



**UNIVERSITY OF CALICUT**  
**PROSPECTUS**  
**2025-26**

**Centralized Admission Process(CAP) for Admissions to the Four Year  
Under Graduate Programmes & Under Graduate B.Voc Programmes**

**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 സെന്ററുകളിലെയും 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 ഏതൊക്കെയാണെന്ന് ഈ പ്രോസ്പെക്ടുകളിൽ 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,

(a) 3-year UG Degree,

(b) 4-year UG Degree(Honours)

(c) 4-year UG Degree (Honours with Research).

2.1.2.ii) From 2024-25 admission onwards, all the UG Honours programmes will have specialization including B.Com and BBA.

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, weightage 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 ശ്രദ്ധയ്ക്ക്**

2.2.1 അഡ്മിഷൻ വിഭാഗത്തിന്റെ <https://admission.uoc.ac.in/> എന്ന വെബ്സൈറ്റ് വഴി ഓൺലൈനായാണ് അപേക്ഷ സമർപ്പിക്കേണ്ടത്. ഓൺലൈനായി അപേക്ഷ സമർപ്പിക്കുന്നതിന് മുൻപേ രജിസ്ട്രേഷനുള്ള നിർദ്ദേശങ്ങൾ ശ്രദ്ധയോടെ പഠിക്കുക.

2.2.2 നാലു വർഷ ബിരുദ പ്രോഗ്രാമുകളിലേക്ക് പ്രവേശനം ആഗ്രഹിക്കുന്ന മുഴുവൻ അപേക്ഷകരും അവരുടെ രക്ഷിതാക്കളും അഡ്മിഷൻ വിഭാഗത്തിന്റെ വെബ്സൈറ്റിൽ( <https://admission.uoc.ac.in/> ) പ്രസിദ്ധപ്പെടുത്തിയിരിക്കുന്ന നാലു വർഷ ബിരുദ പ്രോഗ്രാമുകളുടെ റെഗുലേഷൻ(CUFYUGP REGULATIONS-2024) ഓൺലൈനായി അപേക്ഷ സമർപ്പിക്കുന്നതിനു മുൻപേ വായിച്ചു 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.

- (എ) 3 വർഷത്തെ യുജി ബിരുദം,
- (ബി) 4 വർഷത്തെ യുജി ബിരുദം (ഓണേഴ്സ്)
- (സി) 4 വർഷത്തെ യുജി ബിരുദം (ഓണേഴ്സ് വിത്ത് റീസേർച്ച്).

2.2.2.ii) 2024-25 അധ്യയന വർഷ പ്രവേശനം മുതൽ B.Com, BBA എന്നിവയുൾപ്പെടെ എല്ലാ ബിരുദ ഹോണേഴ്സ് പ്രോഗ്രാമുകൾക്കും സ്പെഷ്യലൈസേഷൻ ഉണ്ടായിരിക്കും.

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 വിദ്യാർത്ഥികൾ 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 പാസ്സ് വേർഡിന്റെ 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 /ഡിപ്പാർട്ട്മെന്റ്/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 പാടുള്ളൂ .

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

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

### **3. The following programmes do not come under the purview of CAP**

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. Additional degree admission.**

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. Eligibility for Admission**

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. GAI/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 Science, 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/Weightage 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 <b>Higher Secondary / Vocational Higher Secondary Arts Festivals</b>	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 ( <b>Higher secondary/+2 level</b> ) 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 <b>3,5,10 marks</b> respectively for admission to Degree programmes, limited to a maximum of	3-10

	<b>10 marks</b> only, in any case.	
13.5	For the students who served as Student Police Cadets in <b>higher secondary/ +2 level.</b> (U.O.No. 10898/2020/Admn , Dated 17.11.2020 )	15
13.6	Recipients of Nanma Mudra Certificate at <b>higher secondary/ +2 level</b> 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.	<b>Socially and Educationally Backward Classes (SEBC)</b>		
	a) Ezhava/Thiyya/Billava (ETB)	8%	20

	b) Muslim (MUSLIM)	7%	
	c) Latin Catholic other than 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:		20
	Scheduled Castes 15%		
	Scheduled Tribes 5%		

### 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. The candidates failing to remit mandatory fee will lose allotment received and will not be considered for further allotments.

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. The candidates failing to remit mandatory fee will lose allotment received and will not be considered for further allotments.

The candidates satisfied with the allotment received shall cancel all their higher options. In case the higher options are not 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 should take permanent or temporary admission 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. **Candidates failing to take admission after second allotment on temporary or permanent basis will be removed from the further admission process.**

### 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 fee**. 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\\_disclaimer.html](https://www.antiragging.in/compliance_disclaimer.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.**



# UNIVERSITY OF CALICUT

(Directorate of Admissions)

## PROSPECTUS

### for Admission to Post Graduate Programmes 2025 [PGCAP - 2025]

(For Affiliated Colleges & University Centres)

#### IMPORTANT DATES

Date of commencement of online registration : **04.06.2025**

Last Date for payment of application fees : **13.06.2025.**

Last Date for online registration : **13.06.2025.**

**(Detailed Schedule of PGCAP 2025 will be published on the website : [admission.uoc.ac.in](http://admission.uoc.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 & University Centres for the Academic Year 2025-2026 is published herewith.

The admission will be conducted through **Centralised Admission Process (CAP)**. CAP offers facility for online submission of application to various colleges/University centres. Students can opt up to **15 Programmes** of their choice on priority basis from among the Affiliated colleges / University Centres through simple online steps available in CAP (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 from among the 10 options, will be considered for community quota admission.

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/University Centres 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.

**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 **will summarily be rejected and the candidate will be denied allotment/admission (if any) received on providing wrong information.**

Those candidates who completed their qualifying Degree from **Universities other than University of Calicut, shall produce a percentage certificate, at the time of admission**, from the university concerned (in consolidated format), specifically mentioning the marks/grade percentage values obtained by them for Common Course, Core, Complementary, Open Course etc. during the qualifying Degree examination, **if the same is not mentioned in their final grade card / mark list**. If they fail to submit the same before the stipulated time, they will not be considered for admission.

Candidates who had completed their qualifying examination, from **Universities other than University of Calicut, under grading system shall only enter the grade point percentage details** (as per their consolidated grade card) during the submission of PGCAP 2025 online application, failing which their application will be invalid.

Admissions to the new colleges or new programmes in existing colleges for which the affiliation orders are received after the commencement of online registration will be conducted in conventional mode (*Detailed schedule will be published by the University from time to time*).

The admission to the programmes under Centre for Computer Science and Information Technology (CCSIT) is provisional and University reserves the right to shift students from one centre to another.

#### **1. Classification / Categorization of Seats:**

The seats available in the Colleges are classified as Merit, Reservation, Community and Management Seats.

##### **Merit:**

The seats filled by the University purely on the basis of the merit in Government/Aided/Un Aided (Self-financing) Colleges/University Centres/IHRD (Govt. Cost-Sharing Institutions) and Self Financing programmes in Aided colleges.

##### **Reservation:**

The seats filled by the University in Government/Aided/Unaided Colleges/University Centres and Self Financing programmes in Aided colleges that are earmarked for SEBC/EWS/SC/ST etc and Reservation seats for candidates from Union Territory of Lakshadweep/Tamil Linguistic Minority /Person with Disabilities/Sports etc.

## **Community:**

The seats in Aided colleges filled on the basis of merit from among their community.

## **Management:**

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

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

## **3. Eligibility Criteria for admission to various programmes through CAP**

3.1 For eligibility criteria and indexing rules related to various PG programmes notified for admission under PGCAP for the academic year 2025-26, '**PGCAP-2025 Eligibility Criteria and Indexing Rules**' published on the admission portal (<https://admission.uoc.ac.in>), may be referred.

3.2 Children of service persons who are awarded by gallantry decorations in the Vir Chakra service either in person or posthumously and also on Non-Decorated service Personnel who are killed in action will be exempted from the requirement of minimum marks prescribed for admission to M.A/ M.Com/ M.Sc programmes. (U.O. No.GA/G2/28074/1984 dated 01.12.1986).

3.3 **Triple main candidates** are also eligible for admission. However, they have to submit a copy of the Equivalency certificate (if required, as per the eligibility criteria of the programmes to which the student takes admission) from the University of Calicut., at the time of admission.

