MES PONNANI COLLEGE

Admission Procedure

CENTRALIZED ADMISSION PROCESS (CAP)

1. **Introduction**

Admission to merit seats in the /programmes/courses in Arts and Science colleges affiliated to the University of Calicut (including 50% of seats set apart for Merit Admission in the Self Financing colleges and Self Financing programmes/ courses in Aided colleges) are being conducted through Centralized Admission Process (CAP).

The following programmes/courses are not included in Centralised Admission Process.

1. All Under Graduate programmes/courses with Entrance Examination

2. Bachelor of Audiology and Speech Language Pathology

3. BSc Nursing

4. BSc Medical Laboratory Technology

5. BSc Medical Microbiology

6. BSc Medical Biochemistry

7. B.Voc

8. All UG/PG Programmes for which affiliation orders are issued after the commencement of online registration

9. PG Diploma/Certificate Courses

The Centralized Admission Process (CAP) offers facility for online submission of application to various colleges and programmes/courses. Students can opt as much programmes/courses notified for each programme/course oftheir choice on priority basis from the affiliated colleges through simple online steps available in **CAP (website www.cuonline.ac.in). The candidates can register online through the Nodal Centres functioning in all affiliated colleges or firms providing internet facilities.**

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/courses of his/her choice on the

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

1. **Aims and Objectives:**

The University introduced the 'Online registration' for admissions to UG/PG programmes/courses in the academic year 2013-2014 to cater to the aspirations of students who otherwise could not pursue tendering applications, by personally approaching various Colleges spread over 5 districts affiliated to the University for admissions.

While introducing the Online Registration for Centralised admission the University aimed a lofty goal of extending a hand out to the candidates from the socially backward sector of the society and those residing in the remote areas within the jurisdiction of Calicut University.

3.Seat Nomenclature:

The seats available in the various colleges are classified as

1.Merit

2.Mandatory reservations

3.Community

4.Management

5.Other Reservation Category Seats

6.Special Reservation Category seats.

3.1 Merit Seats:

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

3.2 Mandatory Reservation seat categories:

3.2.1. SEBC (Socially and Economically Backward Community).

  a) Ezhava/Billava/Thiyya (EZ)
  b) Muslim (MU)
  c) Latin Catholic other than Anglo Indian (LC)
  d) Other Backward Christians (OBX)
  e) Other Backward Hindus (OBH)

The seats filled by the University in University Teaching Departments /Government, Un Aided (Self-financing) and Self Financing programmes/courses in Aided colleges from among the registered students belonging to the above category are purely on the basis of the merit.

A community certificate along with non-creamy layer certificate/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 RS. 6 Lakhs in the case of SEBC candidates who claim reservation under SEBC category has to be produced at the time of admission. The validity of income certificate should be as stipulated in the Government orders prevailing at the time of admission. GO(P) 2/2017BCDD dated 08.03.2017

3.2.2 EBFC (Economically Backward among Forward Community) (Only in Government Colleges and University Teaching departments)

The seats filled by the University in University Teaching departments /Government colleges from among the registered students belonging to Economically Backward among Forward Community.

A community certificate along with the Below Poverty Line (BPL) certificate obtained from the Local Self Government bodies should be produced by the candidates who wish to avail of reservation under EBFC category at the time of admission. The candidates should enter the number of BPL certificate at the time of online registration. Documents like ration card will not be accepted for availing reservation to this category.

3.2.3 Scheduled Caste

The seats filled by the University in University Teaching departments Government/Aided/Un Aided (Self-financing) and Self Financing programmes /courses in Aided colleges from among the registered students belonging to scheduled caste shall be purely on the basis of the merit. (The list of Scheduled caste will be available in the website www.cuonline.ac.in).

3.2.4 Scheduled Tribe

The seats filled by the University in University Teaching department/Government/Aided/Un Aided (Self-financing) and Self Financing programmes /courses in Aided colleges from among the registered students belonging to scheduled tribe shall be purely on the basis of the merit. (The list of Scheduled Tribe will be available in the website www.cuonline.ac.in).

