<u>UNIVERSITY OF CALICUT</u>
<u>PROSPECTUS</u>
<u>2025-26</u>

<u>Centralized Admission Process(CAP) for Admissions to the Four Year</u>

<u>Under Graduate Programmes & Under Graduate B.Voc Programmes</u>

Directorate of Admissions
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Centralized Admission Process (CAP) for Admissions to the Four Year Under Graduate Programmes & Under Graduate B.Voc Programmes 2025-26.

1. Introduction

Prospectus for admission to four year graduate programmes and Under Graduate B.Voc programmes 2025-26, which has been approved by the University of Calicut, is published herewith. It contains general information and rules related to admission to under graduate programmes 2025-26, and other connected matters. Candidates are required to go through the Prospectus carefully and acquaint themselves with all the relevant information related to allotment and admission. Candidates are also requested to visit the website of the Directorate of Admissions 'https://admission.uoc.ac.in/' regularly for latest notifications and announcements. This prospectus is **applicable for admission to under graduate programmes of 2025-26 academic year only.**

The University introduced '**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 affiliated Colleges spread over 5 districts under the jurisdiction of this University for admissions.

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

The admissions to the under graduate programmes are conducted to the merit seats in the programmes 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 in Aided colleges), University Centers & Department excluding the admissions to the programmes specified in this prospectus.

ആമുഖം

കാലിക്കറ്റ് യൂണിവേഴ്സിറ്റിയുടെ പ്രവർത്തന പരിധിക്കുള്ളിലെ അഞ്ചു ജില്ലകളിലെ വിവിധ കോളേജുകളിൽ ബിരുദ പ്രോഗ്രാമുകളിലേക്ക് നേരിട്ട് അപേക്ഷ സമർപ്പിക്കാൻ ആഗ്രഹിക്കുന്ന, എന്നാൽ നേരിട്ട് അപേക്ഷ സമർപ്പിക്കാൻ സാധിക്കാത്ത വിദ്യാർത്ഥികളുടെ അഭിലാഷം സഫലീകരിക്കുന്നതിനാണ് ബിരുദ പ്രവേശനത്തിനായി ഓൺലൈൻ രജിസ്ട്രേഷൻ എന്ന സംവിധാനം 2013–2014 മുതൽ ആരംഭിച്ചിട്ടുള്ളത്.

സെൻട്രലൈസ്ഡ് അഡ്മിഷൻ പ്രോസസ് (CAP) സംവിധാനം നടപ്പിലാക്കുക വഴി സാമൂഹികമായി പിന്നോക്കം നിൽക്കുന്ന വിഭാഗത്തിൽപ്പെട്ടവരും കാലിക്കറ്റ് യൂണിവേഴ്സിറ്റിയുടെ പ്രവർത്തനപരിധിയുടെ വിദൂര പ്രദേശങ്ങളിൽപ്പെട്ടവരുമായ വിദ്യാർത്ഥികൾക്ക് അഡ്മിഷൻ ലഭിക്കുന്നതിന് സഹായഹസ്തം നൽകുകയെന്ന ഉന്നതമായ ഉദ്ദേശ്യത്തോടൊപ്പം വിദ്യാർത്ഥികൾക്ക് നീതിയുക്തവും സുതാര്യവുമായ അഡ്മിഷനും CAP പ്രദാനം ചെയ്യുന്നു.

സർവ്വകലാശാലയ്ക്ക് കീഴിലെ എല്ലാ അഫിലിയേറ്റഡ് കോളേജുകളിലേയും യൂണിവേഴ്സിറ്റി പഠന വകുപ്പിലെയും സെൻ്ററുകളിലെയും ബിരുദ പ്രോഗ്രാമുകളിലെ മെറിറ്റ് സീറ്റുകളിലേക്കുള്ള പ്രവേശനം (സ്വാശ്രയ കോളേജുകളിലെയും, എയ്ഡഡ് കോളേജുകളിലെ സ്വാശ്രയ പ്രോഗ്രാമുകളിലെയും 50% മെറിറ്റ് സീറ്റ് ഉൾപ്പെടെ) ഏകജാലക പ്രവേശന

പ്രക്രിയ (Centralised Admission Process) മുഖേനയാണ് നടത്തപ്പെടുന്നത്. ഏകജാലക പ്രവേശന പ്രക്രിയയിൽ ഉൾപ്പെടാത്ത പ്രോഗ്രാമുകൾ ഏതൊക്കെയെന്ന് ഈ പ്രോസ്പെക്ടസിൽ വ്യക്തമാക്കിയിട്ടുണ്ട്

2.1 For special attention:

2.1.1 The application should be submitted online through the website of the Directorate of Admissions https://admission.uoc.ac.in/ carefully follow the instructions for registration before applying online.

2.1.2 All applicants seeking admission to Four Year Under Graduate Programs(FYUGP) and their parents should read and understand the CALICUT UNIVERSITY FOUR-YEAR UNDER GRADUATE PROGRAMMES (CUFYUGP)_REGULATIONS-2024 (U.O.No. 3103/2024/Admn Dated 22.02.2024) published on the website of the Directorate of Admissions (https://admission.uoc.ac.in/) prior to submission of application.

> 2.1.2.i) CUFYUGP shall have three Broad Pathways,
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> > (a) 3-year UG Degree,
> >
> > (b) 4-year UG Degree(Honours)
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> > (c) 4-year UG Degree (Honours with Research).
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> 2.1.2.ii) From 2024-25 admission onwards, all the UG Honours programmes will have specialization including B.Com and BBA.
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> 2.1.2.iii) The details of Major, Minor and Specializations will be made available on the website / notice board of the college concerned.

2.1.3 Students should keep a printout of the application submitted online and present it to the college at the time of admission. Copy of the online application need not be sent to the University.

2.1.4 The application should be submitted very carefully. In case of loss / denial of admission due to inaccuracies in the application, the entire responsibility lies with the respective applicant.

2.1.5 Applicants should not disclose the confidentiality of the password received at the time of online registration and keep it secure until the end of the admission process.

2.1.6 Applicants claiming reservation, weitage marks etc. should produce the certificates as per the Govt / University Admissions rules at the time of admission.

2.1.7 Eligibility for degree programmes, indexing method and colleges/centers/department where courses are available are published in the website. In addition, information related to the entire affiliated colleges/centers and the details of the nodal officers of each college are available in the website.

2.1.8 Candidates should submit only one online application for admission to a maximum of 20 programmes in CAP 2025.

2.1.9 Important information related to allotment and admission will be published on the website in due course. Students seeking admission should carefully follow these instructions. University shall not intimate individual information about allotment and admission.

