEP OF STAGE II REGISTRATION COMPLETED

3.2. STEP 2 PROCEDURE FOR REGISTERING OPTIONS:

(Utmost care should be taken while fixing the priority of the option. Priority and index marks are the base of the allotment)

Enter Colleges and programmes according to the priority. A list in the order of priority may be prepared and kept well in advance. **List of Colleges and programmes are available** in the website www.cuonline.ac.in. **Once the candidate completes the option entry he/she can view options and the index marks of the courses opted by him/her. He/she can check the Index marks of the Highest and lowest ranked candidates (of the previous year) in the programme and can reset the options before final submission.**



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Candidates can edit the options furnished before final submission. The colleges and programme displayed in the print out will be in accordance to the priority opted by the candidate.

4. Submission of Hard Copy of Application

Students are advised to keep the printout of the application and chalan/payment slip with themselves. It shall be produced at the time of admission to the college after allotment. The print out of application/chalan or any other document regarding the admission “*need not be*” send to the University under any circumstances.

5. Allotment:

There will be **THREE** allotments for **AIDED AND GOVERNMENT COLLEGES** and **TWO** allotments for **UN AIDED COLLEGES**. The unaided colleges will be allowed to fill up the vacant seats after **TWO** allotments by themselves but from the list provided by University, on the basis of merit and reservation.

In the case of **AIDED** and **GOVERNMENT** colleges, further allotments if any, will be notified later, subject to the availability of vacancies.

Classes will commence after the first three allotments. The list of programme which the candidates are eligible to opt will be displayed after the submission of educational details (**Stage II step 2**) during registration. List of colleges and programmes opted by the candidate will be displayed in the order of their choice. **THE ALLOTMENTS ARE MADE FROM AMONG THIS LIST OF COLLEGES AND PROGRAMMES OPTED.**

Admissions to the new colleges or new courses in existing colleges which couldn't be included in the allotment process will be done in traditional manner. But the admissions shall be done only from among the candidates registered in CAP. Such colleges should not admit any candidates without obtaining guidelines from the Directorate of Admissions.

6. Trial Allotment

A trial allotment will be conducted to give the applicants an idea about the chances of getting allotment to a programme and college based on the options, merit and reservation rules. After the trial allotments candidates will be allowed to **verify** and **correct** their options. The trial allotment does not guarantee that the candidate will get allotment in a college or a programme of his/her choice, since the ranks may vary in actual allotment subject to the rearrangement of options by applicants after the trial allotment.



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7. First Allotment

7.1 After the trial allotment and the period for rearranging options the first allotment list will be published on the date as per the schedule. On receiving allotment to a particular option , all other **lower options will be automatically cancelled** and only the higher options will prevail until deletion or modification by the candidate.

7.2 The candidates who receive allotment should pay the following mandatory fee (in single E-chalan/online payment) within the time prescribed (as per the schedule) for confirmation of the allotment.

7.3 Remittance of Mandatory fee

A) For General Category Rs 425/- as given below.

- | | |
|---------------------------|------------|
| 1. Sports affiliation fee | : Rs.250/- |
| 2. Matriculation fee | : Rs.100/- |
| 3. University Union fee | : Rs.75/- |

B) For SC/ST Rs 100/-

7.4 The candidate successfully remitted the mandatory fee will be deemed to have accepted the admission to the course and college allotted. **Those who fail to remit the fee within the time prescribed for the same, will loose the current allotment as well as the eligibility for further allotments.**

7.5 If the candidate is satisfied with an allotment and does not want to be considered for further allotments, candidate must cancel all the remaining higher options. Candidates retaining all or any one of his/her higher options after an allotment are bound to accept the next allotment. Failing to do this will result in losing previous allotment as well as the new allotments.

8. Cancellation of Option/rearrangement of priority of options

Candidates can login into CAP from the home page and edit/ modify or delete the options submitted earlier within the prescribed time. (**See the schedule**).

9. Other details related to allotments

9.1 Candidates will not be allotted to a college/programme not opted by them.

9.2 A candidate is bound to accept an allotment as per the priority of options registered. If he/she gets



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allotment in the subsequent phase, based on higher options against, he/she has to relinquish the seat already occupied by him/her.

9.3 Request to retain a previous allotment after subsequent allotment (according to his/her higher options registered) will not be considered under any circumstances.

9.4 Those candidates who have received the allotment and satisfied with the current allotment can remit the mandatory fee and cancel the higher option and wait for admission.

9.5 Those candidates who have received the allotment to their first option can remit fee and wait for admission.

10 Reporting to the College for admission

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 fee (**University mandatory** fee-see clause 7.3 A & B). The candidates should produce the following documents in **original** before the Principal/Head of the college/Institution at the time of admission.

- i. The print outs of the application
- ii. College copy of the E-chalan/online payment slip for registration fee.
- iii. Receipt/Chalan of the fee remitted for acceptance of allotment. (**University mandatory fee see clause 7.3 A & B**).
- iv. Age proof
- v. Qualifying Certificate.
- vi. Mark List(s) of the qualifying examination.
- vii. Transfer Certificate received from the Institution last studied.
- viii. Conduct Certificate
- ix. Those candidates who have passed examinations other than HSE/VHSE except CBSE/CISCE should produce Equivalency/Recognition Certificate from University of Calicut.
- x. Any other documents (Income Certificate / Nativity Certificate /Community Certificate) as directed by the admitting authorities
- xi. Candidates who claim bonus/weightage marks shall produce relevant certificates.