3.4 Rounding up of marks to obtain minimum eligibility shall not be allowed.

3.5 Deaf/dumb/hearing impaired candidates are allowed to apply for admission to MSc. Home Science (Nutrition and Dietetics) and MSc. Home Science (Textiles and Costume Science) programmes (U.O.No. 4211/2021/Admn dated 08.04.2021)

3.6 Candidates belong to PwBD Category with hearing disabilities are allowed to apply for admission to M.Sc. Physics programmes under Affiliated Colleges (CBCSS-PG-2019) (U.O.No. 4936/2021/Admn dated 27.04.2021)

3.7 Candidates belong to PwBD Category with hearing disabilities are allowed to apply for admission to M.Sc. Mathematics programmes under Affiliated Colleges (CBCSS-PG-2019) (U.O.No. 5228/2021/Admn dated 12.05.2021)

3.8 Admission of candidates belong to PwBD Category to PG programme in 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 PwBD 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 programmes; and admission may be given considering case by case. (U.O.No. 5988/2021/Admn dated 08.06.2021)

## **4. Additional Degree admission.**

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

4.2 A candidate having a PG Degree can avail another PG programme under regular mode.

4.3 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.

4.4 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.

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

#### **5. Relaxation to Backward Communities/ PwBD:-**

SEBC/OEC/PwBD and SC/ST students are allowed relaxation in marks as per rules/eligibility criteria.

#### **6. Assessment of Merit**

6.1 For admission to PG programmes, the merit of the candidate shall be assessed for ranking on the basis of marks/grade obtained by him / her in the qualifying examination together with the weightages (if any) for admission to a particular programme, subject to such indexing criteria as may be prescribed by the University from time to time. The index marks are being calculated by the software, based on the details of marks and bonus/weightage category opted by the candidates. Index marks obtained after substituting required values in the indexing formula is the Selection Index Score (SIS). Various bonus / weightage points (if any eligible) are added together with the SIS to obtain Final Index Score (FIS). The University will verify the marks only if any anomalies are reported. Therefore, all the Principals/Head of the Institutions are instructed to verify the index marks of the candidates before admitting the candidate. University has all the rights to re index the marks/grade, if found necessary.

6.2 For candidates passing their qualifying Degree examination from other Universities, the latest indexing scheme of University of Calicut will be used for index calculations and ranking of candidates.

#### **7. Admission of Non-BA (English) category candidates to MA (English Language & Literature) programme**

As per the eligibility criteria, for Non-BA (English) category candidates applying for M A English Language & Literature programme, admission will be based on an entrance test. Non-BA (English) category candidates who have applied for MA English Language & Literature programme shall attend the entrance examination on the dates notified by the University. **University will provide a confirmation link to such students, for the purpose of confirming their attendance for the MA English entrance examination. Hall tickets will only be issued to students who provide their confirmation in the link provided by the University within the prescribed time. No individual communication** regarding the confirmation link/entrance examination will be sent to the candidates and the candidates shall go through the University Websites and the University Press release for the latest information. A candidate should score at least 50% marks in the Entrance Test, to be eligible for admission under this category.

One seat each will be reserved in all batches of MA English Language and Literature in the affiliated colleges of the University for Non- BA (English) category candidates This seat is set apart from the General Quota. In the absence of eligible candidates for admission, the seat will be reverted to the General Quota and admission will be made to the seat following criteria for admission to the General Quota. **Under no circumstances shall admission in this category be made under any other quota, including Management quota.**

#### **8. MA Music, M A Multimedia, MHM, MTHM admission and admission of the candidates belong to the B.Voc streams for M.Sc Food Science and Technology programme**

For admission to the MA Music, M A Multimedia, MHM, MTHM programmes, the students should compulsorily register through the CAP. In case of M A Multimedia, MHM & MTHM admissions, the list of the registered candidates will be provided to the colleges. The colleges/centres will conduct an aptitude test to the students on the dates announced by the colleges/centres in tune with the schedule of admission published by the Directorate of Admissions (DoA). The Principals will prepare the rank list of eligible students and admission will be conducted as per the schedule. In case of MA Music, admission of B.A. Music/BPA Vocal Degree holders will be done by the colleges concerned from the rank list prepared based on the index marks. List of the Bachelor Degree holders other than B.A. Music/BPA Vocal Degree, will be forwarded to the colleges concerned and the admission of such candidates (other than B.A. Music/BPA Vocal Degree holders) will be from the rank list prepared by the colleges after conducting the mandatory aptitude test.

Admission of the candidates belong to the B.Voc streams (20% seats are reserved for them) for M.Sc Food Science and

Technology programme in each college, will be done based on the merit rank list prepared on the value derived after applying the bonus/weightage marks, as per the prospectus, on the overall percentage gained in the qualifying degree examination. Colleges shall complete the admission of the eligible B.Voc candidates to M.Sc Food Science and Technology programme (the 20% seats) from the rank list published by the University, in tune with the PGCAP schedule.

### **9. Procedure of Online Registration**

9.1 Applications can be submitted online from **04.06.2025 to 13.06.2025**. Candidates applying for PGCAP admission 2025 shall visit the website of Directorate of Admissions (<https://admission.uoc.ac.in>) and complete the registration in three steps:

**9.1.1 First Step - Mobile Number verification using OTP :** Candidate applying for PGCAP 2025 shall provide mobile number (mobile number of students/parents/guardian only to be furnished) and complete the mobile number verification using the OTP received in the mobile.

**9.1.2 Second Step - CAP ID Creation :** Once the mobile number is verified using OTP, create a CAP ID by providing the basic details. After successful submission of the details, a CAP ID and Password will be sent to the registered mobile number, instantly.

**9.1.3 Third Step - Registration Completion and Fee Payment:** With the CAP ID and Password received in the registered mobile number, the candidate can login and fill in the registration page by providing required data. Candidates shall take **utmost care while selecting the reservation category** during the filling up of registration data. For completing the registration, candidate shall click on the " Finalise & Proceed to Payment " button and make payment.

9.2 An online registration fee of **₹. 495/-** for General Category and **₹.205/-** for SC/ST Category will have to be paid by the candidates for completing the online registration procedure.

9.3 During the payment, the website will be redirected to the Calicut University Instant Web Payment System (CUIWPS) page, where the student can select the desired choice of payment. After successful payment, candidates can take the print out of application after re-login by using the CAP ID and Password provided earlier. Print out of the application will be provided only if the payment is successful.

**9.4 Candidate's application will be valid, only if he/she has completed the above steps and is holding a finalised printout.**

9.5 Provision for editing the finalised application will be provided for corrections (if any required). All corrections must be completed on or before the last date for registration. After editing, the candidate shall make sure that the application have been **finalised** and have taken the latest final print out of the edited application. **Please note that your application will be incomplete, if it is not in the finalised status and the final print out is not downloaded after the editing process.**

### **10. Bonus / Weightage Marks**

10.1. Bonus / weightage marks will be added to the index marks for ranking purpose.

10.2. 5% of the selection index will be added as grace marks/points to the index marks for those candidates who passed their qualifying examinations from University of Calicut.

10.3. Students who have worked in the Illiteracy Eradication Programme on voluntary basis in any capacity **for at least one year** will be allowed 5 bonus marks/points for PG admission.(Circular- GA I/A2/4990/1988 dated 06.06.1994).

10.4. 5 (Five) marks/points for PG admissions shall be awarded as bonus marks to N.S.S / N.C.C cadets subject to the fulfilment of the following conditions, for the purpose of ranking.

a. 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 the course of the study which is included in the eligibility criteria for the programme/course for which admission is sought. (U.O.No. 9923/2022/Admn Dated:12.05.2022).

<p><b>b.</b> For awarding bonus marks/points to NSS participants the basis will be N.S.S. certificates signed by the Vice-Chancellor and issued by the University to volunteers who have completed 240 hours of work within a period of two years in the programme of study immediately preceding the programmes/courses for which admission is sought.</p>
<p><b>c.</b> The benefit of bonus marks for the purpose of admission can be availed by the candidates only under any one category, either N.S.S or N.C.C.</p>
<p><b>d.</b> Cadets holding NCC A,B,C certificates are eligible for an additional weightage of 3,5,10 marks respectively for admission to Post Graduate programmes, limited to a maximum of 10 points only.</p>
<p><b>e.</b> The bonus points or additional weightage marks will be given to those cases of NCC Certificates even if grace marks have already been awarded. (U.O No.685/2017/Admn Dated:17.01.2017).</p>

10.5. 10 marks shall be deducted out of the ranking points, for every successive attempt after first attempt for those who have taken two or more chances to complete the qualifying examination, subject to a maximum of 25 marks. The number of chances means the number of chances taken for passing any part or parts of the qualifying examination **after the normal period** fixed for the completion of the qualifying programme/course. Betterment/Improvement examination will not be considered as a chance.

