

# Postgraduate Programmes

## ONLINE OPTION REGISTRATION / REARRANGEMENT INSTRUCTIONS

### General Instructions:

- I. Candidates included in the rank lists for admission to MCA and MCA Lateral Entry programmes in the Academic Year 2020 should invariably **register their options** (i.e in the order of preference of academic programmes they wish to join through the facility provided in their profile page at <https://admissions.cusat.ac.in/>)

#### Various options available for MCA Programme

- MCA Regular, Dept. of Computer Applications, Thrikkakara Campus
- MCA Regular, Cochin University College of Engineering Kuttanad, Pulincunnoo, Alappuzha
- MCA Cost Sharing, Dept. of Computer Applications, Thrikkakara Campus
- MCA Cost sharing, Cochin University College of Engineering Kuttanad, Pulincunnoo, Alappuzha

#### Various options available for MCA Lateral Entry (MLET) Programme

- MLET Regular, Dept. of Computer Applications, Thrikkakara Campus
- MLET Regular, Cochin University College of Engineering Kuttanad, Pulincunnoo, Alappuzha
- MLET Cost Sharing, Dept. of Computer Applications, Thrikkakara Campus
- MLET Cost sharing, Cochin University College of Engineering Kuttanad, Pulincunnoo, Alappuzha

- ❖ Differences in fee between “Regular” and “Cost Sharing” MCA and MLET Courses may be obtained from the fee details published in the admission website <https://admissions.cusat.ac.in/>

- II. Candidates included in the rank lists for admission to M.Sc and M.FSc programmes in the Academic Year 2020 may **rearrange their options** if they want to (i.e. in the order of preference of academic programmes they wish to join) through the facility provided in their profile page. If no rearrangement is made, allotment will be processed as per the **default options**, i.e in the order in which the candidate has selected various courses while submitting online application for CAT 2020.

### III. Candidates applied for the following programmes need not register options:

1. MA (Applied Economics)
2. MA (Hindi)
3. Three year LL.B
4. One year LL.M
5. One year LL.M (IPR)
6. LLM (IP) Ph.D)
7. LL.M (IPR Ph.D)
8. M Voc Courses
9. M.Sc Biopolymer Science and M.Sc Polymer Science (Conducted by CIPET, Kochi)

- IV. Merely registering/rearranging options does not entitle a candidate to be considered for admission to any programmes of the University. It will be subject to the fulfillment of the eligibility criteria prescribed in the prospectus and relevant rules of the University. It is the responsibility of candidates to prove their eligibility for admission to various courses by producing required documents to prove their eligibility, community, Non creamy layer status etc. If any candidate is unable to produce/upload the required/mandatory certificates at the time of certificate verification (online), their claim for admission to the programme allotted to them will be forfeited. Hence the onus of proving the claim for admission lies with the candidate and not with the University.

- V. Candidates can modify **options** once registered/exercised/rearranged by them till the last date of online option registration. However, the online options stored in the University database as on the date and time of closing of online option registration shall be treated as final. Only this option will be considered for further processing.

- VI. Maintaining the confidentiality of the password and other login credentials shall be the sole responsibility of the candidate.

## **How to register online options - Step-by-step Procedure**

1. In order to register options, candidates should login to their home page using their User Id and password.
2. In the candidate's home page, click on the appropriate link to proceed to option registration.
3. MCA / MCA Lateral Entry Candidates can exercise a maximum of four options for each programme. They can select preferred options using the dropdown menu. Clear button is provided in the option registration page to clear the selected options.
4. For MSc/MFSc courses candidates can only rearrange options. No addition or removal of options is permitted. The order of the selected/default options can be changed using the 'Up' or 'Down' buttons.
5. Now click Submit button to get the preview of the options exercised.
6. Candidates can now click 'Confirm' button to finalize the registered options or click 'Back' button to go back to the previous page to make changes.
7. After finalizing options candidates should take a printout of their registered options and should terminate their session by clicking the logout button.
8. Candidates can modify their options till the last date of option registration.
9. No changes will be permitted after the last date of option registration/rearrangement under any circumstances.

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