



INSTRUCTIONS TO THE CANDIDATE'S

Centralized Admission Process (CAP) – PG Admission 2016

USE THE website www.cuonline.ac.in.

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

Instructions for Applying through CAP.

The registration will be conducted in Two continuous Phases

Phase 1 Fee Payment

Phase 2 Submission of Application : The application submission is done in Four steps.

- **Step 1: Photo Upload**
- **Step 2: Student Profile**
 - a. **Basic Details**
 - b. **Personal Details**
- **Step 3: Qualification Details**
- **Step 4: College Course Selection**

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

PHASE 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 to 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.*



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) Nodal Centres (Functioning in All Colleges)
- c) Akshaya Centres
- d) Friends Janasevana Kendram

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.

Instructions:

If mode of payment is State Bank of Travancore online

- 1.) Select the Purpose of remittance PGSW16- **Centralized Admission Process PG 2016-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.

If mode of payment is E-Chalan of SBT.

1. Select the Purpose of remittance PGSW16-**Centralized Admission Process PG 2016-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.

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”.

PHASE 2

Keep ready the following

1. The CAP ID number and password received by SMS/E-Mail.
2. Copy of the SSLC.
3. Copy of the UG Degree Consolidated Mark Sheet.
4. Passport size photograph in '.jpg' format with a size less than 40 KB.
5. 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 or Chrome for better performance).

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

Step 1 : Upload the photo (size less than 40 kb).

Browse and attach the photo.

Step 2 : Student Profile

1 Basic details: Enter the details in the blank fields.

CLICK “**SAVE /PROCEED**” BUTTON

2 Personal Details: 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.

A community certificate along with income certificate from the revenue authorities concerned to the effect that the annual income of all members of family from all sources



together is less than ₹.6 Lakhs in the case of SEBC candidates who claim reservation under SEBC category has to be produced at the time of admission. The income certificate should not have been issued earlier than 12 months prior to the submission of application.

Step 3: Qualification Details

Keep ready the following

Copy of the UG Degree Consolidated Mark Sheet

Submission of details and Grade points/marks of the qualifying examination.

CLICK “**SAVE /PROCEED**” BUTTON

Step 4: College Options Selection:

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

Select the Colleges and programmes according to the priority. A list of colleges and programmes in the order of priority may be prepared and kept ready 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.**

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.

CLICK “**SAVE /PROCEED**” BUTTON

REGISTRATION COMPLETED

*The candidates can take a “**verification print out**”. All candidates should personally verify and ensure that the details submitted are correct. If any, errors are noticed such errors shall be edited immediately. A verification printout shall be taken if necessary, and the correctness may be verified again. The final submission shall be done only after all possible verification of the application.*

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

The candidates applying for all categories of seats including (Management and Sports quota seats) should register before the last date of registration. Application for registration after the closing date will be levied a fine of Rs250/-(as late fee).



Editing the Data Submitted

The candidates should take a verification printout and personally verify and ensure that the details entered are correct before final submission. The candidates can edit the data entered including photo till the **FINAL SUBMISSION** is done. After **FINAL SUBMISSION** the data can only be edited by the Nodal Centres functioning in the affiliated colleges. The list of Nodal centre's are published in the website. The candidates intending to edit the details after final submission can identify the nearest **nodal center** from the list and approach such centre for assistance.

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 except the students completed Degree course with Tripple main. **Students completed Degree course with Tripple main should send self attested copy of marklist with course college list showing priority to Director of Admissions, Tagore Nikethan, University of Calicut, Calicut University P.O, Pin.673 635.***

Students completed UG Degree under Grade system from universities other than Calicut University need to convert their grade in to 4 points by using the equation:

Obtained grade point X4
Maximum grade point

Ranklists of MA Music, Multimedia and MTHM will be prepared by the colleges concerned.

SPECIAL ATTENTION

- **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 candidates at any stage of registrattion can **logout** and can continue registration later on.**
- **The back button should not be used under any circumstances during the registration.**
- **Suppression 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.**