2.2 പ്രത്യേക ശ്രദ്ധയ്ക്

2.2.1 അഡ്മിഷൻ വിഭാഗത്തിന്റെ https://admission.uoc.ac.in/ എന്ന വെബ്സൈറ്റ് വഴി ഓൺലൈനായാണ് അപേക്ഷ സമർപ്പിക്കേണ്ടത്. ഓൺലൈനായി അപേക്ഷ സമർപ്പിക്കുന്നതിന് മുൻപേ രജിസ്ട്രേഷനുള്ള നിർദേശങ്ങൾ ശ്രദ്ധയോടെ പിന്തുടരുക.

2.2.2 നാല വർഷ ബിരുദ പ്രോഗ്രാമുകളിലേക്ക് പ്രവേശനം ആഗ്രഹിക്കുന്ന മുഴുവൻ അപേക്ഷകരും അവരുടെ രക്ഷിതാക്കളും അഡ്മിഷൻ വിഭാഗത്തിന്റെ വെബ്സൈറ്റിൽ(https://admission.uoc.ac.in/) പ്രസിദ്ധപ്പെടുത്തിയിരിക്കുന്ന നാല വർഷ ബിരുദ പ്രോഗ്രാമുകളുടെ റെഗുലേഷൻ(CUFYUGP REGULATIONS-2024) ഓൺലൈനായി അപേക്ഷ സമർപ്പിക്കുന്നതിന മുൻപേ വായിച്ച മനസ്സിലാക്കേണ്ടതാണ് . (U.O.No. 3103/2024/Admn Dated 22.02.2024)

> 2.2.2.i) ബിരുദ പ്രോഗ്രാമുകൾക്ക് പ്രവേശനം നേടുന്ന വിദ്യാർത്ഥികൾക്ക് CUFYUG-REGULATIONS-2024 ലെ വ്യവസ്ഥകൾക്ക് വിധേയമായി മൂന്ന് ഓപ്ഷനുകളിൽ പഠനം പൂർത്തീകരിക്കാം.
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> (എ) 3 വർഷത്തെ യുജി ബിരുദം,
>
> (ബി) 4 വർഷത്തെ യുജി ബിരുദം (ഓണേഴ്സ്)
>
> (സി) 4 വർഷത്തെ യുജി ബിരുദം (ഓണേഴ്സ് വിത്ത് റിസേർച്ച്).
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> 2.2.2.ii) 2024-25 അധ്യായന വർഷ പ്രവേശനം മുതൽ B.Com, BBA എന്നിവയുൾപ്പെടെ എല്ലാ ബിരുദ ഹോണേഴ്സ് പ്രോഗ്രാമുകൾക്കും സ്പെഷ്യലൈസേഷൻ ഉണ്ടായിരിക്കും.
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> 2.2.2.iii) വിവിധ കോളേജുകളിൽ ലഭ്യമായ ബിരുദ പ്രോഗ്രാമുകളുടെ മേജർ, മൈനർ, സ്പെഷ്യലൈസേഷൻ എന്നിവയുടെ വിശദാംശങ്ങൾ അതത് കോളേജുകളുടെ വെബ്സൈറ്റിൽ / നോട്ടീസ് ബോർഡിൽ ലഭ്യമാണ്.

2.2.3 ഓൺലൈനായി സമർപ്പിച്ച അപേക്ഷയുടെ പ്രിന്റൗട്ട് വിദ്യാർഥികൾ സൂക്ഷിക്കേണ്ടതും അഡ്മിഷൻ സമയത്ത് കോളേജുകളിൽ   ഹാജരാക്കേണ്ടതുമാണ്. ഓൺലൈൻ അപേക്ഷയുടെ പകർപ്പ് സർവ്വകലാശാലയിലേക്ക് അയക്കേണ്ടതില്ല.

2.2.4 വളരെ ശ്രദ്ധാപൂർവ്വം മാത്രമേ അപേക്ഷാ സമർപ്പണം നടത്താവൂ. അപേക്ഷയിലെ അപാകതകൾ മൂലം പ്രവേശനം നഷ്ടപ്പെടുന്ന സാഹചര്യമുണ്ടായാൽ മുഴുവൻ ഉത്തരവാദിത്തവും അതത് അപേക്ഷകർക്കായിരിക്കും .

2.2.5 അപേക്ഷകർക്ക് ഓൺലൈൻ അപേക്ഷാ സമർപ്പണ വേളയിൽ ലഭിക്കുന്ന പാസ്സ്‌വേർഡിന്റെ രഹസ്യ സ്വഭാവം വെളിപ്പെടുത്താൻ പാടില്ലാത്തതും പ്രവേശനപ്രക്രിയ അവസാനിക്കുന്നതു വരെ സുരക്ഷിതമായി സൂക്ഷിക്കേണ്ടതുമാണ്.

2.2.6 സംവരണം , വെയിറ്റേജ് മാർക്ക് തുടങ്ങിയവ അവകാശപ്പെടുന്ന അപേക്ഷകർ ഗവ./സർവ്വകലാശാല പ്രവേശന നിയമ പ്രകാരമുള്ള സർട്ടിഫിക്കറ്റുകൾ അഡ്മിഷൻ സമയത്ത് ഹാജരാക്കേണ്ടതാണ്.

2.2.7 ബിരുദ പ്രോഗ്രാമുകളുടെ പ്രവേശന യോഗ്യത, ഇൻഡെക്സിംഗ് രീതി, കോഴ്സുകൾ ലഭ്യമായ കോളേജുകൾ /ഡിപ്പാർട്മെന്റ്/സെന്ററുകൾ എന്നിവ വെബ്സൈറ്റിൽ ലഭ്യമാക്കിയിട്ടുണ്ട്. കൂടാതെ മുഴുവൻ അഫിലിയേറ്റഡ് കോളേജുകളുമായും   ബന്ധപ്പെട്ട വിവരങ്ങൾ,   ഓരോ കോളേജിലെയും നോഡൽ ഓഫീസർമാരുടെ വിവരങ്ങൾ എന്നിവയും വെബ്സൈറ്റിൽ ലഭ്യമാണ്

2.2.8 CAP-2025 പ്രകാരം ഏകജാലക ബിരുദ പ്രവേശനത്തിനായി ഒരു വിദ്യാർത്ഥി ഒരു അപേക്ഷ മാത്രമേ സമർപ്പിക്കാൻ പാട്ടുള്ള .

2.2.9 അലോട്ട്മെന്റ്, അഡ്മിഷൻ തുടങ്ങിയവയുമായി ബന്ധപ്പെട്ട സുപ്രധാന വിവരങ്ങൾ അതത് സമയത്ത് വെബ്സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതായിരിക്കും. പ്രവേശനം ആഗ്രഹിക്കുന്ന വിദ്യാർത്ഥികൾ ഈ   നിർദേശങ്ങൾ

ശ്രദ്ധാപൂർവ്വം പാലിക്കേണ്ടതാണ്. അലോട്ട്മെന്റ്/ അഡ്മിഷൻ എന്നിവയുമായി ബന്ധപ്പെട്ട വ്യക്തിഗത അറിയിപ്പുകൾ സർവ്വകലാശാല നൽകുന്നതല്ല.