Additional weightage for Scheduled Tribe students of Palakkad and Wyanaddistrict(applicable only for UG).

Additional weightage will be awarded to the Scheduled Tribe Students hailing from the tribal belt of Palakkad and Wyanad district.

The tribal belt in Palakkad and Wyanad will be published in the website before commencement of online registration. While registering, the ST candidates will have options to submit the residential area. If the residential area submitted belongs to tribal belt, such students will be awarded 20 marks of additional weightage. The ST students claiming the additional weightage should provide residential certificate at the time of admission.

3.3 Community Quota (Aided Colleges only)

The seats in Aided colleges are filled upon merit basis from among the students of the community of the particular management running the college. 20 percentage of the total seats in the Aided colleges run by backward community managements and 10 percentage of the total seats in the Aided colleges run by forward community managements are reserved for community quota.

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 ranklist 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.

3.4 Management Quota (Aided and Un aided Colleges)

The seats in Aided, Un Aided and Self Financing programmes/courses in Aided colleges that are filled by the 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.

3.5. Other Reservation Category Seats:

3.5.1 Sports Quota

Two seats for UG and one seat for PG are reserved in all programmes/courses in the Teaching Departments/ Government, Aided, Un Aided and Self Financing programmes/courses in Aided colleges.

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 ranklist as per the schedule published by the University.

The norms for eligibility for admission to the Sports Quota is furnished in General Rules-III.2 3.5.2 Lakshadweep Quota

One seat each in all programmes in the University Teaching Departments/Government, Aided, Un Aided and Self Financing programmes/courses in Aided colleges for the native students of Union Territory of Lakshadweep filled by the College based on the recommendation by the Director of Education Union Territory of Lakshadweep.

The candidates recommended by the Director of Education Union Territory of Lakshadweep. and reporting for admission shall be admitted by the colleges generating and completing the CAP registration, without collecting the online registration fee. The facility for generating CAP ID for the Lakshadweep students without online registration fee will be provided in the Nodal login.

3.5.3 Kashmir Students

Two supernumerary seats, are reserved in all the affiliated Institutions either for UG or PG programme, for the the candidates recommended by the Ministry of Human Resources Department as a part of the Special Scholarship Scheme. The seats are common for UG and PG programmes/ courses. Therefore, admissions shall be made as per the scholarship orders.

3.5.4 Andaman Nicobar Islands

One seat each in all programmes in the University Teaching Departments/Government, Aided, Un Aided and Self Financing programmes/courses in Aided colleges for the native students of Andaman Nicobar Islands filled by the College based on the recommendation by the Director of Education Andaman Nicobar Islands.

3.6 Special Reservation Category of seats.

3.6.1 Persons with Disabilities

The seats set apart in University Teaching Departments/ Government, Aided, Un Aided and Self Financing programmes/courses in Aided colleges are filled upon merit basis from among the students registered as Persons with Disabilities (Deaf, Blind or Physically Challenged). The seats will be filled by the University through online allotment. The candidates should produce the medical certificate issued by the district medical board or higher authorities stating that the disability is 40% or above.

The Deaf and Blind students are not eligible for admissions to the science programmes with practicals and Geology programme.

3.6.2 Mentally Retarded Students

The seats set apart in Government, Aided, Un Aided and Self Financing programmes/courses in Aided colleges are filled upon merit basis from among the students belonging to this quota.(applicable only for UG)

Candidates seeking admission to the Quota should register in CAP and in addition to this should contact the colleges he/she intends to take admission.

The candidates should produce the medical certificate issued by the district medical board or higher authorities stating that the disability is 40% or above.

3.6.3 Inmates in Juvenile Justice Centres

One seat in a college is reserved for the inmates of children home and firms functioning under the Juvenile Justice Act (applicable only for UG).

The Higher Education Department issues orders based on the recommendations of such firms and on receipt of the orders candidates shall be admitted by the college. The principals should ensure that the candidates possess CAP registration.