### **11. Allotment:**

There will be a minimum of two allotments prior to the commencement of classes. The number of allotments in each academic year may vary according to the decision made by the University from time to time.

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

### **12. 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 during actual allotment.

### **13. First Allotment**

**13.1** After the trial allotment, 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 or modification by the candidate. Subsequent to the first allotment there will be more allotments and number of such allotments will be decided by the University from time to time as per the requirements.

**13.2 The candidates who receive allotment should remit the following mandatory fee (online payment) within the time prescribed for confirmation of the allotment.**

**13.3 Remittance of Mandatory fee - For General Category: ₹575/-** (split up is as given below):

- Sports Affiliation Fee : ₹ 330/ -
- University Union Fee : ₹.100/-
- Allotment Fee : ₹.145/-

**For SC/ST/OEC-SC/OEC-ST/Communities eligible for educational concessions as is given to the OEC Candidates :** ₹. 145/- (Allotment Fee). The SC/ST/OEC-SC/OEC-ST/Communities eligible for educational concessions as is given to the OEC Candidates taking admission to the self financing programmes at Aided/Self Financing colleges should remit Sports Affiliation Fee (₹.330/-) and University Union fee (₹.100/-) in the college at the time admission.

**13.4 After the remittance of mandatory fee, candidates should report and take temporary/permanent admission at allotted college, within the time prescribed/comply with the instructions from University provided at that time.**

**13.5 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 received allotment as well as the eligibility for further allotments.**

**13.6 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.**

#### **14. Other details related to allotments**

- **14.1.** Candidates will not be allotted to a college/university centre/programme not opted by them.
- **14.2.** 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 received and has to relinquish the seat already occupied by him/her.
- **14.3.** Request to retain a previous allotment after subsequent allotment will not be considered under any circumstances.

#### **15. Reporting at the College for admission**

All the candidates who have received allotment and downloaded admit card should report for admission on the date prescribed by the University at the college/university centre concerned after remitting the fee (**University Mandatory Fee - See clause 13.3**). 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 receipt).
- Qualifying Degree Certificates.
- Mark List(s)/Grade card(s) of the qualifying examination.
- Transfer Certificate from the Institution where he/she studied last.
- Conduct Certificate.
- Equivalency/Recognition Certificate from University of Calicut (if applicable).
- Any other documents (Nativity Certificate /Community Certificate/Non creamy layer certificate/EWS certificate/Any other documents prescribed in GO(P) No.1/2021/PIE&MD, dated 07.10.2021 etc.) as directed by the admitting authorities.
- Candidates who claim bonus/weightage marks shall produce relevant certificates.
- Percentage Certificate, if necessary ( For the candidates with Degrees from Universities other than University of Calicut. )

#### **16. 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.**

## **17. Seat Categorization:**

The seats available in the various colleges are categorized as,

17.1 Open merit Seats

17.2 Mandatory reservations Seats

17.3 Community Quota Seats

17.4 Management Quota Seats

17.5 Other Reservation Category Seats

17.6 Special Reservation Category seats.

### **17.1 Open merit Seats:**

17.1.1 The open merit seats filled by the University in Government/ Aided/ Un Aided (Self-financing)/ University Centres/IHRD (Govt. Cost-Sharing Institutions) and Self Financing programmes in Aided colleges shall be purely on the basis of the Index mark.

17.1.2 The merit of the candidate shall be assessed for ranking on the basis of marks obtained by him / her in the qualifying examination together with the weightage (if any) for admission to the particular programme, subject to such criteria as may be prescribed by the University.

### **17.2 Mandatory Reservation seat categories:**

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

#### **17.2.1 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 filled by the University in Government, Un-Aided (Self-financing) colleges, IHRD (Govt. Cost-Sharing Institutions), University Centres and Self Financing programmes in Aided colleges from among the registered students belonging to the above category are 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.

#### **17.2.2 Scheduled Caste (SC)**

The seats for SC filled by the University in Government/Aided/Un Aided (Self-financing) colleges, IHRD (Govt. Cost-Sharing Institutions), University Centres and Self Financing programmes in Aided colleges from among the registered students belong to scheduled caste shall be purely on the basis of index mark. A community certificate from the Kerala state revenue authorities concerned/corresponding documents prescribed in GO(P) No.1/2021/PIE&MD, dated 07.10.2021 has to be produced by the SC candidates who claim reservation under SC category at the time of admission.

#### **17.2.3 Scheduled Tribe (ST)**

The seats for ST filled by the University in Government/Aided/Un Aided (Self-financing) colleges, IHRD (Govt. Cost-Sharing Institutions), University Centres and Self Financing programmes in Aided colleges from among the registered students belonging to scheduled tribe shall be purely on the basis merit. A community certificate from the Kerala state revenue authorities concerned/corresponding documents prescribed in GO(P) No.1/2021/PIE&MD, dated 07.10.2021 has

to be produced by the ST candidates who claim reservation under ST category at the time of admission.

#### **17.2.4. CLAIMS FOR MANDATORY RESERVATIONS**

**17.2.4.1** 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 colleges/University centres concerned.

**17.2.4.2** Claim for Communal reservation under ‘Socially and Educationally Backward Classes’ (SEBC): Candidates belonging to ETB, 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) 2/2017/BCDD dated 08.03.2017) obtained from the Village Officer concerned/corresponding documents prescribed in GO(P) No.1/2021/PIE&MD, dated 07.10.2021 at the time of admission. The seats un-availed by SEBC category candidates will be allotted under open merit quota.

**17.2.4.3** 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/corresponding documents prescribed in GO (P) No. 1/2021/ PIE&MD, dated 07.10.2021.

#### **17.3 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 and website. 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. The colleges will admit the candidates, based on their merit from this rank list as per the schedule published by the University.

#### **17.4 Management Quota (Aided and Un-aided Colleges).**

The seats for management quota in Aided, Un Aided, IHRD (Govt. Cost-Sharing Institutions) and Self Financing programmes in Aided colleges are filled by the Colleges. Candidates seeking admission to the Management Quota in Aided/Unaided colleges/IHRD (Govt. Cost-Sharing Institutions) should register in CAP. In addition to this, the candidates should contact the colleges he/she intends to take admission and submit separate applications in the colleges concerned. The eligibility of the students should be verified by the colleges.

#### **17.5 Other Reservation Category Seats:**

##### **17.5.1 EWS (Economically Weaker Sections)**

The seats for EWS will be filled by the University for the programmes in all affiliated colleges/university centres (In all institutions which do not have minority status and allow reservation to other backward classes) from the registered students belong to Economically Weaker Sections, who are not covered under existing scheme of reservation for the scheduled caste, the scheduled Tribe and the Socially and Educationally backward classes. (U.O.No.4958/2020/Admn Dated, 29.05.2020, U.O.No. 7158/2020/Admn Dated, 28.07.2020, U.O.No.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/P&ARD 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 II). 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 I).

**17.5.2 Persons with Disabilities (PwD):** For PG programmes, the reservation shall be given 5% in aggregation - college wise in affiliated colleges after scrutinizing the suitability. 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 for admission to the reserved seats earmarked for the PwD students. Category of the disability should be specified clearly in the UDID card /medical certificate. (UO.No.15548/2023/Admn Dated, 09.10.2023). Such eligible candidates shall be ranked on the basis of the index marks.

The candidates with disabilities are eligible for relaxation in minimum marks and age for admission to the programmes under the University of Calicut, as in the case of SC/ST candidates.(UO No.3233/2024/Admn dtd 24.02.2024).

**17.5.3. Sports Quota** : One seat in each Post Graduate programmes should be additionally created and reserved over and above the sanctioned strength, but within the Statutory maximum limit for candidates with track records in sports and games. 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.

Candidates seeking admission to the Sports Quota should register in CAP. In addition to this, candidates should 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.

Students applying for sports quota at University Centres shall submit their application at the Department of Physical Education (DPE) & University Centres concerned, before the last date of online registration along with the necessary documents, to be included in the sports quota rank list, prepared by DPE.