3. <u>The following programmes do not come under the purview of CAP</u>

3.1 All Under Graduate programmes with Entrance Examination.

3.2 Under Graduate Programmes conducted in the Autonomous Colleges.

3.2.1 Students seeking admission to Autonomous Colleges must complete CAP Online Registration.

3.3 All Under Graduate Programmes for which affiliation orders are issued after the issuance of admission notification.

* *Admissions to the new colleges or new programmes in existing colleges for which the affiliation orders are issued after the commencement of online registration will not be conducted in CAP. But the admissions shall be done only from among the registered candidates. Such colleges should not admit any candidate without obtaining guidelines from the Directorate of Admissions.*

4. <u>Additional degree admission.</u>

4.1 Additional UG can be taken in all subjects ,provided the other eligibility criteria of the respective programmes are satisfied.

4.2 A candidate can pursue both a UG programme and a PG programme simultaneously one in regular mode and another in Open and Distance Learning (ODL)/Online mode, without overlapping the class timing of the other programme.

4.3 A candidate can pursue two academic programmes (either in UG, integrated PG or in PG)simultaneously one in regular mode and another in Open and Distance Learning (ODL)/Online mode, without overlapping the class timing of the other programme.

4.4 Candidates taking additional UG/PG/Integrated PG shall not be eligible for any fee concession and reservation for admission. (UO No.6724/2024/Admn Dated,20.04.2024)

5. <u>Eligibility for Admission</u>

5.1 Those candidates who are "Eligible for Higher Studies" as per the Higher Secondary Examination or a pass in the equivalent examination is the minimum criteria for admission to undergraduate programmes, unless otherwise specified. All Candidates qualified in the annual

examination held up to and including the preceding academic years are eligible for admission. 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 undergraduate programmes in the same academic year. (*U.O.No. GA I /A2/ 5753/2000 dated 14.05.2004)*. The candidates possessing certificate with "Eligible for Higher Studies" issued by the Kerala State Literacy Mission Authority are also eligible for Humanities and Commerce programmes. *(U.O No.408/2019/Admn Dated: 11.01.2019)*. Afsal -Ul-Ulama preliminary course conducted by the University of Calicut is equivalent to the Plus Two Course in Humanities of Higher Secondary Board of Government of Kerala. *(GO(Rt).no.2165/2014H.Edn Dated: 03.06.2014 & U.O.No. 8883/2015/Admn Dated 18.08.2015).*

5.2 Persons with Disability (PwD) are not eligible for admissions to the Geology programme. Blind students are not eligible for admission in Science subjects involving practical (Except BSc Computer Seince, IT and BCA). Deaf and hard of hearing students are not eligible for admission in Science subjects involving practical *(Except B.Sc. Computer Science/ B.Sc. IT/BCA/B.Sc. Mathematics-U.O.No.4615/2021/Admn Dated 19.04.2021,B.Sc. Plant Science -U.O.No. 5933/2021/Admn, dated 04.06.2021,B.Sc. Hotel Management and Catering Science & B.Sc. Hotel Management and Culinary Arts -U.O.No. 21594/2021/Admn Dated, 22.12.2021*).

5.2.1 For **B.Sc. Biochemistry,**

Persons with only hearing impairment, can be permitted. Partially blind persons can be permitted, if they can identify the labels of chemicals and reagents. All the other categories of PwD persons can be permitted, if the Institutions to which they are admitted can provide all the necessary facilities for them to perform their academic activities. PWBD candidates are to be categorised based on their percentage of respective disabilities and the academic performance in previous courses; and admission may be given considering case by case.(U.O.No. 5988/2021/Admn, Dated 08.06.2021).

5.2.2 **B.Sc. Psychology**

Aspirants belonging to PwD category with hearing disabilities (deaf and hard of hearing) may be allowed to apply and seek admission for Psychology (UG) programmes if the student is able to do Experimental Psychology and Counseling Courses.*(U.O.No. 7041/2021/Admn Dated 15.07.2021)*

5.2.3 PwD candidates are eligible for relaxation in minimum marks for admission to the programmes under the University of Calicut as in the case of SC/ST candidates.(UO No. 3233/2024/Admn Dated,24.02.2024)

6. Equivalency /Recognition

6.1 Equivalency / Recognition of the qualifying examinations taken from other Universities/ Institutions should be strictly confirmed before making admission of students, except in the case of HSE/ VHSE of the Kerala State Board and all regular Higher Secondary Examinations conducted by other State Boards, AISSCE (XII std.) of CBSE and ISCE

6.2 NIOS students must produce the recognition certificate issued by this university to the colleges at the time of admission. Senior Secondary Examination of NIOS can be recognized by the University, if the candidate has passed the course with a minimum of five subjects, out of which one should be English.*(UO.No.18072/2019/Admn Dated 27.12.2019)*

6.3 The equivalency certificates and recognition certificates issued from this University are of a general nature, without verifying originals of the qualifying certificate and other records of the candidates. Therefore the admitting authorities have to verify properly and ensure the genuineness of the claims of the candidates regarding the qualifications, mode of study, of the course etc. before granting admission.

7. No Private/self-study facility for Common Courses

Regular students who are admitted to the UG programmes under CBCSS UG 2019 scheme, have to choose any one of the additional languages (Common Course) offered by the college. The existing regulations under the CBCSS UG 2019 scheme, does not permit self-study of additional language, which is not offered by the college. *(Circular No. 56892/GA-IV–J2/2019/Admn, dated 09.04.2021)*

8. Admission to BA Music/ Veena/ Mridangam/ Violin.

For admission to the **BA Music/ Veena/Mridangam/Violin** programmes, the students should compulsorily register through the CAP. The list of the registered candidates will be provided to the colleges. The colleges/centres/department conducting these programmes will conduct an aptitude test of the students on the dates announced by the colleges/department/centres in tune with the schedule of admission published by the Directorate of Admissions (DoA). The Principals will prepare a rank list of the eligible students and will be conducted admission as per the schedule of admission.

9. Admission to Ability Arts and Science College, Pulikkal, Malappuram.

Hearing impaired students wishing to take admission to the programmes offered by Ability Arts and Science College, Pulikkal, Malappuram, should register through Centralized Admission Process (CAP). The list of the registered candidates will be provided to the college and the Principal will schedule

the interview date. A rank list of the students reported for interview will be prepared by the college and admission will be conducted from the rank list as per the schedule of admission.