4. Seat Classification in the various category of colleges.

5. Admission Schedule/Notification

The admission schedule will be prepared and published in the admission notification every year. The date of commencement of online registration to the closing date of admissions will be available in the admission schedule. The dates for each allotment and admissions to all categories will be published in the admission schedule.

6. Mandatory Fee.

The candidates receiving allotment should remit the Mandatory Fee prescribed 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.

7. Eligibility for Admission

Those candidates who are "Eligible for Higher Studies" as per the Kerala State Higher Secondary Examination or a pass in the equivalent examinations are the minimum criteria for admission to degree courses, unless otherwise specified.

However, candidates who have qualified the HSE and VHSE of the Government of Kerala under 'SAY' scheme and Compartmental Examination of CBSE are also eligible for admission to first year degree programmes/courses in the same academic year.

Candidates who have passed the Higher Secondary Examination of Tamil Nadu (Private study) will not be admitted to any course under this University. (U.ONo.GAI/ A1/5062/2002 dated 07.07.2005).

Eligibility of each PG Programme is specified based on the eligible UG programmes and the % marks obtained in different Parts. Relaxation in the requirement of minimum marks upto 5% for OBC /OEC is applicable. SC/ST candidates need a pass only in their qualifying examination for admission to the Post Graduate Programmes.

Detailed eligibility and indexing rules for various courses/programmes will be published in the prospectus.

8.Nodal Centres.

Nodal Centres are functioning in all affiliated colleges in connection with the admission to function as a helping hand to the students and University.   The students can do registration, editing, re arrangement of option, cancellation of higher option etc through the Nodal Centres. The students can also utilise the Nodal Centres for clearing their doubts and clarification regarding the Centralised Admission process (CAP). The list of Nodal Centres is published in the website.(www.cuonline.ac.in)

9. Registration.

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

The admission through Centralised Admission process to First year Degree/P.G/Afsal-ul-ulama preliminary/B.Ed/ M.Ed/and Programmes with Entrance Examination will be conducted in TWO phases.

   The registration 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 circumstance 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 id

d) Application 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 by candidates from inside KERALA

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 JanasevanaKendram

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

Mode of 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 the Bank selected.

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/PG/Afsal-ul-ulama preliminary/B.Ed/ M.Ed 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 along with the admission prospectus.

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

Instructions for submission of application for UG/PG/Afsal-ululama preliminary/B.Ed/M.Ed.

Visit www.cuonline.ac.in-Select UG/PG Registration-Login with CAP ID, registration number and password.

The application submission is done in Four Parts.

Part1: Photo Upload (Passport size photograph in '.jpg' formatwith a size between 20KB and 40 KB

Part 2: Student Profile

1. 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.

9.2 Part 2 of the registration for admission to the programmes conducted through Entrance examinations.

Visit www.cuonline.ac.in-Select UG/PG-UG Entrance / PG Entrance-Login with Chalan and password.

There will not be CAP ID for the programmes with Entrance examinations.

 a) Select Entrance Examination Centre/District

 b) Photo Upload (Passport size photograph in '.jpg' format with a size between 20KB and 40 KB).

 c)   Basic Details and Personal Details: Enter the details in the blank fields.

 d) Enter the marks.

Hand Book on Addmission Rules

e) Select college/centre/department if required.

If the details entered are correct click **"Final Submit".**

The date of entrance will be published in website. (www.cuonline.ac.in)

9.2.1 How to download hallticket

1. The hall tickets can be downloaded three days before the date of entrance examinations. The centre of examinations will be allotted by the University.

2. The hall ticket can be downloaded by providing the date of birth and online ID displayed on the top left side of the printout.

9.2.2 Entrance examination- allotment/admission

The co ordinators of entrance examinations, Directorate of Admissions and those who are entrusted to conduct the examinations will conduct the allotment. The details of allotment/admissions will be published in website. (www.cuonline.ac.in).

9.2.3 Admissions to the Management Seats.

The candidates without University admission registration are not eligible for admissions to 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.

9.3.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 circumstance 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.

10. 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.

11.   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.

12. 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.

13. Allotment

There will be Four allotments for all category of students and Two special allotment for SC/ST/BPL in forward caste. On receipt of the allotment to an option, all the options below the received allotment will be permanently lost. The options thus lost will not be reinstated at any cost.