11. Confirmation of Admission

As the allotment is based on the information furnished online by the candidate, the eligibility should be confirmed by the Principal/Head of the college/Institution at the time of admission. The Principal/Head of the college/Institution should verify the original documents produced, with the details furnished by the candidates in the online application. Any discrepancies which invalidate the



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allotment should be informed to the University and in such cases the admission should be denied. The Principal/Head of the college/Institution shall be held personally responsible for ensuring the correctness of the relevant details in the application, by verifying the original records produced by the candidate. The University will also verify the genuineness of the certificates furnished by the candidates in due course of time and any discrepancies noticed will lead to the cancellation of the admission.

The index marks are being calculated by the software, based on the details of marks and weightage category opted by the candidates. Hence, any mistake of facts submitted by the candidate might result in the wrong index calculation. Therefore, all the Principals/Head of the Institutions are instructed to verify the index marks of the candidates before admitting him/her. Anomalies, if any noticed, the admission should be denied and candidate should be directed to report before the Directorate of Admissions, Calicut University.

12. Admission to seats which do not come under the purview of Centralized Allotment.

Admission to the following seats which do not come under the purview of Centralised Allotment. (But all the candidates applying to these seats should register through CAP).

1. Community Quota (Aided Colleges only)
2. Management Quota (Aided and Unaided Colleges and Unaided Programmes conducted in Aided Colleges)
3. Sports Quota
4. Lakshadweep Quota/Kashmir Students (in all Affiliated Colleges)
5. Persons with Disabilities/Mentally retarded (in all Affiliated Colleges)

13. Community Quota

The candidates seeking admission to the community quota in aided colleges should register in CAP. University will prepare a list of such candidates and the colleges will admit the candidates based on the merit from this list. The community list will be published in the college login and website.

14. Lakshadweep candidates

One seat each in UG course the affiliated arts & Science colleges is additionally created and reserved over and above the sanctioned strength, but within the statutory maximum limit for the native students of Union Territory of Lakshadweep, recommended by the Director of Education Union Territory of Lakshadweep. In courses 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.



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15. Management Quota/Sports quota /Person with disabilities/Mentally Retarded & Kashmiri Students

Candidates seeking admission to the above quotas in Government/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 Colleges shall issue separate application forms to the candidates seeking admissions to the following Quotas.

- a) Management Quota
- b) Sports Quota
- c) Person with Disabilities
- d) Mentally Retarded
- e) Kashmiri Students.

The details of the candidates admitted under the Management Quota/Sports Quota/Lakshadweep Quota/Kashmir Students/Persons with Disabilities/Mentally Retarded seats including the actual marks secured by them and index marks arrived, must be uploaded in the admission portal provided by the University before 14.07.2015. If vacancies arise due to discontinuation of candidates under the above quotas, the next eligible candidate in the rank list shall be admitted. In case there is no eligible candidate the seat shall be left vacant.

16. Marginal Increase of Seats

The marginal increase in seats for the academic year 2015-2016 will also be filled through CAP. The selection of candidates for the marginal increase in seats sanctioned shall be made according to the rules prescribed by the University for filling the original seats.

17. ASSESSMENT OF MERIT - FOR DEGREE ADMISSION

The Marks obtained in the Plus Two examinations have to be taken into account and the total index marks are calculated as follows (UO No. GA1/A2/1658/2007 dated 28.02.2008). The merit of the candidate shall be assessed for ranking on the basis of marks obtained by him / her in the qualifying examination for admission to the particular course, subject to such criteria as may be prescribed by the University. For admission to Degree courses, the marks obtained in the Plus Two examination conducted by the State Board of Higher Secondary Examination is taken as the standard.

i) BONUS /WEIGHTAGE MARKS

1. Bonus / weightage marks will be added to the total Marks obtained in the qualifying examination to calculate the index marks and for ranking in the selection list in the case of candidates who already possess the required minimum marks prescribed.



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2. A weightage of 15 marks added to the total shall be given in the case of ex-serviceman, widows and children of Jawan and ex-serviceman, and to the widows and children of B.S.F. Personnel killed or disabled in action, for admission to BA /BSc / B.Com courses.
3. Students who have worked in the Illiteracy Eradication Programme on voluntary basis for at least one year will be allowed 15 marks as bonus/weightage for the purpose of ranking.
4. 15 marks shall be awarded as bonus marks to N.S.S / N.C.C cadets subject to the fulfilment of the following conditions, for the purpose of ranking.

a. In respect of NCC applicants the bonus marks will be awarded on the basis of NCC certificates signed by the Director and issued by the Directorate of NCC to the candidates who have secured at least 75% of attendance after having participated in its activities during the course of the study immediately preceding the course for which admission is sought.

b. The basis for awarding bonus marks to NSS participants will be NSS certificate signed by the Director and issued by the Directorate of NSS.

c. The benefit of bonus marks for the purpose of admission can be availed by the candidates only under any one category, either N.S.S or N.C.C.

d. Cadets holding A,B,C certificates are eligible for an additional weightage of 3,5,10 marks respectively for admission to Degree courses, limited to a maximum of 10 point only.

e. The bonus points or additional weightage marks will be given only in the case of those NCC Certificates on the basis of which no grace marks have already been awarded.

5. A bonus / weightage of (10marks)will be given to those who got First place / A grade in the Kerala State Higher Secondary / Vocational Higher Secondary Arts Festivals.
6. 10 marks shall be deducted for every successive attempt after first attempt out of the ranking points to those who have taken two or more chances to complete the qualifying examination, subject to a maximum of 25 marks. The number of chances means the number of chances taken for passing any part or parts of the qualifying examination. Betterment of examination will not be considered as a chance.

The principals of all the affiliated colleges are directed to comply with the schedule of admission relevant to UG programmes for the academic year 2015-2016.

The principals of all the affiliated colleges are directed to intimate the admitted eligible SC/ST, OBC, PwD students etc. to submit their scholarship form for the academic year by February, for processing scholarship to SC/ST, OBC, PwD etc. each year.



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Registrar