10. Online registration.

The students can submit online application to various colleges and programmes. The candidates can register online directly from home or through the Nodal Centres functioning in all affiliated colleges, Akshaya Centres, firms providing INTERNET facilities.

The registration process is designed hassle-free to save time and to ensure transparency in admission. The online allotment process provides an opportunity to obtain admission to any of the affiliated colleges/centres/departments and to those programmes of the choice of the students on the basis of merit. It also helps to give maximum exposure to various colleges and programmes under the jurisdiction of the University.

10.1 All candidates irrespective of the Quota/Category of admission, seeking admission to the programmes falling under the purview of CAP should compulsorily complete online registration of the application through *Centralized Admission Process (CAP)*. Candidates without the print out of the application form are not eligible for admission.

10.2 Application for late registration ie, after last date of online registration for admission to various under graduate programmes shall not generally be entertained without prior permission from the University.

10.3 Completed/submitted application cannot be edited by the candidate after the last date for online registration.

11. Number of options

Candidates can opt a maximum of 20 programmes of their choice on priority basis from the affiliated colleges/centers/departments through simple online steps *(website https://admission.uoc.ac.in/)*. **Candidates who desire to   take admission under community quota seats available at aided colleges shall specify the same at the time of online registration. Community quota seat eligible for candidates among the 20 options will be considered for community quota admission.**

12. Indexing

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 programme, subject to such indexing criteria as may be prescribed by the University. In the case of courses equivalent to Plus two of Kerala HSE with

maximum marks or grades not in line with that of Plus two of Kerala HSE, the same will be normalized to the maximum marks of Plus two of Kerala HSE and the rank list will be prepared accordingly. (U.O. No. 2422/2015 dated : 11.03.2015).

The method of calculating index mark for undergraduate programmes are appended as APPENDIX 1. 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 the candidate.

13. **Bonus/Weitage marks**

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.

Sl No.	Item	Bonus/ Weightage marks
13.1	Students who have secured First place / A grade in the Kerala State **Higher Secondary / Vocational Higher Secondary Arts Festivals**	10
13.2	Widows and children of Jawan and ex-servicemen/ Widows and children of B.S.F. Personnel killed or disabled in action.(U.O.No. 8642/2021/Admn Dated, 01.09.2021)	15
13.3	N.S.S volunteers **(Higher secondary/+2 level)** subject to the fulfillment of the following conditions, for the purpose of ranking. The basis for awarding bonus marks to NSS participants will be NSS certificate signed by the Director and issued by the Directorate of NSS.	15
13.4	NCC cadets subject to the fulfillment of the following conditions, for the purpose of ranking. 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 higher secondary/+2 level *(U.O No.685/2017/Admn Dated:17.01.2017) (UO.U.O.No. 9923/2022/Admn Dated, 12.05.2022).*	15
	Cadets holding A,B,C certificates are eligible for an additional weightage of **3,5,10 marks** respectively for admission to Degree programmes, limited to a maximum of	3-10

	10 marks only, in any case.	
13.5	For the students who served as Student Police Cadets in **higher secondary/ +2 level.** (U.O.No. 10898/2020/Admn , Dated 17.11.2020)	15
13.6	Recipients of Nanma Mudra Certificate at **higher secondary/ +2 level** in scout, guide, rover and ranger(U.O.No. 8256/2021/Admn Dated, 18.08.2021)	15

13.7 The benefit of bonus marks for the purpose of admission can be availed of by the candidates only under any one category, from 13.3 to 13.6.

13.8 The applicant need to produce the relevant certificate in original for claiming the bonus mark at the time of admission.

14. Seat Categorization:

The seats available in the various colleges are categorized as,

14.1 Open merit Seats

14.2 Mandatory reservations Seats

14.3 Community Quota Seats

14.4 Management Quota Seats

14.5 Other Reservation Category Seats

14.6 Special Reservation Category seats.

14.1 Open merit Seats:

14.1.1 The open merit seats filled by the University in Government/Aided/Un Aided (Self-financing)/University Centers &Department/ and Self Financing programmes in Aided colleges shall be purely on the basis of Index mark.

14.1.2 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 programme, subject to such criteria as may be prescribed by the University. For admission to Degree programmes, the marks obtained in the Plus Two examination conducted by the Kerala State Board of Higher Secondary Examination is taken as the standard.

14.2 Mandatory Reservation seats:

Only candidates having nativity certificate issued by a competent authority in Kerala are eligible for claiming seats under Mandatory Reservation.

14.2.1 SEBC (Socially and Educationally Backward Communities).

(a) Ezhava/Thiyya/Billava (ETB)

(b) Muslim (MUSLIM)

(c) Latin Catholic other than Anglo Indian (LC)

(d) Other Backward Christians (OBX)

(e) Other Backward Hindus (OBH)

The seats for SEBC will be filled by the University in Government, University Centers & Department, Un-Aided (Self-financing) and Self Financing programmes in Aided colleges from among the registered students belonging to the above category purely on the basis of the index mark.

A community certificate along with Non creamy layer certificate from the Kerala revenue authorities concerned has to be produced by the SEBC candidates who claim reservation under SEBC category at the time of admission. The validity of Non creamy layer certificate should be as stipulated in the Government orders prevailing at the time of admission. (The list of SEBC communities is appended as Appendix .II)

14.2.2 Scheduled Caste (SC)

The seats for SC will be filled by the University in Government/Aided/University Centers &Department/Un Aided (Self-financing) and Self Financing programmes in Aided colleges from among the registered students belonging to scheduled caste purely on the basis index mark. **A community certificate** from the Kerala state revenue authorities concerned has to be produced by the SC candidates who claim reservation under SC category at the time of admission. (The list of SC communities is appended as Appendix .III)

14.2.3 Scheduled Tribe (ST)

The seats for ST will be filled by the University in Government/Aided//University Centers &Departments/Un Aided (Self-financing) and Self Financing programmes in Aided colleges from among the registered students belonging to scheduled tribe purely on the basis merit. **A community certificate** from the Kerala state revenue authorities concerned has to be produced by the ST candidates who claim reservation under ST category at the time of admission.(The list of ST communities is appended as Appendix IV)

14.2.4. Claims for mandatory reservations.

14.2.4.1 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 be submitted only at the time of admission in the institutions concerned. The claims for mandatory reservation

once made in the Application form cannot be altered by the candidate under any circumstance unless otherwise specified.

14.2.4.2 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 02.05.1966, GO(P).2/2017/BCDD dated 08.03.2017,* 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 'non creamy layer Certificates (*GO(P) 2/2017BCDD dated 08.03.2017)*' obtained from the Village Officer concerned. The attested copies of the above certificates should be produced at the time of admission. The seats un-availed by SEBC category candidates will be allotted under open merit quota.