13.1 Trial Allotment

After the closing date for online registration a trial allotment will be published on the scheduled date. After the trial allotment the candidates can rearrange the priority of their options.

13.2 First Allotment

The First allotment will be published on the scheduled date. All candidates received allotment should remit mandatory fee to claim their allotment. The candidates failing to remit mandatory fee will lose allotment received and will not be considered for further allotments.

The candidates satisfied with the allotment received shall cancel all their higher options. In case the higher options are not cancelled 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.

13.3 Second Allotment

The Second allotment will be published on the scheduled date. All candidates received allotment for the first time should remit mandatory fee to claim their allotment. Candidates already remitted mandatory fee after the first allotment need not pay the mandatory fee again. The candidates failing to remit mandatory fee will lose allotment received and will not be considered for further allotments.

The candidates satisfied with the allotment received shall cancel all their higher options. In case the higher options are not cancelled 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.

13.4 Third Allotment

The Third allotment will be published on the scheduled date. All candidates received allotment for the first time should remit mandatory fee to claim their allotment. Candidates already remitted mandatory fee after the first and second allotment need not pay the mandatory fee again. The candidates failing to remit mandatory fee will lose allotment received and will not be considered for further allotments.

All the candidates received allotment should take admission in the respective colleges. The candidates received allotment to their first option, and candidates satisfied with the allotment received during first, second and third allotment shall cancel all their higher options and take permanent admission.

The candidates satisfied with the allotment received shall cancel all their higher options. In case the higher options are not cancelled 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.

All other candidates received allotment and waiting for higher options can take temporary admission by retaining all the higher options.

13.5 Fourth Allotment

The Fourth allotment will be published on the scheduled date. All candidates received allotment for the first time should remit mandatory fee to claim their allotment. Candidates already remitted mandatory fee after the first, second and third allotment need not pay the mandatory fee again. The candidates failing to remit mandatory fee will lose allotment received and will not be considered for later admissions.

All the candidates received allotment should compulsorily take admission in the respective colleges. The candidates received allotment to their first option, and candidates satisfied with the allotment received during first ,second, third and fourth allotment, shall cancel all their higher options and take permanent admission.

The candidates received allotment but, not satisfied with the allotment received during first ,second, third and fourth allotment, shall take permanent admission retaining their higher options.

Vacancies arising after the fourth allotment can be filled by the colleges from the rank list that will be provided by the University. The candidates took permanent admission retaining their higher options and candidates not received allotment up to fourth allotment and included in the rank list only will be considered for the above admission. Hence, the candidates received allotment and willing to be considered for the admission from the rank list provided by the University after fourth allotment shall take permanent admission retaining their higher options.

13.6 Special Allotment

After fourth allotment two special allotments for SC/ ST/BPL in forward community will be conducted on the scheduled date.

Vacancy position in SC/ST/BPL in forward community will be published in (www.cuonline.ac.in). The students belonging to the above category can submit fresh options as per the vacancies published. Such candidates will be consider for allotment to their fresh options and the rest will be considered for their options already submitted before the last date for online registration.

All candidates received allotment for the first time should remit mandatory fee to claim their allotment. Candidates already remitted mandatory fee need not remit mandatory fee again. The candidates failing to remit mandatory fee will lose the special allotment received and will not be considered for later admissions.

(The candidates belonging to the BPL in backward community are not eligible for Special allotments)

14.Admissions

14.1 Permanent Admissions

The candidates receiving allotments for the first options and those candidates are satisfied with the allotment received in any of the allotment can take permenant admissions to the respective colleges. After Fourth allotment all candidates should take Permenant admissions to the colleges allotted.

In case the higher options are not cancelled 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.

14.2 Temporary Admissions

After third 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. But, the form provided in annexure 1 shall be submitted to the college.

15. Instructions to the colleges

15.1 Before the commencement of online registration all affiliated colleges shall verify the list of colleges and programmes/courses published in www.cuonline.ac.in and submit the seat split up after availing the eligible marginal increase, in accordance to the instructions from the Directorate of Admission. The seat split up once submitted will not be permitted to modify.

