

UNIVERSITY OF CALICUT

(Directorate of Admissions)

Schedule of PG Single Window Admission 2016-17 is published in the website

www.pgcap.uoc.ac.in

Centralized Admission Process (CAP)

Admission to the PG Programmes in University Teaching Departments/Arts and Science colleges (except PG programmes to which admission is based on entrance examinations) affiliated to the University of Calicut including 50 % of seats set apart for Merit Admission in the Self Financing colleges for the Academic Year 2016-2017 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 up to **10** Colleges/programmes of their choice on priority basis from among the University Department/ affiliated colleges through simple online steps available in CAP (**website www.pgcap.uoc.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 University Teaching Departments/ affiliated colleges 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.

Non English candidates applying for M A English, admission will be based on Entrance Test. The University will conduct the Entrance examination and admissions.

Classification/Categorization of Seats:

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

Merit:

The seats filled by the University in University Teaching Departments/ 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 University Teaching Departments/ Government/Aided/Unaided and Self Financing programmes in Aided colleges that are earmarked for

SEBC/BPL/SC/ST/OBX/OBH etc and Reservation seats for candidates from Union Territory of Lakshadweep/Tamil Linguistic Minority /Person with disabilities/Sports .

Community:

The seats in Aided colleges that are filled by the Management concerned on the basis of merit among their community.

Management:

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

1. Details of seat that comes under the ambit of Centralized Admission Process (CAP)

Sl No	Classification of Colleges/ Institution	Details of seat that comes under the ambit of Centralized Admission Process (CAP)
1.	University Teaching Departments	All seats except Sports Quota/PWD Seats See Annexure III- Table I
2	Government Colleges	All seats except Sports Quota/PWD Seats in Government Colleges. See Annexure III- Table II
3	Aided Colleges	Open Quota Seats (Merit) and seats reserved for Scheduled Castes & Scheduled Tribes See Annexure III- Table III
4	Unaided Colleges & Self Financing Courses In Aided Colleges	50% of the total seats including the seats reserved for SC/ST/SEBC See Annexure III-Table IV

Candidates seeking admission under any category (General /SEBC/BPL/SC/ST/ Community/ management/ Reservation seats for candidates from Union Territory of Lakshadweep and Andaman & Nicobar Islands/Tamil Linguistic Minority /Person with disabilities/Sports quota etc) to the courses offered by the University Teaching Departments/colleges affiliated to the University of Calicut for the Post Graduate programmes should compulsorily register through (CAP).

2. Eligibility Criteria for admission to various courses through CAP

See **General Admission rules**

3. Allotment:

There will be four allotments. In case, the list of allottees to a particular programme in a college exhausts and seats are lying vacant even after the last date for closure of all admissions, chance to fill the vacancies will be provided.

THE ALLOTMENTS ARE MADE FROM AMONG THE LIST OF COLLEGES AND PROGRAMMES OPTED BY THE STUDENTS

4. 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 allotment candidates will be allowed to **verify** and **correct** their options. The trial allotment does not guarantee the candidate to 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.

5. First Allotment

5.1 After the trial allotment and the period earmarked 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 automatically be cancelled and only the higher options will prevail until deletion by the candidate

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

5.3 Remittance of Mandatory fee For General Category Rs 325 /- as given below:

A.Sports Affiliation Fee : Rs 250 / -

B.University Union Fee : Rs 75/-

5.4 Those who fail to remit the fee on or before the prescribed limit for the same, will lose the current allotment as well as the eligibility for further allotments.

5.5 If the candidate is satisfied with an allotment and does not want to be considered for further allotments, such candidates shall cancel all the remaining higher options. Candidates retaining his/her higher options after an allotment are bound to accept the next allotment. Failing to do so, their chance for the previous allotment as well as the new allotments will be cancelled

6. Rearrangement of priority of options

Candidates can login into CAP from the home page and rearrange the options submitted earlier

within the prescribed time.

7. Other details related to allotments

- **7.1.** A candidate will not be allotted to a college/programme not opted by them.
- **7.2.** A candidate is bound to accept an allotment as per the priority of options registered. If he/she gets allotment in the subsequent allotment, based on their higher options, he/she will lose the allotment already get and has to relinquish the seat already occupied by him/her.
- **7.3.** Request to retain a previous allotment after subsequent allotment (according to his/her higher options registered) will not be considered under any circumstances.

8. Reporting to the College for admission

All the candidates who get allotment and download Admit Card should report for admission on the date prescribed by the University at the college concerned after remitting the fee (**University mandatory** fee-see clause 5.3 A & B).The candidates should produce the **following documents in original** before the Principal/Head of the Department/Institution at the time of admission.

- The print out of the application
- College copy of the E-chalan/online payment slip for registration fee.
- Receipt/Chalan of the fee remitted for acceptance of allotment.
- Qualifying Certificate.
- Mark List(s)/Grade card(s) of the qualifying examination.
- Transfer Certificate from the Institution where he/she last studied.
- Conduct Certificate.
- Equivalency /Recognition Certificate (if applicable).
- Any other documents (Income Certificate / Nativity Certificate /Community Certificate/Non creamy layer) as directed by the admitting authorities.
- Candidates who claim bonus/weightage marks shall produce relevant certificates.