14.2.4.3 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 Tahasildar. The seats un-availed 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 only as detailed below until further orders from the University.

14.2.4.3.i Government/Aided Colleges

The unfilled seats shall be filled up from candidates belonging to OEC category specified in the GO (Ms) No.14/2017/CDD Dated: 02.08.2017, and in their absence, the seats shall be left vacant until further orders from the University.

Instructions related to seat conversion may change subject to orders from the government. The changes will be published by the University in a timely manner.

14.2.4.3.ii 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 Government for this purpose from time to time alone are eligible for such seats. Candidates belonging to other eligible communities are exempted from payment of fee at the time of allotment to UG Degree Programmes under Government/Community quota irrespective of annual family income as per *G.O (MS)No.36/07/SCSTDD dated 03.07.2007*. They should produce Community Certificate from the Village Officer at the time of admission in the institutions concerned. (The list of OEC communities is appended as APPENDIX.V)

14.3 Community Quota (Aided Colleges only)

The seats for community quota 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 should specify whether they are intending so while submitting the personal details. The University will forward the list of the applied students to the colleges on the date published in the schedule for admission. The list of applied students will also be published in the college login. The colleges will prepare and publish a rank list of the candidates reporting off line or online on the date earmarked for reporting for admission to community quota. The colleges will also publish the community rank list in the notice board. Community Rank position of the candidate will be provided in the Student Login. The colleges will admit the candidates, based on their merit from this rank list as per the schedule published by the University.

14.4 Management Quota (Aided and Un-aided Colleges).

The seats for management quota in Aided, Un-Aided and Self Financing programmes 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 admissions and submit separate applications in the colleges concerned. The eligibility of the students should be verified by the colleges before issuing forms to the students requesting for admission before conducting online registration.

14.5 Other Reservation Category Seats:

14.5.1 Reservation of Seats for Economically Weaker Sections (EWS).

10 % seats reserved for Economically weaker sections (EWS) who are not covered under existing scheme of reservation for the scheduled caste, the scheduled Tribe and the Socially and Educationally backward classes. EWS reservations are available in all institutions which do not have minority status and permit reservation to other backward classes. (UO No. 4958/2020/Admn Dated, 29.05.2020 & UO No 7158/2020/Admn Dated,28.07.2020, 7518/2021/Admn Dated 02/08/2021 & U.O.No.10306/2022/Admn Dated,21.05.2022).

Candidate who claim EWS reservation should submit an Income & Assets Certificate with 4 lakhs or below/ Anthyodaya Annayojana (AAY) or Priority House Holds (PHH) certificate (Ref: GO.(Ms) No.23/2022/PARD Dated 04.10.2022) issued from Village Officer/ Tahsildar at the time of admission. Documents like ration card will not be accepted for availing reservation to this category.

 Applicants' whose names are entered in the Ration Cards issued to the families in the category of Anthyodaya Annayojana (AAY) or Priority House Holds (PHH) should submit the certificate in the prescribed format issued by Village officer.(The format of certificate is given as APPENDIX .VIII). Applicants except Anthyodaya Annayojana (AAY) or Priority House Holds (PHH) should submit the certificate in the prescribed format issued by Village officer.(The format of certificate is given as APPENDIX .VII).

14.5.2 Persons with Disabilities (PwD)

Five percent (5 %) of the seats for Degree programmes **(except Geology)** should be additionally created and reserved over and above the sanctioned strength, but within the Statutory maximum limit for the PWD candidates. In programmes where the sanctioned strength and the Statutory limit are the same, additional seats can be created above the Statutory limit, exclusively for the admission of the above candidates. *(U.O. No. 2391/2015 dated : 10.03.2015). Please ref.* 5.2 for more details.

Candidates should produce their Unique Disability Identity Card (UDID) or medical certificate issued by the district medical board or competent authorities stating that the disability is 40% or above. Category of the disability should be specified clearly in the UDID card /medical certificate. (UO.No.15548/2023/Admn Dated, 09.10.2023) .

The University will forward the list of the applied students to the colleges on the date published in the schedule for admission. The list of applied students under PwD will also be published in the college login and website. The colleges will prepare and publish a rank list of the candidates reporting on the date earmarked for admission to persons with disabilities (PwD) quota. The colleges will also publish the PWD rank list 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 list of PwD categories is appended as Appendix .IX)

14.5.3 Sports Quota

Two seats in each Under Graduate (Non-Professional) course should be additionally created and reserved over and above the sanctioned strength, but within the Statutory maximum limit for candidates with outstanding records in sports and games. In programmes where the sanctioned strength and the Statutory limit are the same, the additional seat can be created above the Statutory limit for candidates with outstanding records in sports and games, exclusively for the admission of the above candidates. Only those candidates who have satisfied the norms prescribed below are eligible for admission under sports quota. *(U.O.No. 2391/2015 dated : 10.03.2015)*

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 rank list as per the schedule published by the University.

The norms for eligibility for admission to the Sports Quota in UG course

1. Representing the country in International competitions

2.Winning the I/II/III in the Senior National Championships

3. Representing Senior State National Championships

4. Representing the Senior district and participating in the State Championships

5.Winning I/II/III place in the State Junior/Youth Championships

 6.Representing the Polytechnic /VHSE/ITI/HSE Representing Senior State in South Zone Championships.

7.Winning the I/II/III in the Junior Youth National Championships

8.Winning I/II/III in All India School Games.

9.Representing the State in the Junior/Youth National Championships

10.Representing the State in the Junior/Youth South Zone Championships.

11.Representing the ISCE/CBSE/Central School/Navodaya Vidyalaya and winning First/Second/Third in the National Championships.

12.Winning I/II/III place in the Senior Inter District Championships.

13.Winning I/II/III in the State Championship

14. Representing Educational district and winning First/Second/Third place in the Championship.

15. Representing CBSE/ISCE/Central School/Navodaya Vidyalaya and winning First/Second/Third place in Zonal/Cluster tournaments.

16.Representing State in the ISCE/CBSE/Navodaya Vidyalaya and participating in the National Championships.

17.Representing State in the Rural National/Women Festival.

18.Representing Educational District and participating in the State Championships.

19.Winning I/II/III in All India Inter University/Khelo India University games,

20.Representing University in All India Inter University .

