

INSTRUCTIONS TO THE CANDIDATE'S

Centralized Admission Process (CAP)

USE THE website www.cuonline.ac.in.

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).

Read well and familiarise with all the details in the *PROSPECTUS* before proceeding to register online.

The online registration through **Centralized Admission Process (CAP)** will be done in **TWO** Stages.

STAGE I :The stage one consists **THREE STEPS**.

Step 1: Online Payment of Fee.

Step 2: Upload Photo

Step 2: Online submission Personal Details

a) Preliminary Registration

b) Personal Information

c) Weightage Category

STAGE II:The stage one consists **TWO STEPS**.

Step 1: Online submission Educational Details

Step 2: Online submission College and Course options

INSTRUCTIONS FOR STAGE I REGISTRATION

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.*

STAGE I:STEP 1.Online Payment of Fee (through e-payment system)

- a)Click -Instant Website Instant from the home page of Official website of Calicut University
or
- b) Click- Online payment from the Home page of admission website www.cuonline.ac.in
-Select – Online Registration- Fee Remittance) **or**
- c) use directly the url <https://www.uoc.ac.in> and select **Instant Pay**.

Mode of Remittance of fee by candidates 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

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.**

If mode of payment is State Bank of Travancore online

- 1.) Select the Purpose of remittance UGSW15- **Centralized Admission Process 2015-Application Fee**
- 2.) Furnish the details in 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.

If mode of payment is E-Chalan of SBT.

1. Select the Purpose of remittance **UGSW15-Centralized Admission Process Degree2015-Application Fee**).
2. Furnish the details in 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. The Print out of chalan/payment slip may be kept with themselves and shall be produced at the time of admission to the college after allotment.

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 is completed.
“Fee once remitted will not be refunded”.***

Online registration process will not be completed merely on receipt of CAP ID and password. To complete the Stage I registration Process the steps 2 and 3 also should be submitted.

In case the e-chalan slip, online payment receipt and SMS are lost or on non receipt of SMS- Click Reprint/Get SMS from the home page of <https://www.uoc.ac.in>

Keep ready the following for the STAGE I:STEP 2 & 3 registration.

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 obtained from the **CORPORATION/MUNICIPAL/PANCHAYATH SECRETARIES** for candidates belongs to BPL category among forward communities.

Visit website www.cuonline.ac.in - Select Online Registration- Registration and Login in using CAP ID and Password received through SMS/E-Mail (use Mozilla Firefox for better performance).

STAGE I:STEP 2 Upload the photo (size between 30 to 40 kb).

Step 2 COMPLETED

STAGE I:STEP 3 Personal Details

Preliminary Registration: Enter the details in the blank fields.

- 1) Enter Phone Number
- 2) Enter the E-mail ID

Personal Information.

- 1) In cases where the religion,reservation category and caste are not displayed automatically, it should be entered and utmost care should be taken while entering reservation details. Any mistake of facts submitted will cause cancellation of registration and will not be included in the allotment process.
- 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 **CORPORATION/ MUNICIPAL/PANCHAYATH SECRETARIES**. If details are displayed automatically, in the case of Kerala HSE,VHSE and NIOS students, check the details and use edit option to correct.
- 3) If cases where the religion,reservation category and caste are not displayed for selection then the the scanned copy of the SSLC certificate may be mailed to cac@uoc.ac.in for inclusion. In these cases the registration may be proceeded only after such addition or information from Directorate of Admissions.

Weightage category-BONUS /WEIGHTAGE MARKS

- 1) Please read and clearly understand the details of weightage/ Bonus marks furnished in the prospectus. Rule 17 **ASSESSMENT OF MERIT - FOR DEGREE ADMISSION -i BONUS /WEIGHTAGE MARKS**
- 2) Enter only the eligible **BONUS /WEIGHTAGE MARKS category.**
- 3) The certificate secured only during the plus two level only will be considered for **BONUS /WEIGHTAGE MARKS** for NCC cadets.

The details submitted in STAGE I step 3 can be edited by clicking the preview button and then edit button other wise click **SAVE AND PROCEED.**

STAGE I REGISTRATION COMPLETED

Submission of Hard Copy of Application

*Students are advised to take printout of the application if necessary. The print out of application/chalan or any other document regarding the admission **“need not be”** send to the University under any circumstances.*

SPECIAL ATTENTION

- *For security reasons, the University stores not only ID Numbers and personal data, But also the IP address of the Computer/instrumen from which a candidate logs in, so that miscreants will be identified.*
- *The candidates at any stage of registrattion can **logout** and can continue registartion later on.*
- *The back button should be used under any circumstances during the registration.*
- *Submission of facts will cause cancellation of registration and will be expelled from the admission process.It is the candidates responsibility to ensure correctness of the details before final submission.*

The Second Stage of online registration through Centralized Admission Process (CAP) will commence only after the publication of Kerala HSE/VHSE and CBSE.

Instructions for Second Stage of online registration through Centralized Admission Process (CAP) will be published later on.