Only those candidates who have satisfied the norms prescribed below are eligible for admission under sports quota. [ U.O. No. 9697/2015 dated : 14.09.2015(PG)]

17.5.3.1 Representing the Country in International Competitions

17.5.3.2 Winning the I / II / III in the Senior National Championships

17.5.3.3 Representing Senior State in National Championships

17.5.3.4 Winning I / II / III in the All India Inter University Championships

17.5.3.5 Representing the University (U.O.No. GA I/A2/2454 / 1998 dated 01.10.1999 & 01.07.2003 and GA I/A2/5990 / 2003 dated 06.04.2004).

17.5.3.6 Member of the University Teams

17.5.3.7 First/Second position in the Senior State Championship

17.5.3.8 First position in the Inter Collegiate Inter zone Championship (1st preference to be given to University of Calicut, then MG University, then University of Kerala and then Kannur University). Norms 6, 7, 8 are added as per U O No.6494/2014/Admn dated. 07.07.2014

17.5.3.9 Medal winners in Junior National Championship.

17.5.3.10 Persons representing the State in Junior National Championships.

17.5.3.11 I/II/III position holders in the inter Collegiate inter Zone Tournaments. Norms 9,10,11 are added as per UO No.13627/2016/Admn dated 21/11/2016

## **17.6 Special Reservation Category seats.**

**17.6.1. Lakshadweep Candidates** : One seat each in PG programme in the affiliated arts and science colleges/University centres 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, the 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. In Government Colleges where the Government have earmarked seats, the seats reserved for the Ethnic Natives will be in addition to the seats sanctioned by the Government.

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

**17.6.2. Candidates of Andaman & Nicobar Islands** : For PG programmes in the affiliated colleges, additional seats 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 seats 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).

**17.6.3. 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 dated: 05.01.2015).

**17.6.4. Outstanding Sports Stars** : One seat for M.Sc programmes, one seat for MSW programmes and one seat for the MA and M.Com programmes together (altogether three seats) will be additionally created and reserved over and above the sanctioned strength but within the Statutory maximum limit in the affiliated colleges for admission to outstanding sportsmen/women. In the case of colleges where the statutory maximum limit doesn't permit the sanctioning of such additional seats, the candidates will be allotted to colleges where such seats can be created (U.O.No.GA/A2/2454/1998 dated 01.10.1999). The candidates who satisfy the norms prescribed for outstanding sports quota admission only are eligible for admission under the additional seats. The merit list will be prepared by the Dept.of Physical Education, University of Calicut.

**17.6.5. Foreign Students** : As per the recommendation from Dean of Student Welfare, University of Calicut, 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.

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

**17.6.7. NRI Seats at School of Health Sciences, Calicut University Campus:** Six (3 each in two batches) seats under NRI quota is reserved at the School of Health Sciences, University Campus, University of Calicut, for M.Sc Food Science and Technology programme. Candidates seeking admission to the NRI Quota for M.Sc Food Science and Technology programme at the School of Health Sciences, Calicut University Campus should register in CAP. In addition, the candidates should submit the relevant documents at the School of Health Sciences, Calicut University Campus. The centre will publish the merit based rank list for NRI quota in the notice board. The centre will admit the candidates, based on their merit from this rank list, in tune with the admission schedule published by the University.

## **18. SEAT DISTRIBUTION**

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

### **18.1 Table I Government Colleges/University Centres**

SI No	Seat Reservation	% of Reservation		
1	Open quota (On the basis of merit)	50%		
2	Socially and Educationally Backward Classes (SEBC)	20%		
	(a) ETB			8%
	(b) Muslim (MU)			7%
(c) Latin Catholic other than 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 :	20%		
	Scheduled Castes			15%
	Scheduled Tribes	5%		

\* Refer Clause No.17.5.1 for more information

### **18.2 Table II Aided Colleges (Aided Programmes)**

SI 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.

### **18.3 TABLE III Reservation in Self financing programmes**

In the case of Unaided Colleges, IHRD (Govt. Cost-Sharing Institutions) 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

For admission to the Management seats in Self Financing Colleges/IHRD (Govt. Cost-Sharing Institutions) the candidates shall register through CAP and apply directly to the colleges concerned.

In all Self Financing colleges/ IHRD (Govt. Cost-Sharing Institutions)/ Aided colleges offering self financing programmes which do not have minority status and allow reservation to other backward classes, ten percent (10%) of the total seats excluding the management quota seats, will be additionally created and reserved over and above the total strength (sanctioned strength + marginal increase), for the EWS candidates. Refer Clause No.17.5.1 for more information.

**19. Admit cards will only be issued to the candidates who takes admission through the allotment process.** No admit cards will be issued (at the time of admission) to the candidates who takes direct admission at colleges via rank list provided by the university or through various reservation categories such as PwD, Sports, Management, Community, Lakshadweep etc.

**20.** No fees other than those prescribed by the University/Govt. shall be levied from the students.

**21.** The Fee Structure of the University Centres/ Aided/ Govt. colleges/ IHRD (Govt. Cost-Sharing Institutions) and Self Financing colleges will be published separately on the website.

**22. Refund of fee collected:** The UGC guidelines for the refund of fees collected from the students at the time of admission, is shown below. (Subject to changes as per U.G.C guidelines from time to time)

Sl 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 formally notified 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 Head of Educational Institutions concerned shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount. **However, the latest guidelines issued by UGC from time to time will be applicable and the same will be updated in the website.**

23. Last date of admission to be considered for fee refund purpose, shall be the 60th day after the commencement of classes.

24. Candidates belong to the Persons with Disabilities (PwD) category who require Scribe for attending M A English entrance examinations (for Non-BA (English) category candidates) shall contact the Department of English, Calicut University and obtain appropriate orders, prior to the entrance examination.

25. Application for late registration i.e, after the last date of online registration for admission to various PG degree programmes shall not generally be entertained without prior permission from the University. Such applications shall be considered only after the exhaustion of the online applications that are received in time.

26. 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](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).

**IMPORTANT : Orders regarding amendments, modifications, additions, deletions, etc., issued by the University from time to time, are to be timely incorporated to these Rules. No individual communication regarding the admission process will be sent to the candidates and the candidates shall go through the University Websites and the University Press release for the latest information. This prospectus is subject to modification/addition/deletion as may be deemed necessary by the University/Government.**

Dr. Denoj Sebastian  
Registrar

**APPENDIX I**

**(Annexure I of G.O. (Ms) No.23/2022/P&ARD dated 04.10.2022)**

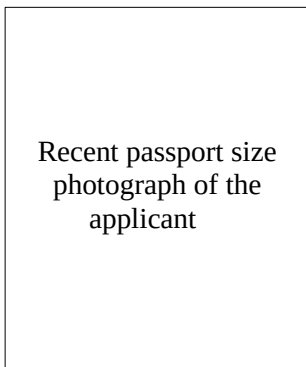
**INCOME AND ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS OF CITIZENS IN GENERAL CATEGORY FOR THE PURPOSE OF RESERVATION UNDER CLAUSE (6) OF ARTICLE 15 OF THE CONSTITUTION**

(Reservation for admission to Educational Institutions other than Minority institutions)

Certificate No. ....

Date : .....

This is to certify that Shri/Smt/Kumari .....  
Son/daughter/wife of ..... is a resident  
of .....  
..... (H. E. Address) .....  
village.....Taluk.....District, Kerala State, Pin Code  
..... whose photograph is affixed below belongs to  
Economically Weaker Sections in General Category (\*) and that his/her family income is  
Rs.....  
..... (in words also) for the financial year ..... and that his/her family  
does not own or possess assets exceeding the limit specified in G.O.(Ms.) No.2/2020/P&ARD dated  
12.02.2020 and that he/she not belong to a caste/community/class recognised as belonging to Scheduled  
Caste, Scheduled Tribes or Socially & Educationally Backward Classes.



Signature with Office Seal .....

Name .....

Designation .....

(\*) General Category means and includes all Classes of citizens other than Scheduled Castes, Scheduled Tribe, Socially and Educationally Backward Class and Other Backward Class.

Note: Citizens belonging to Other Eligible Communities (OEC) eligible for reservation for admission to educational institutions also stand excluded from General Category.

