UNIVERSITY OF CALICUT

(Directorate of Admissions)

Prospectus for Admission to Post Graduate Programmes

M A / M Sc. / M Com. / Others

For Affiliated Colleges

(FOR THE ACADEMIC YEAR 2019-20 ADMISSIONS ONLY)

IMPORTANT DATES

Notification of Admissions: 24.05.2019

Last Date for payment of Application Fees: 29.05.2019, 1 PM

Last Date for Online application: 29.05.2019

(Detailed Schedule of PG Single Window Admission 2019-20 is published in the website www.cuonline.ac.in)

Centralised Admission Process (CAP)

Prospectus for admission to the Post Graduate (PG) Programmes **(except PG programmes to which admission is based on entrance examinations)** 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 for the Academic Year 2019-2020 is published herewith. **The Prospectus issued by the University during the previous years for PG admission is not valid for the year 2019-20.**

The admission will be conducted through **Centralised Admission Process(CAP)**. CAP offers facility for online submission of application to various colleges and programmes. Students can opt up to **10 Colleges/Programmes** of their choice on priority basis from among the Affiliated colleges through simple online steps available in CAP (website **www.cuonline.ac.in**)

This hassle-free process is time saving, cost effective and ensures transparency in admission. The online allotment process provides the candidates, the opportunity to obtain admission to any of the Affiliated colleges and to the programmes of his/her choice on the basis of merit. It also helps to give maximum exposure to various colleges and programmes under the jurisdiction of the University.

For Non English candidates applying for M A English, admission will be based on Entrance Test. The University will conduct the Entrance examination for Non English candidates applying for M A English and admissions to any category of seats to the programme including Managment Quota seat shall be conducted as per the PGCAP schedule published in the University admission website. Candidates who have applied for M A English and having studied a Non English Core in the UG degree shall attend the Entrance Examination on the date given in the PGCAP schedule 2019. No individual communication regarding entrance exam will be sent to the candidates and the candidates shall go through the University Websites and the University Press release for the latest information. Minimum marks for qualifying entrance examination - 50% for General Candidates; 45% for OBC/OEC Candidates; 40% for SC/ST Candidates.

Candidates shall complete the Online Registration using the details provided in the Final Consolidated Grade Card/Mark Sheet. Candidates **shall not provide any approximate values/foreseen data** for completing Online Registration. In such cases, the application with incorrect data **will be summarily rejected and the candidate will be denied allotment/admission (if any) received on providing wrong information.**

Classification/Categorization of Seats:

The seats available in the Colleges are classified as merit, reservation and community/management seats.

Merit:

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

Reservation:

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

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

Community:

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

Management:

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

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

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

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

2.Eligibility Criteria for admission to various courses through CAP

See General **Admission Rules** published in **www.cuonline.ac.in**

3. Allotment:

There will be two allotments prior to the commencement of classes.

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

4. Trial Allotment

A trial allotment will be conducted to give the applicants an idea about the chances of getting allotment to a programme and college based on the options, merit and reservation rules. The **trial allotment does not guarantee** the candidate to get allotment in a college or a programme of his/her choice, since the ranks may vary in actual allotment subject to the rearrangement of options by applicants after the trial allotment.

5. Rearrangement of priority of options

After trial allotment, candidates can login into CAP from the home page and rearrange the options submitted earlier within the prescribed time.

6. First Allotment

6.1 After the trial allotment and the period earmarked for rearranging options, the first allotment list will be published on the date as per the schedule. On receiving allotment to a particular option , all other lower options will automatically be cancelled and only the higher options will prevail until deletion by the candidate.

