

## Frequently Asked Questions (FAQs)

Dear Candidates,

Please find below some FAQs to clarify your doubts:

- 1. I have not selected, by mistake, IIM Tiruchirappalli or some other IIMs participating in the CAP 2022 at the time of CAT Registration. Now, I request you to consider me for shortlisting to IIM Tiruchirappalli or some other IIMs.**

It is mandatory for the candidate to select the Institutions at the time of CAT Registration. At this time, it is not feasible to accommodate your request.

In this regard, IIM Tiruchirappalli has been receiving so many calls and e-mails from the candidates regarding not shortlisted for CAP 2022 Registration and also login credentials were not received, but they were eligible as per the common shortlisting criteria which was approved by nine IIMs. We have checked this in our master data that these candidates have not opted any CAP IIMs during CAT 2021 Registration.

It is also mandatory for the candidates to select CAP IIMs (IIM Bodh Gaya, IIM Jammu, IIM Kashipur, IIM Raipur, IIM Ranchi, IIM Sambalpur, IIM Sirmaur, IIM Tiruchirappalli & IIM Udaipur) during the CAT Registration then only they are shortlisted based on the common shortlisting criteria approved by nine IIMs for the CAP Process.

- 2. I have completed the Integrated course (5 Yrs.). How to split-up the marks under UG and PG semester columns?**

Please select the “Others Option” under UG Degree then specify your “Degree Name” wherein you can type your Integrated course name and provide the semester-wise marks accordingly.

- 3. I am studying in the Final Year of Graduation and what document should I upload at the time of Registration for CAP 2022:**

Those who are in the final year graduation, she/he should upload the Bonafide Certificate, which should be issued by the Competent Authority of the College/Institute/University as per the format available under the Download format section and its link is given below :

[https://ucanapplym.s3.ap-south-1.amazonaws.com/iimdocs/Final\\_Year\\_Certificate\\_2021.pdf](https://ucanapplym.s3.ap-south-1.amazonaws.com/iimdocs/Final_Year_Certificate_2021.pdf)

4. **I am in the Final Year of Graduation and unable to visit my College/Institute/University to get the Bonafide Certificate as mentioned at Serial No 3 above due the current Pandemic situation as it is closed. Please advise for the alternate option.**

If you are unable to visit your College/Institute/University to get the Bonafide Certificate, please submit the Self '**Undertaking certificate in lieu of the Bonafide Certificate**' as per the Format available in the Download Format Section and its link is given below:

<https://ucanapplym.s3.ap-south->

[1.amazonaws.com/iimdocs/Undertaking\\_in\\_lieu\\_of\\_Bonafide\\_Certificate\\_for\\_final\\_year\\_Students.pdf](https://ucanapplym.s3.ap-south-1.amazonaws.com/iimdocs/Undertaking_in_lieu_of_Bonafide_Certificate_for_final_year_Students.pdf)

5. **I have filled my 10th/12th/Graduation percentage wrongly in the CAT form and is it possible to correct it now and I have a valid proof.**

**Correction Form:** If any correction/s is/are needed in the CAT Data pertaining to the 10th, 12th, UG percentage/CGPA and Professional Qualification, please fill and upload the *Correction Request Form* under "**Document Upload Section in the CAP Form**". The format is available at the landing page of the CAP Website under "**Download Formats**" and its link is given below and also available in the Document Upload Section. Please ensure to provide the correct data in the CAP 2022 Registration Form.

<https://ucanapplym.s3.ap-south->

[1.amazonaws.com/iimdocs/Updated\\_Correction\\_Request\\_Form\\_CAP\\_2022\\_IIMT.pdf](https://ucanapplym.s3.ap-south-1.amazonaws.com/iimdocs/Updated_Correction_Request_Form_CAP_2022_IIMT.pdf)

6. **What is the computing procedure for calculation of SSC/10th/Equivalent examination and HSC/12th/Equivalent/Diploma examination for entering the CAP Application Form?**

For computing percentages of marks obtained in SSC/10th/Equivalent examination and HSC/12th/Equivalent/Diploma examination, the total marks of all subjects that appear in the mark sheet/grade sheet would be considered irrespective of the Boards regulation.

Maximum Marks (inclusive of all subjects) indicate the summation of maximum marks of all subjects (including electives, if any). For example, if there are five subjects with 100 marks assigned to each subject, candidate should populate the 'Maximum Marks (inclusive of all subjects)' placeholder as 500. Total marks obtained (inclusive of all subjects) indicate the summation of actual marks obtained by the candidate in all subjects (including electives, if any). For example, if the candidate has obtained 457 marks by adding individual marks obtained in the five subjects, the candidate should populate the 'Total marks obtained (inclusive of all subjects)' placeholder as 457.

The Aggregate Percentage should be entered as an accurate value, rounded off to 2 decimals,

**Example A:** If Maximum Marks = 600. Total Marks Obtained = 421 then Aggregate Percentage = 70.16666. This needs to be rounded off to 70.17.