9. Confirmation of Admission

As the allotment is made based on the information furnished online by the candidate. **The eligibility should be confirmed by the Principal/Head of the Department/Institution at the time of admission. The Principal/Head of the Department/Institution should verify the original documents produced, with the details furnished by the candidates in the online application. Any discrepancies, which invalidate the allotment should be informed to the University and in such cases the admission should be denied immediately. The Principal/Head of the Department/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.**

10. 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.

11. Management Quota/Sports quota /Person with disabilities/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) Kashmiri Students.
- e) Lakshadweep Quota
- f) Andaman & Nicobar Quota

The details of the candidates admitted under the Management Quota/Sports Quota/ Lakshadweep and Andaman & Nicobar Quota/Kashmir Students/Persons with Disabilities seats, must be

uploaded in the admission portal provided by the University. 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.

ADMISSION RULES

See Admissions Rules published in the website www.pgcap.uoc.ac.in

SEAT DISTRIBUTION

The seats of each programme in Open Quota and Mandatory reservation seats in various types of colleges will be distributed as follows:

Table I : University Teaching Departments

Sl No	Seat Reservation	% of Reservation	
1	Open quota (On the basis of merit)		50
2	Socially and Educationally Backward Classes (SEBC)		20
	(a) ETB (EZ)	8%	
	(b) Muslim (MU)	7%	
	(c) Latin Catholic other than Anglo Indian/SIUC	1%	
	(d) Other Backward Christians(OBX)	1%	
	(e) Other Backward Hindus(OBH)	3%	
3	*Economically backward among forward communities(EBFC)		7.5
4	Scheduled Castes/Scheduled Tribes :		22.5
	Scheduled Castes	15%	
	Scheduled Tribes	7.5%	

- *For the limited purpose of reservation, under this category, candidates belonging to all those communities which do not enjoy communal reservation will be eligible. Candidates who wish to avail reservation under EBFC will have to produce at the time of admission the Certificate that they come Under the Below Poverty Line (BPL) category of forward communities, obtained from the local bodies concerned and community certificate from the village offices.*

Table II Government Colleges

SI No	Seat Reservation	% of Reservation	
1	Open quota (On the basis of merit)	50%	
2	Socially and Educationally Backward Classes (SEBC)	20%	
	(a) ETB (EZ)		8%
	(b) Muslim (MU)		7%
	(c) Latin Catholic other than Anglo Indian/SIUC		1%
	(d) Other Backward Christians (OBX)		1%
	(e) Other Backward Hindus (OBH)		3%
3	*Economically backward among forward communities (EBFC)	10%	
4	Scheduled Castes/Scheduled Tribes :	20%	
	Scheduled Castes		15%
	Scheduled Tribes		5%

**For the limited purpose of reservation, under this category, candidates belonging to all those communities which do not enjoy communal reservation will be eligible. Candidates who wish to*

avail reservation under EBFC will have to produce at the time of admission the Certificate that they come Under the Below Poverty Line (BPL) category of forward communities, obtained from the local bodies concerned and community certificate from the village offices.

Table III Aided Colleges

Sl No.	Seat Reservation	Forward Community Colleges	Backward Community Colleges
1	Open Quota	50%	40%
2	Scheduled Caste	15%	15%
3	Scheduled Tribe	5 %	5%
4	Community Quota	10%	20%
5	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 candidates of their choice provided that they satisfy the eligibility condition reserved by the University. **For admission to serial no. 1 to 5 students should apply online in CAP.**

TABLE IV Reservation in Self financing programmes

In the case of Unaided Colleges and Self Financing programmes conducted in Aided Colleges, 50% of the total seats shall be filled by the management from among 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
Muslims	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 apply directly to the colleges concerned.

Open quota

For admission to seats coming under merit category students should apply online in CAP. The open quota seats will be filled purely on merit basis irrespective of the category/ community to which the candidate belongs.

CLAIMS FOR MANDATORY RESERVATIONS

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 submit 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 circumstances.

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 2.5.1966, 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 '**Income Certificates**' obtained from the Village Officer concerned 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 unavailed by SEBC category candidates will be allotted under open quota.

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 Tahsildar. The seats unavailed 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 as detailed below.

Government/Aided Colleges Except Colleges run by aided backward minority Communities:

The unfilled seats shall be filled up from candidates belonging to OEC and in their absence, candidates belonging to SEBC. The seats that further remain unfilled will go to the open quota.

Aided Colleges run by backward minority communities: The unfilled seats shall be filled on the basis of the merit as per the rank list from among the applicants of the **backward minority community**, which runs the college. If seats still remain unfilled, it will be filled up from candidates belonging to OEC and in their absence, candidates belonging to SEBC. The seats that further remain unfilled will go to the open quota.

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 Govt. for this purpose from time to time alone are eligible for such seats.

Sd/

Registrar