**APPENDIX II**

**(Annexure III of G.O. (Ms) No.23/2022/P&ARD dated 04.10.2022)**

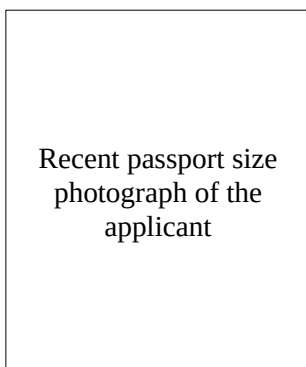
**CERTIFICATE TO BE PRODUCED BY THE APPLICANTS BELONGING TO ANTHYODAYA  
ANNAYOJANA (AAY) AND PRIORITY HOUSE HOLD (PHH) CATEGORY FOR THE  
PURPOSE OF RESERVATION UNDER CLAUSE (6) OF ARTICLE 15 OF THE  
CONSTITUTION**

(Reservation for admission to Educational Institutions other than Minority institutions)

Certificate No. ....

Date : .....

This is to certify that Shri/Smt/Kumari .....  
Son/daughter/wife of ..... is a resident  
of .....  
..... (H. E. Address) .....  
village ..... Taluk, .....  
District in Kerala, Pin Code ..... whose photograph is affixed below, is a member of  
Anthyodaya Annayojana (AAY)/Priority House Hold (PHH) and that his/her name is included in the  
Ration Card issued under this category and that he/she does not belong to a caste/community/class  
recognised as Scheduled Castes, Scheduled Tribes or Socially & Educationally Backward Classes in the  
State and therefore he/she belongs to Economically Weaker Sections in General Category. (\*)



Signature .....

Name .....

Designation .....

(Seal)

(\*) General Category means and includes all Classes of citizens other than Scheduled Castes, Scheduled Tribe, Socially and Educationally Backward Class and Other Backward Class.

Note: Citizens belonging to Other Eligible Communities (OEC) eligible for reservation for admission to educational institutions also stand excluded from General Category.

"ഭരണഭാഷ- മാതൃഭാഷ"



കേരള സർക്കാർ



സംഗ്രഹം

പദ്ധതി നിർവ്വഹണ വിലയിരുത്തൽ നിരീക്ഷണ വകുപ്പ് പൗരന്മാർക്ക് വിവിധ സർട്ടിഫിക്കറ്റുകൾ / സേവനങ്ങൾ നൽകുന്നതിനുള്ള നടപടിക്രമങ്ങൾ ലഘൂകരിക്കുന്നതിനും നിയമപ്രകാരമുള്ള വിവിധ അനുമതികൾക്കുള്ള നടപടിക്രമങ്ങൾ സുഗമമാക്കുന്നതിനും മാർഗ്ഗനിർദ്ദേശങ്ങൾ പുറപ്പെടുവിച്ച് ഉത്തരവാകുന്നു.

പദ്ധതി നിർവ്വഹണ വിലയിരുത്തൽ നിരീക്ഷണ വകുപ്പ്

G.O.(P) No.1/2021/PIE&MD തീയതി, തിരുവനന്തപുരം, 07/10/2021

ഉത്തരവ്

പൊതുജനങ്ങൾക്ക് ലഭ്യമാകുന്ന വിവിധ സേവനങ്ങൾക്ക് പലവിധ സർട്ടിഫിക്കറ്റുകൾ സമർപ്പിക്കണമെന്ന് സർക്കാർ വകുപ്പുകൾ നിഷ്കർഷിച്ചിട്ടുണ്ട് . സർക്കാർ സേവനങ്ങൾ ലഭ്യമാക്കുമ്പോൾ ആവശ്യപ്പെടുന്നവയിൽ ഒഴിവാക്കാവുന്ന സർട്ടിഫിക്കറ്റുകൾ, ഗസറ്റഡ് ഉദ്യോഗസ്ഥൻ/നോട്ടറി എന്നിവരുടെ സാക്ഷ്യപ്പെടുത്തലുകൾ കഴിയുന്നത്ര ഒഴിവാക്കാനും സേവനം ലഭ്യമാക്കാനുള്ള പ്രക്രിയ ലഘൂകരിക്കാനുമുള്ള നടപടികളാണ്, സേവനം ജനങ്ങളിൽ എത്തിക്കുന്നതിന്റെ ഭാഗമായി സർക്കാർ സ്വീകരിക്കാൻ ഉദ്ദേശിക്കുന്നത്. ഇതിന്റെ ഭാഗമായി കേരള സർക്കാർ നൽകുന്ന സേവനങ്ങളുടെ നടപടിക്രമങ്ങൾ ലഘൂകരിക്കുന്നതിന് താഴെപ്പറയുന്ന മാർഗ്ഗനിർദ്ദേശങ്ങൾ പുറപ്പെടുവിച്ച് ഉത്തരവാകുന്നു .

i. വിവിധ സർക്കാർ സേവനങ്ങൾ ലഭ്യമാക്കുന്നതിനായി രേഖകൾ/ സർട്ടിഫിക്കറ്റുകൾ എന്നിവ ഗസറ്റഡ് ഉദ്യോഗസ്ഥൻ/ നോട്ടറി സാക്ഷ്യപ്പെടുത്തണം എന്ന രീതി ഒഴിവാക്കി രേഖകളുടെ / സർട്ടിഫിക്കറ്റുകളുടെ പകർപ്പുകൾ സ്വയം സാക്ഷ്യപ്പെടുത്തിയാൽ മതിയാകും.

ii. പൗരന്മാർക്ക് നൽകുന്ന സേവനങ്ങൾക്ക് ഒരു നിശ്ചിത തുക അവരിൽ നിന്നും അപേക്ഷാ ഫീസ് ആയി ഈടാക്കുന്നുണ്ട്. ആയതിനാൽ പൗരസേവനങ്ങൾ ലഭിക്കുന്നതിനായി അപേക്ഷാ ഫീസ് ഒടുക്കുന്നതിൽ നിന്നും പൗരന്മാരെ ഒഴിവാക്കുന്നു. എന്നാൽ, ബിസിനസിനും വാണിജ്യത്തിനും അപേക്ഷാഫീസ് ഈടാക്കുന്നത് നിലവിലെ രീതിയിൽ തുടരുന്നതാണ്.

iii. വിവിധ സേവനങ്ങൾ ലഭിക്കുന്നതിനായി ഒന്നിലധികം പേജുകളിലുള്ള അപേക്ഷാ ഫോമിൽ

വിശദാംശങ്ങൾ പൂരിപ്പിക്കുന്നതിനുള്ള ബുദ്ധിമുട്ടുകൾ ഇപ്പോൾ പൗരന്മാർ അഭിമുഖീകരിക്കുന്നു. പല അപേക്ഷാ ഫോമുകളിലെയും ഭാഷ സങ്കീർണ്ണമായതിനാൽ അപേക്ഷകർക്ക് മറ്റുള്ളവരിൽ നിന്ന് സഹായം തേടേണ്ടതായും വരുന്നു. മേൽ സാഹചര്യത്തിൽ പൗരന്മാർക്ക് നൽകുന്ന സേവനങ്ങൾക്കായി സമർപ്പിക്കേണ്ട എല്ലാ അപേക്ഷാ ഫോമുകളും ലളിതമാക്കാനും കഴിയുന്നിടത്തോളം ഒരു പേജിൽ മാത്രം പരിമിതപ്പെടുത്തുന്നു.

iv.വിവിധ സർക്കാർ വകുപ്പുകളിൽ നിന്നും നൽകുന്ന ചില രേഖകൾ / സർട്ടിഫിക്കറ്റുകളിൽ ഒരു പ്രത്യേക ആവശ്യത്തിനു വേണ്ടിയാണ് ആയത് വിതരണം ചെയ്യുന്നതെന്ന് സൂചിപ്പിക്കാറുണ്ട്. ഇത്തരത്തിൽ നൽകുന്ന സർട്ടിഫിക്കറ്റുകളിൽ പലതും പല ആവശ്യങ്ങൾക്കായി ഉപയോഗപ്പെടുത്താൻ കഴിയുന്നതാണ്. എന്നാൽ ഇപ്പോഴത്തെ സാഹചര്യത്തിൽ പല ആവശ്യങ്ങൾക്കായി ഒരേ സർട്ടിഫിക്കറ്റിന് തന്നെ നിരവധി തവണ അപേക്ഷിക്കേണ്ടതായി വരുന്നു. ഇത് ജനങ്ങൾക്കും ഉദ്യോഗസ്ഥർക്കും ഒരു പോലെ ബുദ്ധിമുട്ട് സൃഷ്ടിക്കുന്നു. മേൽ സാഹചര്യത്തിൽ ഒരിക്കൽ നൽകിയ എല്ലാ സർട്ടിഫിക്കറ്റുകളും ഏതെങ്കിലും സർക്കാർ വകുപ്പിലെ എല്ലാ ആവശ്യങ്ങൾക്കും ഉപയോഗിക്കാം. [യുക്തി സഹമായ കാലയളവ് (ഏറ്റവും കുറഞ്ഞത് ഒരു വർഷം) ബന്ധപ്പെട്ട വകുപ്പുകൾക്ക് നിഷ്കർഷിക്കാവുന്നതാണ്]. സർട്ടിഫിക്കറ്റ് നൽകുന്ന അധികാരി ഒരു പ്രത്യേക ഉദ്ദേശ്യത്തിന് / ഉപയോഗത്തിന് മാത്രമാണ് പ്രസ്തുത സർട്ടിഫിക്കറ്റ് നൽകുന്നതെന്ന് ഒരു കാരണവശാലും സർട്ടിഫിക്കറ്റിൽ രേഖപ്പെടുത്താൻ പാടില്ല.