**Example B:** If Maximum Marks = 600. Total Marks Obtained = 416 then Aggregate Percentage = 69.33333 This needs to be rounded off to 69.33.

**7. What is the computing procedure for the marks obtained in the Graduation and Post Graduation?**

For graduates and postgraduates, the aggregate percentage of marks awarded by the Board/Institute/University will be treated as final. If the Institute/University does not award the aggregate percentage of marks, it will be calculated based on the marks obtained in all subjects listed in the mark sheet.

If any Board/Institute/University awards only letter grades without providing an equivalent percentage of marks on the grade sheet, the candidate should obtain a certificate from the Board/Institute/University specifying the equivalent marks or the conversion procedure, and the conversion to percentage of marks would be based on this procedure as certified by the respective board/University/Institution. If any board /University/Institution confirms that there is no scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA, and multiplying the result with 100. The original equivalence certificate needs to be submitted at the time of interview, if shortlisted for the interview.

In case of grades/CGPA, the conversion to percentage of marks would be based on the procedure as certified by the respective Board/University/Institution. If any Board/University/Institution confirms that there is no scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA, and multiplying the result with 100.

**8. Due to the current pandemic situation, I am unable to get the Degree Provisional Certificate / Degree Certificate from my Institution / University and should I submit the Undertaking stating that the same must be submitted at the time of Registration, subject to my selection, at the respective IIM?**

It is mandatory for the Candidates to submit the Provisional Degree Certificate / Degree Certificate at the time of registering for CAP 2022. However, due to current pandemic situation, the candidate is allowed to submit an Undertaking as per the Format available at the Download Format section of Landing Page in the CAP Portal and its link is given below:

[https://cap22.ucanapply.com/univer/public/secure?app\\_id=UEIZMDAwMDA00A==](https://cap22.ucanapply.com/univer/public/secure?app_id=UEIZMDAwMDA00A==)

**9. I am studying in the Final Year of Post Graduation and what document should I upload at the time of Registration for CAP 2022:**

Those who are in the final year of Post Graduation, she/he should upload the Bonafide Certificate, which should be issued by the Competent Authority of the College/Institute/University as per the format available under the Download Document format section and its link is given below:

[https://cap22.ucanapply.com/univer/public/secure?app\\_id=UEIZMDAwMDA00A==](https://cap22.ucanapply.com/univer/public/secure?app_id=UEIZMDAwMDA00A==)

10. **I am in the Final Year of Post-Graduation and unable to visit my College/Institute/University to get the Bonafide Certificate as mentioned at Serial No 9 above due the current Pandemic situation as it is closed. Please advise for the alternate option.**

If you are unable to visit your College/Institute/University to get the Bonafide Certificate, please submit the Self '**Undertaking certificate in lieu of the Bonafide Certificate**' as per the Download Document format section and its link is given below:

[https://cap22.ucanapply.com/univer/public/secure?app\\_id=UEIZMDAwMDA00A==](https://cap22.ucanapply.com/univer/public/secure?app_id=UEIZMDAwMDA00A==)

11. **After completion of my Diploma, I have got admission to Second Year of B.E./B Tech as a lateral entry and unable to provide the semester wise marks for first two semesters. Please advise, in this regard.**

Please enter the Zero (0) value in the first and second semester then enter the marks from third semester onwards.

12. **May I know about submission of category certificate for CAP 2022 registration?**

Provide a valid caste certificate (NC-OBC/SC/ST) as per the format prescribed by the Government of India and the same is given at the Landing Page of CAP website under "Download Formats".

***For NC OBC/EWS*** : The valid category certificate (NC-OBC/EWS), which was issued during the financial year 2021-22 and submitted the same at the time of CAT 2021 Registration should be uploaded during registration for CAP 2022. The NC OBC/EWS Certificate should be valid at the time of CAP 2022 Registration. ***However, the candidates are required to obtain a fresh certificate during the Financial year 2022-23 (after 01<sup>st</sup> April 2022)*** as the same is required to be submitted at the time of Registration for admission to respective IIM, failing which the Institutes will have the right to cancel the Admission. Please note that the EWS/NC OBC Certificate ***issued anytime during the financial year 2021-22 is valid until 31<sup>st</sup> March 2022 only.***

13. **What to do if I don't have the category certificate issued during the financial year 2020-21/2021-22 and not in a position to get a fresh certificate/ renew it due to the pandemic situation?**

Please submit the undertaking as per the format available under "Download Formats" section and its link is given below. ***However, it is again reiterated that all the candidates are required to obtain a fresh certificate during the Financial year 2022-23 (after 01<sup>st</sup> April 2022)*** as the same is required to be submitted at the time of Registration for admission to respective IIM, failing which the Institutes will have the right to cancel the Admission.