21.Winning I/II/III in University Inter Collegiate Championship of 'A-Sports Quota Seats - UG'

14.6 Special Reservation Category seats.

14.6.1 Outstanding Sports Stars:

Additional seats can be created over and above the sanctioned strength but within the statutory maximum for each under graduate programme for the admission of outstanding sports stars, based on the recommendations of the Director, Department of Physical Education of University of Calicut *(U.O. No.GAI/A2/5274/1995 dated 11.08.1995).*

A maximum three sports quota seats is set apart for admission to the outstanding sports stars as sports quota with in statutory maximum for BA courses,one seat each for B.Com, BBA and B.Sc courses(Apart from the reserved regular sports quota seats). UO.No.7732/2020 dated 24.08.2020& Letter No. 132086/DPE-B-ASST-2/2016/Admn Dated.25.08.2020

14.6.2 Lakshadweep Quota

One seat each in a UG in the affiliated Arts and Science Colleges is additionally created and reserved over and above the sanctioned strength, but within the Statutory maximum limit for the native students of the Union Territory of Lakshadweep, recommended by the Director of Education, Union Territory of Lakshadweep. In programmes where the sanctioned strength and the Statutory limit are the same, additional seat can be created above the Statutory limit, exclusively for the admission of the above

candidates*(U.O. No.GAI/A2/6135/1994 Vol.II dated 25.09.2006 and 01.08.2007).* These candidates need not be insisted to obtain permission from the University for late registration up to the closing of admission to the respective programmes of study *(Lr.Dtd.24.09.1997)*. In Government Colleges where the Government have earmarked seats, the seats reserved for the Ethnic Natives of Lakshadweep will be in addition to the seats sanctioned by the Government.

If there is no claimant from among the Ethnic Native Scheduled Tribe Candidates from the Union Territory for the seat reserved for them for degree programmes, the seats thus falling vacant due to their absence, will be allotted to the children of the employees belonging to Kerala State who have undergone Plus Two education in the Union Territory of Lakshadweep. *(GA/A2/6135/94 dated 16.3.1998)* The admission shall be made only after obtaining prior permission from the University. *(GA I/A2/6135/ 1994 (1) dated 29-08-2000 & GAI/A2/3897/2003 dated 05.06.2003).*

The candidates recommended by the Director of Education Union Territory of Lakshadweep shall be admitted by the colleges by completing the CAP registration, with the online registration fee and mandatory fee as applicable to SC/ST students (U.O.No. 12753/2022/Admn Dated, 28.06.2022).

14.6.3 Kashmir Students

Two supernumerary seats, are reserved in all the affiliated Institutions either for UG or PG Programme, for 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, therefore, admissions shall be made as per the scholarship orders.*(U.O. No. 52/2015/Admn dated: 05.01.2015).*

14.6.4 Andaman Nicobar Islands

For UG programmes in the affiliated colleges an additional seat can be created over and above the sanctioned strength, but within the statutory maximum limit for the native students of Andaman & Nicobar islands, as recommended by the Directorate of Education, Andaman & Nicobar Islands. For programmes where the sanctioned strength and the statutory maximum limit are the same, the additional seat can be created over and above the statutory limit, exclusively for the admission of the above candidates. *(U O No. 1508/2016/Admn dated 11-02-2016).*

14.6.5 Foreign Students

As per the recommendation from Dean of Student Welfare- Calicut University, additional seats shall be created in affiliated colleges over and above the sanctioned strength and added to the total merit seats exclusively for the purpose of accommodating foreign students.

14.6.6 Inmates of Juvenile Justice Centres

One seat in Government and Aided Colleges (Aided programmes only) is reserved for the inmates of Children's Home and firms functioning under the Juvenile Justice Act. ***(U.O.No.501/2017/Admn Dated:12.01.2017).*** The admission to this category will be conducted directly by the Directorate of Admissions (DoA).

14.6.7 Seats for Transgender students

Two additional seats in all programmes in affiliated colleges is reserved for students belonging to the Trans-gender category. *(U.O.No 11106/2018/Admn Dated: 24.09.2018).*

The students wishing to take admission to this category shall register through CAP . The admission to this category will be conducted directly by the Directorate of Admissions (DoA).

The candidates should produce the identity card and certificate issued by the Social Justice Department while reporting for admission. Transgender students can do CAP registration with their new certificate of identity issued by the District Magistrate, in case their details are different in the qualifying certificate(U.O.No. 15364/2021/Admn Dated, 10.11.2021).

15.   Seat Classification in various category of colleges

15.1. Seat Distribution

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

15.1.1 Government Colleges

Sl.No.	Seat Reservation		% of Reservation
1.	Open merit Quota		50
2.	**Socially and Educationally Backward Classes (SEBC)**		
	a) Ezhava/Thiyya/Billava (ETB)	8%	20

	b) Muslim (MUSLIM)	7%	
	c) Latin Catholic other then Anglo Indian	1%	
	d) Other Backward Christians (OBX)	1%	
	e) Other Backward Hindus (OBH)	3%	
3.	Economically Weaker Sections (EWS)		10
4.	Scheduled Castes/Scheduled Tribes: Scheduled Castes 15% Scheduled Tribes 5%		20

15.1.2. Mandatory reservation in Aided Affiliated colleges.

The seats for each programme will be distributed as per the existing pattern given below.

Sl.No.	Seat Reservation	Forward Community Colleges	Backward Community Colleges
I	Open merit Quota	50 %	40 %
II	Scheduled Caste	15 %	15 %
III	Scheduled Tribe	5 %	5 %
IV	Community Quota	10 %	20 %
V	Management Quota	20 %	20 %

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 the candidates of their choice subject to the eligibility and merit. **For admission to serial no. I to V students should apply online in Centralized Admission Process (CAP).**

15.1.3. Reservation in Self financing programmes in Unaided Colleges, Aided Colleges and IHRD Colleges.

In the case of Unaided Colleges and Self Financing programmes conducted in Aided Colleges & IHRD's, 50% of the total seats shall be filled by the management from among the candidates of their choice provided they satisfy the eligibility conditions and merit. The remaining seats (50%) shall be distributed and filled as follows:

Distribution of 50% Seats earmarked under merit	% of Reservation
Open merit Quota	65
Scheduled Caste	8
Scheduled Tribe	2
Ezhava/ Thiyya /Billava	9
Muslim	8
Latin Catholics other than Anglo Indians	2
Other Backward Christians	1
Other Backward Hindus	5
*Economically Weaker Sections(EWS)	10

*In all institutions which do not have minority status and allow reservation to other backward classes, ten percent (10 %) of the total seats except the management seats for Degree programmes will be additionally created and reserved over and above the sanctioned strength, for the EWS candidates. (U.O.No. 7158/2020/Admn Dated, 28.07.2020).

Those who wish to get admission to the 50% seats under merit in Self Financing programmes in affiliated colleges shall apply online in CAP. However, those who wish to get admission

to the management seats in Self Financing programmes shall register through CAP and apply directly to the colleges concerned.

16. Nodal Centres.

Nodal Centres are functioning in all affiliated colleges/department/centres 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 utilize 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 https://admission.uoc.ac.in/

17.Instructions for Applying through CAP.