v.ചില വകുപ്പുകൾ നൽകുന്ന സേവനങ്ങൾ / സർട്ടിഫിക്കറ്റുകൾ ലഭിക്കുന്നതിനായി മറ്റു ചില സർട്ടിഫിക്കറ്റുകൾ / രേഖകൾ ഹാജരാക്കണമെന്ന് പല വകുപ്പുകളും നിർബന്ധം പിടിക്കാറുണ്ട്. ഈ നടപടിക്രമങ്ങൾ പൗരന്മാർക്ക് സേവനം ലഭിക്കുന്നതിന് കാലതാമസമുണ്ടാകുകയും അതുവഴി പൗരന്മാർക്ക് ബുദ്ധിമുട്ടുണ്ടാകുകയും ചെയ്യുന്നു. ഇത് മറികടക്കാൻ ആദ്യഘട്ടത്തിൽ ചില വകുപ്പുകളുടെ സേവനങ്ങൾ താഴെ പറയുന്ന രീതിയിൽ ലഘൂകരിക്കുന്നു. ടി സേവനങ്ങൾക്ക് അപേക്ഷകന്റെ സത്യവാങ്മൂലം കൂടി നിഷ്കർഷിക്കുന്നു. നോൺ ക്രിമീലെയർ സർട്ടിഫിക്കറ്റ്, EWS സാക്ഷ്യപ്പെടുത്തൽ സർട്ടിഫിക്കറ്റ്, എസ്.സി./ എസ്.ടി. വിഭാഗങ്ങൾക്കായി നിലവിലെ നിയമപ്രകാരം നൽകുന്ന സർട്ടിഫിക്കറ്റ് എന്നിവ ഇതിന്റെ പരിധിയിൽ നിന്ന് ഒഴിവാക്കുന്നു. കൂടാതെ, നിലവിലുള്ള നിയമങ്ങളിലോ ചട്ടങ്ങളിലോ നിഷ്കർഷിച്ചിട്ടുള്ള സർട്ടിഫിക്കറ്റുകൾ സംബന്ധിച്ച് ബന്ധപ്പെട്ട നിയമങ്ങളിലും ചട്ടങ്ങളിലും ആവശ്യമായ ഭേദഗതി വരുത്തുന്നതാണ്.

**a. നേറ്റിവിറ്റി സർട്ടിഫിക്കറ്റ്**

നിലവിൽ, വില്ലേജ് ഓഫീസറുടെ പക്കൽ താഴെ പറയുന്ന 6 രേഖകളിൽ ഏതെങ്കിലും ഒന്ന് ഹാജരാക്കിയാലാണ് നേറ്റിവിറ്റി സർട്ടിഫിക്കറ്റ് ലഭ്യമാക്കുന്നത്. താമസ സ്ഥലത്തിനുള്ള തെളിവ്, അഞ്ചുവർഷം തുടർച്ചയായി താമസിക്കുന്നതിന്റെ തെളിവ്, ജനന സർട്ടിഫിക്കറ്റ് അല്ലെങ്കിൽ പത്താം ക്ലാസ് സർട്ടിഫിക്കറ്റ്, റേഷൻ കാർഡ്, രക്ഷാകർത്താക്കളുടെ സ്കൂൾ സർട്ടിഫിക്കറ്റ്, അപ്രസ്സിനുള്ള തെളിവായി വോട്ടർ കാർഡ്, പാസ്പോർട്ട്, റേഷൻ കാർഡ്, വൈദ്യുതി ബില്ല്, വാട്ടർ ബില്ല്, ടെലിഫോൺ ബില്ല്.

വില്ലേജ് ഓഫീസറുടെ സർട്ടിഫിക്കറ്റ് എന്ന നിബന്ധന ഒഴിവാക്കി കേരളത്തിൽ ജനിച്ചിട്ടുള്ള ആളുകൾക്ക് ജനന സർട്ടിഫിക്കറ്റോ 5 വർഷം കേരളത്തിലെ വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ പഠിച്ചതിന്റെ രേഖയോ, കൂടാതെ സത്യപ്രസ്താവനയും ഉണ്ടെങ്കിൽ നേറ്റീവ് ആയി പരിഗണിക്കാം. കേരളത്തിന് പുറത്ത് ജനിച്ചിട്ടുള്ള ആളുകൾക്ക് വില്ലേജ് ഓഫീസറുടെ സർട്ടിഫിക്കറ്റ് നിഷ്കർഷിക്കുന്നു. അപേക്ഷ ഓൺലൈനായി സ്വീകരിക്കേണ്ടതും, സ്വീകരിച്ച് അഞ്ച് പ്രവൃത്തി ദിവസത്തിനുള്ളിൽ തീരുമാനമെടുക്കേണ്ടതുമാണ്.

**b. റസിഡൻസ് സർട്ടിഫിക്കറ്റ്:**

ആധാർ കാർഡോ, ഏറ്റവും പുതിയ ഇലക്ട്രിസിറ്റി ബിൽ, കുടിവെള്ള ബിൽ, ടെലിഫോൺ ബിൽ, കെട്ടിട നികുതി രസീത് എന്നിവയിലേതെങ്കിലും ഹാജരാക്കിയാൽ റസിഡൻസ് സർട്ടിഫിക്കറ്റിന് പകരമായി സ്വീകരിക്കാം. മേൽ രേഖകൾ ഇല്ലാത്തവർക്ക് തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾ നൽകുന്ന സർട്ടിഫിക്കറ്റ് നിഷ്കർഷിക്കുന്നു.

**c. മൈനോരിറ്റി സർട്ടിഫിക്കറ്റ്**

നിലവിൽ വില്ലേജ് ഓഫീസർ / തഹസീൽദാർ എന്നിവരാണ് അഡ്മിഷൻ കാര്യങ്ങൾക്കായി ഈ സർട്ടിഫിക്കറ്റ് നൽകുന്നത്. അപേക്ഷകന്റെ എസ്.എസ്.എൽ.സി ബുക്ക് / വിദ്യാഭ്യാസ രേഖയിൽ മതം രേഖപ്പെടുത്തിയിട്ടുണ്ടെങ്കിൽ ഈ സർട്ടിഫിക്കറ്റ് ആവശ്യമില്ല. അല്ലാത്തപക്ഷം, വില്ലേജ് ഓഫീസർ/ തഹസീൽദാർ ഓൺലൈനായോ അല്ലാതെയോ ലഭിക്കുന്ന അപേക്ഷ അഞ്ച് പ്രവൃത്തി ദിവസത്തിനുള്ളിൽ തീരുമാനമെടുക്കേണ്ടതാണ്. അപേക്ഷകൻ സത്യവാങ്മൂലം കൂടി സമർപ്പിക്കേണ്ടതാണ്.

**d. ലൈഫ് സർട്ടിഫിക്കറ്റ്**

നിലവിൽ വില്ലേജ് ഓഫീസർ, തഹസീൽദാർ, ഗസറ്റഡ് ഓഫീസർ എന്നിവരാണ് ലൈഫ് സർട്ടിഫിക്കറ്റ് നൽകുന്നത്. കിടപ്പുരോഗിയാണെങ്കിൽ വീട്ടിൽ പോയി സർട്ടിഫിക്കറ്റ് നൽകണമെന്നാണ് വ്യവസ്ഥ. റേഷൻ കാർഡ്, തീരിച്ചറിയൽ രേഖ എന്നിവ ഈ സർട്ടിഫിക്കറ്റ് ലഭിക്കുന്നതിന് തെളിവായി ഹാജരാക്കേണ്ടതുണ്ട്.