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

6.3 **Remittance of Mandatory fee For SC/ST Category Rs. 115/-** (Allotment Fee)

Remittance of Mandatory fee For General Category Rs 480/- (split up is as given below):

Sports Affiliation Fee : Rs 280/ -

University Union Fee : Rs 85/-

Allotment Fee : Rs.115/-

6.4 **After the payment of mandatory fee, candidates should report and take temporary/permanent admission at allotted college within the time prescribed.**

6.5 **Those who fail to remit the fee and take temporary/permanent admission on or before the prescribed time limit for the same, will lose the current allotment as well as the eligibility for further allotments.**

6.6 **If the candidate is satisfied with an allotment and does not want to be considered for further allotments, such candidates shall cancel all the remaining higher options. Candidate retaining higher options after an allotment is bound to accept the next allotment. Failing to do**

so, their chance for the previous allotment as well as the new allotments will be cancelled.

7. Other details related to allotments

- 7.1. Candidates will not be allotted to a college/programme not opted by them.

- 7.2. A candidate is bound to accept an allotment as per the priority of options registered. If he/she gets allotment in the subsequent allotment, based on their higher options, he/she will lose the allotment already got and has to relinquish the seat already occupied by him/her.

- 7.3. Request to retain a previous allotment after subsequent allotment (according to his/her higher options registered) **will not be considered under any circumstances.**

8. Reporting to the College for admission

All the candidates who got allotment and downloaded Admit Card should report for admission on the date prescribed by the University at the college concerned after remitting the fee (**University Mandatory Fee - See clause 6.3**) .The candidates should produce the following documents **in original** before the Principal/Head of the Institution at the time of admission.

- The print out of the online application

- Receipt/Chalan of the fee remitted for acceptance of allotment (Mandatory Fee).

- Qualifying Certificates.

- Mark List(s)/Grade card(s) of the qualifying examination.

- Transfer Certificate from the Institution where he/she last studied.

- Conduct Certificate.

- Equivalency /Recognition Certificate (if applicable).

- Any other documents (Nativity Certificate /Community Certificate/Non creamy layer certificate) as directed by the admitting authorities.

- Candidates who claim bonus/weightage marks shall produce relevant certificates.

9. Confirmation of Admission

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

University and in such cases the admission will be denied immediately. The University will also verify the genuineness of the certificates furnished by the candidates in due course of time and any discrepancies noticed will lead to the cancellation of the admission.

10. Community Quota

The candidates seeking admission to the community quota in aided colleges should register in CAP. University will prepare and forward a list of such candidates to colleges concerned. Candidate included in the list has to report the college on the date prescribed for considering him/her in the community rank list and the colleges will admit the candidates based on the merit from this rank list.

11. Management Quota/Sports quota

Candidates seeking admission to the above quotas in Government/Aided/Unaided colleges should register in CAP. In addition to this, candidates should contact the colleges he/she intends to take admission and submit separate application in the colleges concerned within the prescribed time limit.

The Colleges shall issue separate application forms to the candidates seeking admissions to the following Quotas.

a) Management Quota

b) Sports Quota

The details of the candidates admitted under the Management Quota/Sports Quota/ Lakshadweep and Andaman & Nicobar Quota/Kashmir Students/Persons with Disabilities seats, will be uploaded in the admission portal of the University.

12. ADMISSION RULES

See General **Admission Rules** published in **www.cuonline.ac.in**

13. SEAT DISTRIBUTION

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

Table I Government Colleges

Sl No	Seat Reservation	% of Reservation
1	Open quota (On the basis of merit)	50%
	Socially and Educationally Backward Classes (SEBC)	

2	(a) ETB (EZ)		8%	20%
	(b) Muslim (MU)		7%	
	(c) Latin Catholic other than Anglo Indian/SIUC		1%	
	(d)Other Backward Christians(OBX)		1%	
	(e)Other Backward Hindus(OBH)		3%	
3	*Economically Backward among Forward Communities(EBFC - BPL)			10%
4	Scheduled Castes/Scheduled Tribes :			20%
	Scheduled Castes		15%	
	Scheduled Tribes		5%	

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

Table II Aided Colleges

Sl No.	Seat Reservation	Forward Community Colleges	Backward Community Colleges
1	Open Quota	50%	40%
2	Scheduled Caste	15%	15%
3	Scheduled Tribe	5 %	5%

4	Community Quota	10%	20%
5	Management Quota	20%	20%

The seats under community quota shall be reserved for students of the community to which the college belongs and such seats shall be filled on the basis of merit. The seats under management quota shall be filled by the management from among candidates of their choice provided that they satisfy the eligibility condition prescribed by the University.

