



MAHATMA GANDHI UNIVERSITY
Kottayam - 686560

No. 2826 /Ac. BVI/1/2017/Acad

P.D.Hills, 16th May2017

NOTIFICATION

Applications are invited for admission to the Under Graduate Programmes in the affiliated Arts & Science Colleges of Mahatma Gandhi University for the academic year 2017-18 except Under Graduate programmes under the faculty of Fine Arts and those Under Graduate Programmes admission to which is based on entrance examinations and Programmes conducted in Colleges which have been granted autonomy.

Details of the Programmes and Duration: These regular Programmes lead to the Bachelor's Degree in the relevant subject. The Programme extends for a period of six Semesters except BPE which extends for a period of eight Semesters. Registration for examination shall be based on attendance and the progress of the candidate.

Admission to seats which come under the purview of Centralized Allotment process

Centralized Allotment Process:

Admission/ Allotment of seats under merit quota is governed by a Centralized Allotment Process. Selection/ Allotment of a candidate to any college will be based on the rank of the candidate and the availability of seats. While a reserved category candidate entitled to admission on the basis of his/her merit will have the option of taking admission to the colleges where a specified number of seats have been kept reserved for reserved category, but he/ she will be deemed to have been admitted as an open category candidate and not as a reserved category candidate.

Details of seats that come under the ambit of Centralized Allotment Process:

- i. Govt. Colleges:** Total seats available in government colleges except Sports/Cultural/PD quotas
- ii. Aided Colleges:** Open quota seats, seats earmarked for SC/ST candidates
- iii. Unaided Colleges/ Unaided Programmes conducted in Aided Colleges:** 50% of the total seats including seats reserved for SC/ST and SEBC

Prospectus: The prospectus on Centralized Allotment Process will be available in the portal: www.cap.mgu.ac.in

How and When to Apply:

There is only a single application form for applying for admission to the U.G. Degree Programmes in various affiliated colleges. If a candidate submits more than one application his/her candidature is liable to be cancelled.

Application fee:

| | |
|------------------------|-------------|
| For General candidates | : Rs. 600/- |
| For SC/ST candidates | : Rs. 300/- |

Application fee once remitted will not be refunded under any circumstance.

Steps for Registering Online:

1. For online registration of personal and academic data, the candidates must visit the web site, www.cap.mgu.ac.in and click on the link "**UG CAP- 2017**".
2. Follow the online instructions and fill in the personal details in the relevant fields provided.
3. Create a '**Password**'. (The password is mandatory for all future online operations). **The password created by the candidate should not be disclosed to others who may misuse it.** This may result in tampering with the options and the University will not be responsible for any such eventuality.
4. Pay the application fee by clicking on the "PAY NOW" button which will redirect the applicant to the Online Payment Gateway. Applicant can use Debit Card/ Credit Card or Internet Banking facility for making online payment.
5. After remitting the fee, the applicant will be redirected back to the application page.

6. Fill in the Application Form with personal details, academic eligibility and the options correctly.
7. Verify with the relevant documents and confirm the details entered on-line.
8. After satisfying himself/herself that the details entered are correct, the applicants shall press the Final Submission Button.
9. Take the print out the confirmation page for applicant's future reference.

Eligibility, Time Schedule and Procedure for Online Registration of Options

Eligibility for registering options: The candidates, registering their options, should satisfy all the eligibility conditions with regard to academic qualifications stated in the Prospectus. Options of only those candidates who figure in the rank list will be processed for allotment.

The options for college(s) and Programme(s) should be done while submitting personal and academic data online or subsequently within the last date of submission of application.