ഇതിനു പകരം, കേന്ദ്ര സർക്കാർ പെൻഷൻകാർക്ക് എർപ്പെടുത്തിയിട്ടുള്ള “ജീവൻപ്രമാൺ” എന്ന ബയോമെട്രിക് ഡിജിറ്റൽ സംവിധാനം ഉപയോഗിക്കേണ്ടതാണ്. ഈ സംവിധാനം കേരള ട്രഷറിയിലും ബാങ്കുകളിലും ലഭ്യമാണ്.

**e. One and the Same Certificate**

നിലവിൽ വില്ലേജ് ഓഫീസർ വിവിധ പേരുകളുള്ള രേഖകൾ, വിവിധ അഡ്രസ്സുകളുള്ള രേഖ, സ്വയം സാക്ഷ്യപത്രം, അയൽവാസിയുടെ സാക്ഷ്യപത്രം എന്നിവയാണ് ഇത് ലഭ്യമാക്കാൻ വേണ്ടി നിഷ്കർഷിക്കുന്നത്. ഇത് നിർത്തലാക്കി വ്യക്തിയുടെ സത്യപ്രസ്താവന ഗസറ്റഡ് പദവിയുള്ള ഉദ്യോഗസ്ഥൻ സാക്ഷ്യപ്പെടുത്തി നൽകിയാൽ മതിയാകും.

f. ബന്ധുത്വ (Relationship) സർട്ടിഫിക്കറ്റ്

റേഷൻ കാർഡ്, സ്കൂൾ സർട്ടിഫിക്കറ്റ്, പാസ്പോർട്ട്, ആധാർ, ജനന സർട്ടിഫിക്കറ്റ് എന്നീ രേഖകളിൽ ഒന്ന് പരിശോധിച്ചാണ് ഈ സർട്ടിഫിക്കറ്റ് നൽകുന്നത്. മേൽപറഞ്ഞ രേഖകളിലേതിലേക്കിലും ബന്ധുത്വം കൃത്യമായി രേഖപ്പെടുത്തിയിട്ടുണ്ടെങ്കിൽ വില്ലേജ് ഓഫീസറോ തഹസീൽദാരോ നൽകുന്ന ബന്ധുത്വ സർട്ടിഫിക്കറ്റ് ആവശ്യമില്ല .

g. കുടുംബ അംഗത്വ (Family Membership) സർട്ടിഫിക്കറ്റ്

നിലവിൽ സർട്ടിഫിക്കറ്റ് നൽകാൻ താഴെ പറയുന്ന രീതിയാണ് സ്വീകരിക്കുന്നത്.

1. കുടുംബമെന്നാൽ, അപേക്ഷകൻ, ഭാര്യ / ഭർത്താവ്, കുട്ടികൾ, ദത്തെടുത്ത കുട്ടികൾ, അപേക്ഷകൻ / അപേക്ഷകയോടൊപ്പം താമസിക്കുന്ന അച്ഛനമ്മമാർ എന്നിവരാണ്.
2. പ്രത്യേകമായി താമസിക്കുന്ന മക്കൾ കുടുംബപരിധിയിൽ കണക്കാക്കില്ല.
3. കുടുംബാംഗങ്ങളുടെ പ്രായം, ബന്ധം തുടങ്ങിയവ സർട്ടിഫിക്കറ്റിലുണ്ടാവും.
4. റേഷൻ കാർഡ്, സത്യവാങ്മൂലം, അയൽപക്കക്കാരന്റെ പ്രസ്താവന എന്നീ രേഖകളാണ് വില്ലേജ് ഓഫീസർ ആവശ്യപ്പെടാറുള്ളത്.
5. റേഷൻ കാർഡിൽ ഉൾപ്പെട്ടിട്ടുള്ള പേരുകൾ കുടുംബത്തിലെ അംഗങ്ങളായി കണക്കാക്കാം.

മേൽപറഞ്ഞ രീതി ഒഴിവാക്കി താഴെ പറയുന്ന ഭേദഗതി വരുത്തുന്നു.

അപേക്ഷകന്റെ റേഷൻ കാർഡിൽ കുടുംബാംഗങ്ങളുടെയെല്ലാം പേരുകൾ ഉൾപ്പെടുത്തിയിട്ടുണ്ടെങ്കിൽ റേഷൻ കാർഡ് തന്നെ കുടുംബാംഗത്വ സർട്ടിഫിക്കറ്റിന് പകരമായി സ്വീകരിക്കാം. അല്ലാത്തപക്ഷം വില്ലേജ് ഓഫീസർ നൽകുന്ന സർട്ടിഫിക്കറ്റ് നിഷ്കർഷിക്കുന്നു.

h. ഐഡന്റിഫിക്കേഷൻ (Identification) സർട്ടിഫിക്കറ്റ്

ആധാർ, ഡ്രൈവിംഗ് ലൈസൻസ്, പാസ്പോർട്ട്, വോട്ടർ ഐ.ഡി കാർഡ്, ജോലി ചെയ്യുന്ന സ്ഥാപനത്തിന്റെ തിരിച്ചറിയൽ കാർഡ് എന്നിങ്ങനെ യാതൊരു രേഖയുമില്ലാത്ത പൗരൻ സർക്കാർ സേവനങ്ങൾ ലഭ്യമാകുന്നതിനായി വില്ലേജ് ഓഫീസറുടെ മുമ്പാകെ ഹാജരായി ഐഡന്റിഫിക്കേഷൻ സർട്ടിഫിക്കറ്റ് വാങ്ങണം എന്നാണ് നിഷ്കർഷിച്ചിട്ടുള്ളത്.

ഒരു തിരിച്ചറിയൽ രേഖയുമില്ലാത്ത പൗരൻ ഗസറ്റഡ് ഓഫീസർ നൽകുന്ന അപേക്ഷകന്റെ ഫോട്ടോ പതിച്ച സർട്ടിഫിക്കറ്റ് ഹാജരാക്കിയാൽ മതിയാകും.

i. ജാതി സർട്ടിഫിക്കറ്റ്

നിലവിൽ വില്ലേജ് ഓഫീസർ/ തഹസീൽദാർ എന്നിവരാണ് സർട്ടിഫിക്കറ്റ് നൽകുന്നത്. എസ്.എസ്.എൽ.സി ബുക്ക് / വിദ്യാഭ്യാസ രേഖ ഉൾപ്പെടെ പരിശോധിച്ചാണ് സർട്ടിഫിക്കറ്റ്

നൽകുന്നത്. അപേക്ഷകന്റെ എസ്.എസ്.എൽ.സി സർട്ടിഫിക്കറ്റ് / വിദ്യാഭ്യാസ രേഖയിൽ ജാതി കൃത്യമായി രേഖപ്പെടുത്തിയിട്ടുണ്ടെങ്കിൽ ആയത് വില്ലേജ് ഓഫീസർ/ തഹസീൽദാർ നൽകുന്ന ജാതി സർട്ടിഫിക്കറ്റിന് പകരമായി അടിസ്ഥാന രേഖയായി പരിഗണിക്കാം. അച്ഛനമ്മമാർ വ്യത്യസ്ത ജാതിയിൽ പെട്ടവരാണെങ്കിൽ അവരുടെ / അവരിലൊരാളുടെ എസ്.എസ്.എൽ.സി ബുക്ക് / വിദ്യാഭ്യാസ രേഖയിൽ രേഖപ്പെടുത്തിയിട്ടുള്ള ജാതി തെളിവായി പരിഗണിക്കാം.

**j. മിശ്രവിവാഹ (Inter caste) സർട്ടിഫിക്കറ്റ്**

താഴെ പറയുന്ന ആവശ്യങ്ങൾക്കാണ് മിശ്രവിവാഹ സർട്ടിഫിക്കറ്റ് ആവശ്യമായി വരുന്നത് - തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങളിൽ നിന്ന് ധനസഹായം ലഭിക്കാൻ, പ്രൊഫഷണൽ കോഴ്സുകൾക്ക് അഡ്മിഷൻ ലഭിക്കാൻ, സ്ഥലംമാറ്റങ്ങൾക്ക്.വില്ലേജ് ഓഫീസർ റേഷൻ കാർഡ്, എസ്.എസ്.എൽ.സി ബുക്ക്, രക്ഷിതാക്കളുടെ എസ്.എസ്.എൽ.സി ബുക്ക്, വിവാഹ സർട്ടിഫിക്കറ്റ് എന്നീ രേഖകൾ പരിശോധിച്ചാണ് സർട്ടിഫിക്കറ്റ് നൽകുന്നത്.