TABLE III Reservation in Self financing programmes

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

Distribution of 50% Seats earmarked under merit	% of Reservation
Open Quota	65
Scheduled Caste	8
Scheduled Tribe	2
Ezhava, Thiyya & Billava	9
Muslims	8
Latin Catholics other than Anglo Indians	2
Other Backward Christians	1
Other Backward Hindus	5

Those who wish to get admission to the 50% seats under merit in Self Financing programmes in aided colleges shall apply online in CAP. However, those who wish to get admission to the Management seats in Self Financing Colleges shall register through CAP and apply

directly to the colleges concerned.

Open quota

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

14. CLAIMS FOR MANDATORY RESERVATIONS

Claims for Mandatory Reservations must be made by the candidate in the relevant column of the online application in CAP. However, the supporting documents shall submit only at the time of admission in the colleges concerned. **The claims for mandatory reservation once made in the Application form cannot be altered by the candidate under any circumstances.**

Claim for Communal reservation under 'Socially and Educationally Backward Classes'(SEBC): Reservation of seats to the Socially and Educationally Backward Classes will be in accordance with the provisions contained in G.O.(P) 208/66/Edn. dated 2.5.1966, as amended from time to time. Candidates belonging to Ezhava, Muslim, Other backward Hindus, Latin Catholic other than Anglo Indians and Other backward Christian communities, claiming reservation under SEBC Quota should invariably produce both **'Community' and 'Non Creamy Layer Certificate'** obtained from the Village Officer concerned at the time of admission. Candidates whose annual family income is above the amount stipulated by the Government for this purpose from time to time are not eligible for reservation. The seats unavailed by SEBC category candidates will be allotted under open quota.

Claim for Reservation under Scheduled Castes/Scheduled Tribes Quota: Candidates claiming reservation under Scheduled Castes/Scheduled Tribes Quota should obtain caste/community certificate from the 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.

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.

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 PG 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 college concerned.

15. Admit cards will only be issued to the candidates who takes admission through the allotment process. **No admit cards will be issued to the candidates** who takes direct admission at colleges via rank list provided by the university or through various reservation categories such as PH,

Sports, Management, Community, Lakshadweep etc.

16. Students who have successfully completed a Regular PG programme will not be permitted for an additional PG programme in the regular mode. Additional P.G can be taken in all subjects but only through the SDE or Private mode, provided they are eligible as per other criteria of SDE/Private admission. (U.O.No.12437/2016/Admn dated 22.10.2016).

17. No fees other than those prescribed by the University/Govt. shall be levied from the students. (U.O.No:520/2019/Admn dated 14.01.2019 & Circular No:1680/DOA-ASST-2/2015/Admn, dated 08.02.2019).

18. The Fee Structure of the University Dept., Aided/Govt. colleges and Self Financing colleges will be published in the website.

19. Refund of fee collected: The UGC guidelines for the refund of fees collected from the students at the time of admission, is shown below (as per U.O.No:11428/2018/Admn, dated 29.09.2018):

SI No	Percentage of Refund of Aggregate Fees	Point of time when notice of withdrawal of admission is served to Heads of the Institutions
1	100%*	15 days before the formally-notified last date of admission
2	80%	Not more than 15 days after the formally-notified last date of admission
3	50%	More than 15 days but less than 30 days after formallynotified last date of admission
4	0%	More than 30 days after formally- notified last date of admission

* In the case of (1) in the table above, the HEI concerned shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.

20. Students belonging to OEC category admitted at Self Financing Arts & Science Colleges are not eligible for Educational Concessions.

21. 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 second allotment.

Registrar