Further Allotments if any will be notified subject to the availability of vacancies.

| ADMISSION TO UG PROGRAMMES (2017-18) THROUGH CAP | | |
|---|--|-------------------------|
| SCHEDULE | | |
| 1. | Online availability of Application forms and Prospectus | 18/05/2017 2.00 pm |
| 2. | Last date for the online payment of application fee | 29/05/2017 |
| 3. | Last date for Online Candidate Registration | 29/05/2017 |
| 4. | Publication of Provisional Rank List & Trial Allotment | 02/06/2017 |
| 5. | Data modification, if any, by applicants / Rearrangement/addition/deletion of options | 02/06/2017 - 03/06/2017 |
| 6. | First allotment | 07/06/2017 |
| 7. | Online Payment of fee due to University | 07.6.2017-09.6.2017 |
| 8. | Reporting for admission in Colleges | 07.6.2017-09.6.2017 |
| 9. | Facility for option modification (Rearrangement & deletion only) | 10/06/2017-13/06/2017 |
| 10. | Second allotment | 16/06/2017 |
| 11. | Online Payment fee due to University (Second allotment) | 16/06/2017-19/06/2017 |
| 12. | Reporting for admission in colleges | 16/06/2017-19/06/2017 |
| 13. | Facility for option modification (Rearrangement & deletion only) | 20/06/2017-21/06/2017 |
| 14. | Third Allotment | 24/06/2017 |
| 15. | Online Payment of fee due to University at designated (Third allotment) | 26/06/2017-28/06/2017 |
| 16. | Reporting for admission in colleges | 26/06/2017-28/06/2017 |
| 17. | Commencement of classes | 29/06/2017 |
| 18. | Facility for option modification (Rearrangement & deletion only) | 29/06/2017 -30/06/2017 |
| 19. | Fourth Allotment | 03/07/2017 |
| 20. | Online Payment of fee due to University (Fourth allotment) | 03/07/2017-05/07/2017 |
| 21. | Reporting for admission in colleges | 03/07/2017-05/07/2017 |
| 22. | Online Registration/ Option registration for First Special Allotment for SC/ST candidates | 07/07/2017-10/07/2017 |
| 23. | First Special allotment for SC/ST | 12/07/2017 |
| 24. | Online Payment of fee due to University and reporting for admission in colleges (First Special Allotment for SC/ST candidates) | 12/07/2017-13/07/2017 |
| 25. | Online Registration/ Option registration for Second Special Allotment for SC/ST candidates | 14/07/2017- 15/07/2017 |

| | | |
|-----|---|------------------------|
| 26. | Second Special allotment for SC/ST | 18/07/2017 |
| 27. | Online Payment of fee due to University and reporting for admission in colleges (Second Special Allotment for SC/ST candidates) | 18/07/2017-19/07/2017 |
| 28. | Facility for option modification (Rearrangement & deletion only) | 20/07/2017-21/07/2017 |
| 29. | Third Special allotment for SC/ST | 24/07/2017 |
| 30. | Online Payment of fee due to University and reporting for admission in colleges (Third Special Allotment for SC/ST candidates) | 24/07/2017-25/07/2017 |
| 31. | Facility for option modification (Rearrangement & deletion only) | 26/07/2017-27/07/2017 |
| 32. | Fourth Special allotment for SC/ST | 29/07/2017 |
| 33. | Online Payment of fee due to University and reporting for admission in colleges (Fourth Special Allotment for SC/ST candidates) | 29/07/2017-31/07/2017 |
| 34. | Online registration / Option registration for first Supplementary Allotment | 01/08/2017- 03/08/2017 |
| 35. | First Supplementary allotment | 05/08/2017 |
| 36. | Online Payment fee due to University & Reporting for admission in colleges (First Supplementary Allotment) | 05/08/2017-07/08/2017 |
| 37. | Facility for option modification (Rearrangement & deletion only) for Second Supplementary Allotment | 08/08/2017- 09/08/2017 |
| 38. | Second Supplementary allotment | 11/08/2017 |
| 39. | Online Payment fee due to University & Reporting for admission in colleges (Second Supplementary Allotment) | 11/08/2017-14/08/2017 |
| 40. | Online candidate registration for final allotment | 16/08/2017-18/08/2017 |
| 41. | Publication of the first allotment list of the Final Allotment | 19/08/2017 |
| 42. | Online Payment fee due to University & Reporting for admission in colleges (first allotment list of the Final Allotment) | 19/08/2017-21/08/2017 |
| 43. | Publication of the second allotment list of the Final Allotment | 22/08/2017 |
| 44. | Online Payment fee due to University & Reporting for admission in colleges (second allotment list of the Final Allotment) | 22/08/2017-23/08/2017 |
| 45. | Publication of the third allotment list of the Final Allotment | 24/08/2017 |
| 46. | Online Payment fee due to University & Reporting for admission in colleges (third allotment list of the Final Allotment) | 24/08/2017-25/08/2017 |
| 47. | Publication of the fourth allotment list of the Final Allotment | 26/8/2017 |
| 48. | Online Payment fee due to University & Reporting for admission in colleges (fourth allotment list of the Final Allotment) | 26/08/2017-29/08/2017 |
| 49. | Closing of admission | 29/08/2017 |
| 50. | Last date for the entry of admitted students in the online admission portal | 29/08/2017 11pm |