ഭാര്യയുടെയും ഭർത്താവിന്റെയും എസ്.എസ്.എൽ.സി സർട്ടിഫിക്കറ്റിൽ / വിദ്യാഭ്യാസ രേഖയിൽ ജാതി കൃത്യമായി രേഖപ്പെടുത്തിയിരിക്കുകയും സബ് രജിസ്ട്രാറോ തദ്ദേശ സ്ഥാപനമോ നൽകിയിട്ടുള്ള വിവാഹ സർട്ടിഫിക്കറ്റും ഉണ്ടെങ്കിൽ ആയത് മിശ്രവിവാഹ സർട്ടിഫിക്കറ്റിന് പകരമുള്ള രേഖയായി സ്വീകരിക്കാം. വില്ലേജ് ഓഫീസറുടെ സർട്ടിഫിക്കറ്റ് ഒഴിവാക്കാം. ഇതോടൊപ്പം ഒരു സത്യവാങ്മൂലം കൂടി നിഷ്കർഷിക്കുന്നു.

**k. ലൊക്കേഷൻ മാപ്പ്, ലൊക്കേഷൻ സർട്ടിഫിക്കറ്റ്:**

വായ്പയ്ക്കും മറ്റ് ആവശ്യങ്ങൾക്കും വില്ലേജ് ഓഫീസറാണ് ഈ സർട്ടിഫിക്കറ്റ് നൽകുന്നത്.

ഓരോ വില്ലേജിലും ഡിജിറ്റൽ സർവ്വെ പൂർത്തിയാകുന്ന മുറയ്ക്ക് പ്രസ്തുത സർട്ടിഫിക്കറ്റിന്റെ ആവശ്യമില്ലാതായിത്തീരുന്നതാണ്.

**L ആഭ്യന്തര വകുപ്പ് അറ്റന്റേഷൻ**

നിലവിൽ വിദേശത്തേക്ക് പോകുന്ന തൊഴിലന്വേഷകർക്ക് എംബസികളിൽ ഹാജരാകാൻ ഒറിജിനൽ സർട്ടിഫിക്കറ്റുകളിൽ ആഭ്യന്തര വകുപ്പിന്റെ സാക്ഷ്യപ്പെടുത്തലുകൾ ആവശ്യമാണ്. ഗൾഫ് രാജ്യങ്ങളിലേക്കും മറ്റ് ഏഷ്യൻ രാജ്യങ്ങളിലേക്കും പോകുന്നവർക്ക് നോട്ടറിയുടെ സാക്ഷ്യപത്രത്തിൽ കൗണ്ടർ സൈൻ ചെയ്യുന്ന സമ്പ്രദായമാണുള്ളത്. യൂറോപ്പ്, ആഫ്രിക്ക, യു.എസ്.എ, റഷ്യ തുടങ്ങിയ രാജ്യങ്ങളിലേക്ക് പോകുന്നവരുടെ രേഖകൾ ഇൻറലിജൻസ് വിഭാഗത്തിന് പരിശോധനയ്ക്ക് നൽകുകയും അവരുടെ റിപ്പോർട്ടിന്റെ അടിസ്ഥാനത്തിൽ ആഭ്യന്തര വകുപ്പ് സാക്ഷ്യപ്പെടുത്തൽ നടത്തുകയുമാണ് ചെയ്യുന്നത്. ഇത് ധാരാളം കാലതാമസമുണ്ടാകും.

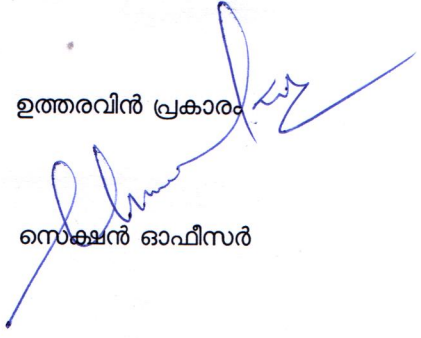
ഓൺലൈനായി സർട്ടിഫിക്കറ്റുകൾ അപ്ലോഡ് ചെയ്യാനുള്ള സൗകര്യം വിദേശത്തേക്ക് പോകുന്ന തൊഴിലന്വേഷകർക്ക് നൽകുന്നതാണ്. സർവ്വകലാശാലകൾ, പരീക്ഷാ ഭവൻ, ഹയർ സെക്കണ്ടറി വിഭാഗം, തദ്ദേശസ്വയംഭരണ വകുപ്പ് എന്നിവർക്ക് ലോഗിൻ സൗകര്യം നൽകുന്നതാണ്. ഇവർക്ക് സർട്ടിഫിക്കറ്റുകളുടെ ആധികാരികത ഓൺലൈനായി പരിശോധിക്കാൻ കഴിയും. 14 ജില്ലകളിലും ഡെപ്യൂട്ടി കളക്ടർ റാങ്കിൽ കുറയാത്ത ഒരു ഉദ്യോഗസ്ഥനെ ഇതിന് ചുമതലപ്പെടുത്തുന്നു. പരിശോധിച്ചശേഷം അറ്റന്റേഷൻ പൂർത്തീകരിച്ച് സേവനം ലഭ്യമാകേണ്ട വ്യക്തിയെ മുൻകൂട്ടി അറിയിച്ച്

സാക്ഷ്യപ്പെടുത്തിയ സർട്ടിഫിക്കറ്റുകൾ നൽകുന്നതാണ്.

vi. ഇതിനായുള്ള നിലവിലെ സർക്കാർ ഉത്തരവുകളിൽ ആവശ്യമായ ഭേദഗതികൾ വരുത്തി/പിൻവലിച്ച് പുതിയ ഉത്തരവുകൾ ബന്ധപ്പെട്ട വകുപ്പുകൾ പുറപ്പെടുവിക്കുന്നതിന്റെ മേൽനോട്ടം വഹിക്കാൻ ചീഫ് സെക്രട്ടറിയെ ചുമതലപ്പെടുത്തി ഉത്തരവാകുന്നു.

(ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം)  
Bishwanath Sinha  
Principal Secretary

എല്ലാ അഡീഷണൽ ചീഫ് സെക്രട്ടറിമാർക്കും/എല്ലാ പ്രിൻസിപ്പൽ സെക്രട്ടറിമാർക്കും/സെക്രട്ടറിമാർക്കും/സ്പെഷ്യൽ സെക്രട്ടറിമാർക്കും പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (എ&ഇ/ആഡിറ്റ്), കേരള, തിരുവനന്തപുരം ചീഫ് സെക്രട്ടറിയുടെ സ്പെഷ്യൽ സെക്രട്ടറിക്ക് സെക്രട്ടേറിയറ്റിലെ നിയമം, ധനകാര്യം ഉൾപ്പെടെയുള്ള എല്ലാ വകുപ്പുകൾക്കും/എല്ലാ ഓഫീസർമാർക്കും എല്ലാ വകുപ്പു മേധാവികൾക്കും/എല്ലാ ജില്ലാ കളക്ടർമാർക്കും പൊതുഭരണ (എസ്.സി.) വകുപ്പിന് വിവര പൊതുജന സമ്പർക്ക (വെബ് & ന്യൂ മീഡിയ) വകുപ്പിന് കരുതൽ ഫയൽ/ഓഫീസ് പകർപ്പ്

ഉത്തരവിൻ പ്രകാരം  
  
സെക്ഷൻ ഓഫീസർ

പകർപ്പ്  
മുഖ്യമന്ത്രിയുടെ പ്രൈവറ്റ് സെക്രട്ടറിയ്ക്ക്  
മുഖ്യമന്ത്രിയുടെ ചീഫ് പ്രിൻസിപ്പൽ സെക്രട്ടറിയ്ക്ക്  
എല്ലാ മന്ത്രിമാരുടെയും പ്രൈവറ്റ് സെക്രട്ടറിമാർക്ക്  
എല്ലാ സെക്രട്ടറിമാരുടെയും പി.എ.മാർക്ക്