

INSTRUCTIONS TO THE CANDIDATES

Please visit www.cuonline.ac.in

Read well and understand all the details given in the *Prospectus* before proceeding to register online.

The online registration under CAP will be done in two Phase.

A.) Online Payment of Fee.

B.) Online submission of application.

Online Payment of Fee

Keep ready the Following:

- a.) *Date of Birth*
- b.) *Mobile Number (mobile number of students, parents or guardian should only be furnished)*
- c.) *E-mail (Email Id of students, parents or guardian should be only entered here. Those who don't have an Email-Id may create one and enter).*
- d.) *Fee : Rs 100/- for General category and Rs 50/- for SC/ST.*

Click the link use the url the <https://www.uoc.ac.in> to pay registration fee.

If mode of payment is State Bank of Travancore online

- Select the Purpose of remittance (UGSW01-Centralized Admission Process Degree 2014-Application Fee).
- Furnish the details in fields 2 to 7 (mobile number and e-mail ID only that of the student/parent/guardian).
- Select the mode of payment -SBT online.
- Enter the fee amount and click the button "Proceed".
- In the next page click "Continue for Payment".
- You can view the details now if details are correct click "Pay Now." Remit the fee online as per the instructions in the online payment site of SBT.
- Click redirect to the Calicut University Instant Web Payment System (CUIWPS) or wait for 60 seconds to be redirected.
- Take printout of the online payment "RECEIPT". University Challan Number and Security Code will be received by SMS/e-mail with which can login to CAP and complete the online application can be completed.

If mode of payment is E-Chalan of SBT)

- Select the Purpose of remittance (UGSW01-Centralized Admission Process Degree 2014-Application Fee).
- Furnish the details in fields 2 to 7 (mobile number and e-mail ID only that of the

- student/parent/guardian).
- Select any one of the the modes of payment SBT E-Chalan.
Enter the fee amount and click the button “**Proceed**”.

THE CHALAN FORM CAN BE VIEWED. TAKE PRINT OUT OF THE SAME.

- If mode of payment selected is SBT E-Chalan a SMS will be received with in 2 to 6 hours.After which he/she can remit the amount in the any SBT branch. The candidate's copy of the chalan may be kept in hand and the college copy may be submitted along with the print out of the application to the college at time of admissions. And after 24 hours of the payment another SMS/e-mail will be received intimating the **CAP ID number and password**. After the receipt of this SMS he/she can login and submit the application.

PAYMENT PROCEDURE IS COMPETED

Keep ready the following

- 1) *The CAP ID number and password received in your mobile.*
- 2) *Copy of the Qualifying Certificate.*
- 3) *Passport size photograph scanned and saved in '.jpg' format with a size less than 40 KB.*
- 4) *List of colleges and programmes of your choice on priority basis.Thirty programmes from among the various affiliated colleges can be opted by the candidates.Please Annexure-V for list of colleges and course.*
- 5) *Income Certificate for BPL candidates.*

Online submission of application.

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- 2) *Copy of the Qualifying Certificate.*
- 3) *Passport size photograph scanned and saved in '.jpg' format with a size less than 40 KB.*
- 4) *List of colleges and programmes of your choice on priority basis.Thirty programmes from among the various affiliated colleges can be opted by the candidates.Please Annexure-V for list of colleges and course.*
- 5) *Income Certificate for BPL candidate*

Visit Website by typing www.cuonline.ac.in (preferably use Mozilla Firefox).

From the home page of the CAP login using CAP ID number and password.

- a) Upload the photo (Size less than 40kb).
- b) Enter the details in the blank fields.

CLICK “**PROCEED**” BUTTON

PRELIMINARY REGISTRATION COMPLETED

STEP 1 Enter Personal Details. Utmost care should be taken while entering reservation details. Those who apply under the BPL category should submit the order No, date of order and details of issuing authority.

Enter your personal details.

Fill up all the columns on the screen .

Select your correct reservation category. The candidates who opt BPL in Forward caste should enter the order no and date of the Income Certificate with the details of the issuing authority.

Select Board of Examination

Select your '**Stream**' (Science, Humanities or commerce etc). If the candidate has passed any combination other than those given in the drop down menu, select '**other**'. And enter the combination. The stream selected and the combination of subjects of Part III shown in the mark sheet should be the same. Don't mind order of the subjects in the mark sheet.

You can view your entries and edit if necessary. Proceed to next step by pressing the key, '**save and proceed**'.

If you are sure that the details entered are correct, click the check-box near the declaration. Even now you can edit the details already entered. If all of the entries are correct, proceed to the next stage.

First Step completed

In the **Second Step**, you should enter the *Educational details* -

Number of Chances: the actual number of chances taken to qualify the +2/equivalent examination should be entered. (The candidates will loose 10 marks for every subsequent appearance after his/her first appearance).

Weightage : the candidate who claim weightage under any category should produce the supporting documents/orders from the competent authority at the time of the admission, failing which allotment will be cancelled.

Mark Entry: Enter your Plus Two/Equivalent mark. Utmost care should be taken while entering the marks.

Save and edit the details already entered, if necessary and proceed to the next stage

Second Step completed

STEP 3 Enter the choice of colleges

Candidates applying only for management quota can enter the same here. These candidates will not considered for general allotment.

Enter College and programme according to the priority. A list in the order of priority may be prepared and kept well in advance. List of College and programmes are available in Annexure V. Once the candidate completes the option entry he/she can view options by clicking the link provided to edit and save the options. The colleges and programme displayed in the print out will be in accordance to the priority opted by the candidate's.

Select the college and subject. You can give upto 30 options of courses from among various colleges and courses . On completion of the procedure, submit the data by clicking 'submit' and Click 'print' .

Third and Final Step completed

Community Quota

The candidates seeking admission to the community quota in aided colleges should register in CAP. In addition to this an application should also be submitted to the respective college. University will prepare a list of such candidates and the colleges will admit the candidates based on the merit from this list. The community list will be prepared and forwarded to the colleges after the third allotment, but before commencement of classes.

Management Quota/Sports quota /Person with disabilities

The candidates seeking admission to the above quotas in aided/unaided colleges should register in CAP. In addition to this an application should also be submitted to the respective college. The candidate's applying only for management seats in aided/unaided colleges can furnish the same in the third step of registration. These candidates will not be considered for general allotment.

Registration is complete. No need to send the print out of the application/documents to the University. But all the Originals should be presented at the college at the time of admission.

FOR ATTENTION OF CANDIDATES:

If you complete and decide to stop at a particular stage of the online process, be sure to **LOGOUT**.

LOGOUT after completing each of the phases and login again.

Do not use back button at any stage of the registration.

The IP address of the computer from which the candidates login and other details will be collected by the University for security reasons.

Providing false information, impersonation, misuse of the online facility etc. are punishable under Cyber law.

Please note that a fake claim may entail legal action and cancellation of your chance for admission to any of the colleges. It is your duty to ensure the correctness of the data entered.