15.2 Marginal increase

The marginal increase can be availed upto the statutory maximum for a programme/course subject to orders issued by the College Development Council.

 While availing the marginal increase the seats for the following reservation category shall be added to the sanctioned strength and the marginal increase shall be availed upto the statutory maximum.

 1. Sports Quota

 2. Lakshadweep Quota

 3. Kashmir Students

 4. Andaman Nicobar Islands

 5. Mentally Retarded Students

6. Inmates in Juvenile Justice Centres

 7. Differently abled

15.2.1. Statutory Maximum

Admissions to a programme should not exceed the Statutory Maximum for that programme. But, for the programme for which statutory maximum and the sanctioned strength are the same the admissions to the following additional seats can be conducted over and above the statutory maximum but with out interchangeability.

1. Sports Quota

2. Lakshadweep Quota

3. Kashmir Students

4. Andaman Nicobar Islands

5. Mentally Retarded Students

6. Inmates in Juvenile Justice Centres

7. Differently abled

15.2.2. Statutory Maximum for each programme.

a). UG programmes.

1) Language – 40

2) Management – 50

3) Other Science - 36

4) Science (Mathematics,Physics and Chemistry) - 48

5)Commerce - 60

6) Arts Subjects – 60

b) PG programmes.

1) Language – 20

2) Management – 20

3) Science (Except Mathematics) – 12

5) Mathematics – 20

6) Humanities – 20

7) Commerce – 20

15.3 Reporting

In the event of reporting for admission by the candidates received allotment for the first option and those candidates are satisfied with the allotment received after first and second allotment, may be admitted or instructed them to report on the day earmarked in the schedule for admissions. It should be strictly ensured that the candidates satisfied with the allotment received and reporting for permenant admission have cancelled their higher options.

All the candidates who received first option and those candidates are satisfied with the allotment received and reporting after third allotment shall be admitted permenantly. The candidate willing to be considered to their higher options and reporting for admission shall be admitted temporarily.

All the candidates who received first option and those candidates are satisfied with the allotment received and reporting after fourth allotment shall be admitted permanently.

Vacancies arising after the fourth allotment can be filled by the colleges from the rank list that will be provided by the University. The candidates willing to be considered for the admsison from the ranklist should take permenant admission by retaining their higher options.

15.4 Documents/Certificates to be collected from the candidates at the time of permanent admission

The documents/certificates to be collected from the candidates at the time of admission are mentioned in the rule IV of the Admission General Rules.

All the relevant documents/certificates should thoroughly be verified at the time of admission along with name, index mark and photo of the candidate.

15.5 Admit Card

Admit card will be available for all candidates received allotment and intending to take permenant admission. The college and course to which allotted, admission date and certificates to be produced at the time of admission will be specified in the admit card.

All the candidates who received allotment to their first option and those candidates are satisfied with the allotment received can take admit card and report for permenant admission.

There will be **"no"** admit card for temporary admission. (See 14.2).

After fourth allotment the candidates received allotment, but not satisfied with the allotment received during first, second, third and fourth allotment, can download admit card without cancelling their higher options for taking permenant admission.

Admit card will not be available for candidates admitted to the following category of seats. 1. Community Quota (Aided Colleges)

2. Management Quota

3. Sports Quota

4. Lakshadweep Quota

5. Kashmir Students

6. Andaman Nicobar Islands

7. Mentally Challenged Students

8. Inmates in Juvenile Justice Centres

9. Candidates admitted from the rank list provided by the University

15.6. Verification

After uploading the details of the candidates admitted, use **College Login or Nodal Login** and verify and submit.

(Nodal/College login->Admission->Verification->Click Verify)

15.7. Indexing

The index marks are being calculated by the software, based on the details of marks and bonus/weightage category opted by the candidates. The University will verify the marks only if any anomalies in the mark entered by the candidate is reported.