17.1. Visit the website http://admission.uoc.ac.in/. The admission through Centralized Admission process to First year Degree programmes will be conducted in TWO Continuous phases.

Phase 1: Submission of Application

Phase 2: Fee Payment.

17.2 Keep ready the following for the submission of application for UG Programmes and read the instructions.

17.2.1 Date of Birth: copy of S.S.L.C

17.2.2 Mobile Number: mobile number of student/parents/guardian only to be furnished. Vital informations regarding admissions are being communicated through SMS to the registered mobile number. **Therefore, under any circumstances the mobile number of Akshaya centres, internet cafe or other agencies should not be submitted.**

17.2.3 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.

17.2.4 Fee : As per admission notification.

17.2.5 Copy of the Qualifying Examination Mark Sheet.

17.2.6 Scanned copy of Passport size photograph in '.jpg' format .

17.2.7 Prepare the list of colleges/programmes 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 are available in the website(https://admission.uoc.ac.in/).

17.3 Important

Please ensure that all information in the application are correct before submitting it. Click *Preview button* to view the details entered.

The candidates can edit the data entered including photo till the FINAL SUBMISSION is done. After *FINAL SUBMISSION* the data can be edited by using the **Edit Button** on or before the last date for online registration prior to allotments.

17.4 Phase 1: Submission of Application

The application can be submitted as follows.

Part1:CAP ID Generation
- Complete the personal information in the empty columns by strictly following the instructions in the window. * (Mobile number and e-mail id of student/parent/guardian only to be furnished).

CLICK "REGISTER" BUTTON

- Enter the OTP received in the registered mobile number**.**
- CAP ID and password will be received in the registered mobile number through SMS
    - login with the details above.

Part 2: Student Profile
1. Enter the details in the blank fields .
2. 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.
3. The number of chances means the number of chances taken for passing any part or parts of the qualifying examination. Betterment/Improvement examination will not be considered as a chance. The number of chances printed in the qualification certificate should be entered here.
4. The 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 in the same academic year.
5. Specify the Board/University of the qualifying examinations.
6. Enter the stream of study of the Qualifying examinations (Science, Humanities, Commerce).
7. Utmost care should be taken while entering reservation details. Opt only the eligible reservations otherwise admission will be denied. Valid certificate must be produced at the time of admission.
8. Weightage: Enter the eligible bonus/ weightage if any. Valid certificate must be produced at the time of admission.
9. Upload & Resize your photograph in jpeg format.

The details entered can be edited before final submission. To move to the next part **CLICK "*SAVE & PROCEED"*** button.

Part 3: Qualification Details

- If the marks are displayed automatically verify; otherwise enter the marks.
- Utmost care should be taken while entering the marks.
- The details entered can be edited before final submission.

To move to the next part **CLICK "*SAVE & PROCEED"* BUTTON**

Part 4: College- Programme 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 according to the priority.

The candidates who wish to apply for the community quota in Aided colleges shall specify the same.

Candidates can view the options submitted and can edit the options, if necessary.

By clicking the button **Preview,** the candidates can verify and ensure that the details submitted are correct.

If the details entered are correct click **" Save & Proceed".**

17.5 Phase 2: Fee Payment.
- *After clicking the Proceed & Pay button,* confirm the payment details in the following window.
- *Online registration fee*
    1. SC/ST *Students :* ₹. *195/-.(Rupees One hundred and ninety five only)*
    2. *Others :* ₹. *470/- (Rupees Four hundred and seventy only).*
- Select mode of payment

    a). State Bank online payment.(For those who have State Bank online banking facility).
    b) Payment Gateway.
    c). Akshaya Centres & Friends Janasevana Kendram
    e) Post office
    For making payment, it is more preferable to use online internet banking facilities instead of UPI payment methods.

17.6 Remit the fee in any of the mode of payment mentioned above.
- During the payment, the website will be redirected to the University of Calicut-Instant Web Payment System (CUIWPS) page where the student can select the desired choice of payment. (In case, the payment fails, the candidate will have to re-login and do the payment procedure once again to complete the payment and obtain the print out of the application).

- Those who have paid the fee, must login with their CAP ID and Security Key and take printout of their completed application before the closing date for online registration.

"Fee once remitted will not be refunded"

17.7 Special Attention

- The back button of the browser should not be used under any circumstances during the registration.

- For security reasons, the University collects 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.

- All the corrections including change in marks after the closing date of online registration, on account of revaluation, improvement and addition of grace marks etc, will be considered only after the regular allotments.

- In case the registrants lose their password,CAP ID/Security Key the same can be retrieved by the following   step.

  ○ Use 'FORGOT CAPID/Security Key' link from the registration page.

  ○ And fill the columns as required

  ○ The details requested will be received in the email ID registered

The whole process of allotment to the UG programmes will be done by the University. University will not entertain any request for change of any date fixed in the Centralised Allotment Process/Admission from time to time.

18. Editing

The candidates can edit the data entered including photo till the FINAL SUBMISSION is done. After FINAL SUBMISSION the data can be edited by using the **Edit Button** on or before the last date for online registration prior to allotments.

18.1 How to use EDIT button.?

  ○ Visit https://admission.uoc.ac.in/ => Student Login
  ○ Login with your CAP ID and Security key and Click EDIT/Unlock button.
  ○ Make correction in your application as necessary.
  ○ Candidate should take printout of the application after editing.

19. Cancellation of higher options.

Partial/Complete cancellation of the higher options if necessary, after receiving allotments can only be done through '**Student Login'** by the candidates themselves or can use the services of the Akshaya Centres and other firms providing internet facility.

20. Allotment

There will be **THREE** allotments for all category of students and **Two** special allotments for SC/ST categories. 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.

20.1 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 edit their application if needed. Candidates who have edited their application should take printout of modified application on or before the last date for modification.

20.2 First Allotment

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

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 higher options and will be bound to relinquish the previous allotment and must take admission to the allotment received to their higher options.

20.3 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. <u>The candidates failing to remit mandatory fee will lose allotment received and will not be considered for further allotments.</u>

The candidates satisfied with the allotment received shall cancel all their higher options.   In case the higher options are not canceled 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 the candidates received first and second allotment <u>should take permanent or temporary admission</u> in the respective colleges. The candidates satisfied with the allotment received during first or second allotment shall cancel all their higher options and take permanent admission. All other candidates waiting for higher options shall take temporary admission without canceling their higher options. **<u>Candidates failing to take admission after second allotment on temporary or permanent basis will be removed from the further admission process.</u>**

20.4 Third Allotment

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

candidates failing to remit mandatory fee will lose the allotment received and will not be considered for further admission process after third allotment.