[https://ucanapplvm.s3.ap-south-1.amazonaws.com/iimdocs/Undertaking\\_for\\_Community\\_Certificate\\_CAP\\_2022\\_01\\_24.pdf](https://ucanapplvm.s3.ap-south-1.amazonaws.com/iimdocs/Undertaking_for_Community_Certificate_CAP_2022_01_24.pdf)

**14. Which documents should I submit if I belong to the EWS/NC-OBC/SC/ST category?**

• **EWS Category:**

To know whether you belong to the EWS category, see the following website: <https://dopt.gov.in/sites/default/files/ewsf28ft.PDF>. The central government norms will govern the validity of the EWS certificate.

• **NC-OBC Category:**

To know whether you belong to the NC-OBC category, see the following website: [www.ncbc.nic.in/Home](http://www.ncbc.nic.in/Home). Refer to the updated list of state-wise OBCs eligible for availing of the benefit of reservation, and information in respect of the creamy layer. The central government norms will govern the validity of the NC-OBC certificate.

• **SC/ST Category:**

If you belong to the SC or ST category, your caste/tribe must be listed in the Government of India schedule. For more information, refer the Ministry of Social Justice and Empowerment website [www.socialjustice.nic.in/](http://www.socialjustice.nic.in/) Home and the Ministry of Tribal Affairs website [www.tribal.nic.in](http://www.tribal.nic.in).

The caste certificate that you upload in the Application Form should be in the Government approved format. The certificate format is also available on the CAT/CAP website. Download and print the certificate, and clearly state the following:

- Whether you belong to Scheduled Caste or Scheduled Tribe.
- District and the State or Union Territory of your ordinary residence.
- The appropriate Government of India schedule under which your caste/tribe is approved, whether Scheduled Caste or Scheduled Tribe.
- Signatures of required authorities.

This certificate should be valid at the time of CAP registration. The Format is available at the *landing page of the CAP Website*.

**15. Is the Format of EWS/NC-OBC/SC/ST Certificate available in the Download formats section of the CAP Portal?**

Yes, it is also available in the landing page of the CAP Website under “Download Formats” Section and its link is given below:

[https://cap22.ucanapply.com/univer/public/secure?app\\_id=UEIZMDAwMDA00A==](https://cap22.ucanapply.com/univer/public/secure?app_id=UEIZMDAwMDA00A==)

**16. Who should submit the DAP (Differently Abled Person) certificate?**

Those who are differently abled persons only need to upload the DAP certificate in the CAP Registration Form at the relevant space. The Certificate Format is available at the landing page of the CAP Website and its link is given below:

[https://cap22.ucanapply.com/univer/public/secure?app\\_id=UEI2MDAwMDA00A==](https://cap22.ucanapply.com/univer/public/secure?app_id=UEI2MDAwMDA00A==)

**17. I have work experience, what supporting documents should I submit?**

- Work experience Service certificate is required on the Company's letterhead duly signed by the Competent Authority with a seal for those who are presently working. Otherwise, please provide the offer letter/Joining letter with a first-month pay slip and pays lip of the latest two (2) months.
- In case the candidate is a Proprietor or Partner of a firm, the candidate has to provide the document proof such as the income tax return for the relevant period and a certificate of registration for doing a business from the municipal corporation or appropriate authorities such as MSME certificate issued by Govt. of India, Udyog Aadhar Registration Certificate, Partnership deed of the firm duly signed by all partners and GST registration certificate.
- In case a candidate has worked or is working in the unorganised sector, the candidate has to provide the cash voucher along with the bank statement as a proof for the salary and the GST registration of the firm with the experience certificate.
- Relieving order on the company letterhead specifying the last date of employment.

**18. Do we need to upload all the required documents mentioned in the CAP Application Form?**

Yes. It is mandatory to upload all the required documents that are mentioned in the CAP Application Form.

**19. Additional Information for SC, ST, NC-OBC, EWS and PwD Candidates:**

If a candidate belongs to the SC or ST categories, the respective caste/tribe must be listed in the Government of India schedule. The caste certificate that the candidate submits to IIM should be in the Government of India approved format and should clearly state:

- (a) Name of the caste/tribe;
- (b) Whether the candidate belongs to Scheduled Caste or Scheduled Tribe;
- (c) District and State or Union Territory of the candidate's ordinary residence; and

(d) the appropriate Government of India schedule under which the candidate's caste/tribe is approved by it as Scheduled Caste or Scheduled Tribe.

- A copy of the SC/ST/NC-OBC/EWS/PwD certificate(s) must be uploaded at the time of the CAP application registration. Failure to upload a copy of the caste/class certificate will result in the rejection of a candidate's CAP registration.
- The original scanned copy of SC/ST/NC-OBC/EWS/PwD certificate(s) must be uploaded at the time of registration for CAP 2022. Moreover, the certificate(s) must be submitted at the time of joining the programmes of any of the IIMs. Failure to do so during the post CAP selection process will result in the candidate not being considered under the reserved.