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 , recalculate the index mark and,

a) if the index mark of the candidate does not fall below the last candidate in that allotment list he/she shall be admitted and the relevant documents/certificates shall be scanned and mailed to Directorate of Admissions (DoA) by the Nodal Officers for corrections.

b) otherwise, the admission should be denied and the relevant documents/certificates shall be scanned and mailed to Directorate of Admissions (DoA) by the Nodal Officers for correction.

15.8 Uploading the details of the admission in the website

The colleges should upload the details of the candidates admitted in the website on the day of admission itself. Admission entry after the closing date of admissions will not be permitted. Steps to be followed (College Login>Admission->Allotment->Select Course (List of students will be available on the screen)-> Click Admit Button).

The candidate allotted to a category shall be admitted by selecting the respective category. The uploading of the admission details shall be carried out within the prescribed period. Uploading of details after the prescribed time will be treated as irregular admission and will liable to be levied a fine of Rs.10,000/.

Ensure that the candidates admitted to the following category possess printout after final submission of CAP registration.

1. Community Quota (Aided Colleges)

2. Management Quota

3. Sports Quota

4. Lakshadweep Quota

5. Kashmir Students

6. Andaman Nicobar Islands

7. Mentally Challenged Students

8. Inmates in Juvenile Justice Centres

9. Candidates admitted from the rank list provided by the University

15.9 Vacancy Reporting

Vacancy position in SC/ST/BPL in forward community shall be uploaded in the website (www.cuonline.ac.in) after completing the admissions from fourth allotment scheduled. The special allotment for SC/ST/BPL in forward community will be conducted to such vacancies uploaded from each college. Hence, utmost care should be taken while uploading the vacancies.

15.10 Fine

The colleges applying for disaffiliation of course or college after allotment will be levied a fine of Rs.50,000 (Rupees Fifty thousand only).

The colleges failing to ensure that all the candidates admitted (except lakshadweep students) have remitted the mandatory fee within the time limit prescribed will be levied a fine of Rs.5000 (Rupees Five thousand only).

16. Special Instructions for Nodal Centres

16.1 Duties and Responsibilities of the Nodal Officers / Nodal Centers.

1. The Nodal Centers should provide guidance to the students to carry out online registration in accordance with theprospectus and instructions for Centralised Admission Process (CAP).
2. The Nodal Officers should not show any favouritism to any institution during online registration.

3. The Nodal Officers should function as a laison officer between the students and University.

4. The Nodal Officers may redress the grievances of the registrants as far as possible by themselves in consultation with the DoA.

5. The Nodal Officers may forward grievances of the registrants to Directorate of admission, which Nodal Officers can't redress.

6. The Nodal Centres may arrange online registration facility to the students from the centres itself and may charge a nominal fee not more than Rs 50/- for the service.

7. A half day awareness class will be conducted for all the Nodal officers by the University before commencement of online registration.

8. Verify the certificates, Fee chalans, purpose of remittance, etc

9. Verify the application print out.

10. Upload the details of the candidate admitted in the website.

11. Maintain a register of the category wise admitted list vacancy position for each course in the college.

12. Upload the correct seat position of seats to the University.

16.2 Registration

The Nodal Centres functioning in all affiliated colleges should register the students approaching for online registration through CAP .

The Nodal Centres should act for choosing programmes/courses in accordance with the student's ambitions.

The final submission should be done only after confirming that the details submitted by the students are correct.

The form provided in annexure 2 shall be obtained from the students.

16.3 Editing

Nodal officers can select "edit" button from the Nodal Login and enter the CAP ID of the student requested to edit. Then click "UnFinalise Button". After this, login using the students CAP ID , register number of qualifying examination and password in the registration link and edit the details already submitted in each phase and **"Save"**.

The details of the fields to be edited shall be obtained from the students in the form provided in **annexure 3.**

16.4 Rearrangement of priority of options

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.

16.5 Cancellation of all higher options

Cancellation of all higher options can only be done through Nodal Centres. Nodal officers can select "Higher options Cancellation" from the Nodal Login and enter the CAP ID of the student requested for cancelling all higher options. The form provided in **annexure 4** shall be obtained from the students.