All the candidates received allotment should take admission on permanent basis 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 who took temporary admission after second allotment and did not receive any change in the third allotment also should change their temporary admission to permanent retaining their higher options.**

The candidates satisfied with the allotment received shall cancel all their higher options. In case the higher options are not canceled the candidate will be considered for the higher options, if further allotments are conducted, and will be bound to relinquish the previous allotment and must take admission to the allotment received to their higher options.

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

Vacancies arising after the third allotment will be filled by the University through special/supplementary allotments or by providing applied students list to the colleges. The candidates who took permanent admission retaining their higher options and candidates not received allotment up to third allotment only will be considered for the above admission. Hence, the candidates received allotment and willing to be considered for the admission through special/supplementary allotments after third allotment shall take permanent admission retaining their higher options.

20.5 Special Allotment

After third allotment two special allotments for SC/ST will be conducted on the scheduled date. Vacancy position in SC/ST seats will be published in website **https://admission.uoc.ac.in/**. The students belonging to the above category can submit fresh options as per the vacancies published. Such candidates will be considered 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 and take admission to claim their allotment. Candidates already remitted mandatory fee need not remit mandatory fee again. The candidates failing to remit mandatory fee and take admission will lose the special allotment received and will not be considered for later admissions.

20.6 Schedule for admission to under graduate programme -2024*

Sl.No	ACTIVITY	
1.	The commencement of Registration	18.05.2024, 02.00PM
2.	The last date for online registration	01.06.2024, 05.00PM
3.	The last date for fee payment	01.06.2024, 05.00PM

*The detailed admission schedule will be published later.

21. Mandatory Fee.

The candidates receiving first allotment or subsequent allotment should remit the Mandatory Fee prescribed . The mandatory fee need to be remitted only once. The candidates failing to remit mandatory fee will lose their current allotment and they will be removed from further allotments. The candidates, thus removed 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. Mandatory fee comprises of 1. Sports Affiliation Fee (Rs.310/-), 2.University Union fee (Rs. 95/-), 3. Matriculation fee (Rs.135/-).

Mandatory Fee.

- *For* SC/ST/OEC/Communities eligible for educational concessions as is given to OEC :Rs 135/- *(These candidates taking admission to the self financing programmes should remit Sports Affiliation Fee (Rs.310/-) and University Union fee (Rs. 95/-) at the college while taking admission.)*

- *For other* candidates : Rs 540/-

(List of OEC-SC/OEC-ST/Communities eligible for educational concessions as is given to OEC **candidates are appended as APPENDIX V &VI)**

22. Admissions

22.1 Permanent Admission.

Candidates receiving allotments for the first option and those candidates who are satisfied with the allotment received in any of the allotments can take permanent admissions to the respective colleges. After the third allotment all candidates should take permanent 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.

22.2 Temporary Admission

After second 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 (except mandatory fee) but they have to show their certificates to the college for verification.

According to the regulation of undergraduate programmes, course transfer is not permitted in any semester of UG programmes. College transfer is not permitted in the first semester after the closing date of admission. College transfer is permitted in second to fifth semesters (not permitted in first and sixth semesters), subject to university orders and regulations. (U.O.No. 6270/2023/ Admn Dated, 05.04.2023)

22.3 Admit Card

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

All candidates who received allotment to their first option and those candidates who are satisfied with the allotment received can take admit card and report for permanent admission. There will be no admit card for temporary admission.

Candidates who have received allotment during third allotment are not satisfied with the allotment received during first, second and third allotment, can download admit card without canceling their higher options for taking permanent admission.

Admit card will not be available for candidates admitted to the following category of seats.

1. Management Quota
2. Lakshadweep Quota

23. Post Allotments Activities

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 **University mandatory** f**ee**. The candidates should produce the following documents in **original** before the Principal/Head of the college/Institution at the time of admission for verification.

The admitting authorities shall physically verify the originals at the time of admission of the student in his/her presence and return them immediately after satisfying themselves about their authenticity and veracity, keeping the attested copies for their record (U.O.No. 11428/2018/Admn Dated, 29.09.2018).

24. **Essential Requirements at the time of Admission.**

The candidates shall produce the following documents (in original) at the time of admission to a programme of study in the affiliated colleges/University Teaching Departments/Centers.

1. Admit Card (Only for students received allotment)
2. The print out of the application
3. Receipt/Challan of the fee remitted for acceptance of allotment. (University mandatory fee)
4. Age proof.
5. Qualifying Certificate.
6. Mark List(s) of the qualifying examination.
7. Transfer Certificate (TC) received from the Institution last studied. (Online TC issued by the District Offices of the Kerala State Literacy Mission.(U.O.No. 2047/2022/Admn Dated, 27.01.2022).
8. Conduct Certificate
9. S.S.L.C
10. Equivalency / Recognition of the qualifying examinations taken from other Universities/ Institutions should be confirmed strictly before making admission of students, except in the case of HSE / VHSE of the Kerala State Board and all regular Higher Secondary Examinations conducted by other State Boards, AISSCE (XII std.) of CBSE and ISCE.
11. NIOS students must produce the recognition certificate issued by this university to the colleges at the time of admission. Senior Secondary Examination of NIOS can be recognized by the University, if the candidate has passed the course with a minimum of five subjects, out of which one should be English.(UO.No.18072/2019/Admn Dated 27.12.2019)
12. Non Creamy layer Certificate, Nativity Certificate, Community Certificate, EWS Certificate from the competent authority in Kerala as directed by the admitting authorities .
13. Candidates who claim bonus/weightage marks shall produce relevant certificates.
14. Anti-Ragging guidelines : As per UGC guidelines, an Anti-Ragging Undertaking must be filled by all the students online on **http://www.antiragging.in** only. Universities/Colleges will not accept.Anti Ragging Undertaking from students in Hard/Printed copy/Affidavits. (Please note that the student is not required to print & sign it, as used in the earlier case). All the institutions, should also submit a compliance on the following link:

https://www.antiragging.in/compliance_desclaimer.html . Soft copy of the Anti-Ragging Posters should also be displayed on the prominent places in your campus areas like Admission Centre, Departments, Library, Canteen, Hostel, and Common facilities etc. (The UGC guidelines and posters are made available in the University website).

ATTENTION

The Prospectuses issued in previous years are not valid for the admission to the under graduate programmes in 2025-2026 Academic year. Candidates shall read the prospectus carefully and familiarize themselves with all the relevant information relating to the admission process. In addition to this all registrants are advised to visit the official website of the University https://admission.uoc.ac.in/ for notification, rules and announcements.

This prospectus is subject to modification/addition/deletion as may be deemed necessary by the University.

Orders regarding amendments, modifications, additions, deletions, etc., issued by the University from time to time, are to be timely incorporated to this Prospectus.