RESERVATION OF SEATS

Types of Reservation : Out of the total Merit Seats available in Govt./Aided/Self Financing affiliated colleges for various UG Programmes, seats will be reserved for different categories under the following main items :

- (a) Reservation for nominees
- (b) Reservation for Persons with Disabilities
- (c) Special Reservation and
- (d) Mandatory Reservation

Admission and other Procedures:

After the allotment the prescribed fee due to the University will have to be remitted online through the Online Payment Gateway as per the time schedule prescribed. Once the candidate remits the fee, the candidate shall be able to download an allotment memo. The print out of the allotment memo and the original certificates should be produced before the college authorities at the time of admission. The college authorities, after verifying the above documents, shall admit the candidate and make necessary updations in the admission portal. The college authorities should provide a receipt that can be downloaded from the Online Admission Portal which states that necessary entries in respect of the reported candidate have been made in the Online Admission Portal. The students who get admission in their first option should remit the fee applicable to the course in the institution at the time of admission. Those students who decide to seek permanent admission by cancelling the higher options also shall remit the fee in the institution. Those who retain higher options need not pay any fee in the institution at the time of admission. However, in the fourth allotment, they should remit the fee applicable to the programme secured in the higher option (except SC/ST candidates) and join the college, and if not secured they should remit the fee applicable to the programme secured in the previous option. The original certificates of only permanently admitted students shall be kept in the respective institutions and in the case of students admitted temporarily the certificates shall be returned to them after verification.

Four Special Allotments will be conducted for SC/ST candidates. SC/ST candidates who secure allotment through CAP and wish to retain their higher options will be permitted to take provisional admission in all allotments upto the first special allotment.

It is obligatory for the candidates to report to the college to which he/she is allotted. Failure to appear before the Principal concerned for joining the Programme on the notified date and time will result in the forfeiture of his/her admission to the Programme and he/ she will not be considered for any vacancies arising in future. If a candidate is satisfied with an allotment and does not want to be considered again for further allotment(s), he/she must cancel all the remaining higher options. A candidate retaining all or any of his/her higher options after an allotment, is bound to accept the next allotment, if any, failing which he/she will lose the previous allotment as well as the new allotment. He/She will not be considered for any further allotments.

A. Admission to seats which do not come under the purview of Centralized Allotment Process

For admission to the seats which do not come under the purview of Centralized Allotment Process 2017 viz. Community Quota (Aided Colleges only) Management Quota(Aided and Unaided Colleges and Unaided Programmes conducted in Aided Colleges) and Sports Quota/ Cultural Quota/ Persons with Disabilities Quota (in all Affiliated Colleges) is given below:

SCHEDULE OF VARIOUS ADMISSIONS CONDUCTED BY COLLEGS

| Item | Sports/Cultural/NRI/PD Quotas | Community Merit | Management |
|---|-------------------------------|-----------------|------------|
| Last date for issuance and receipt of filled up application forms | 22/05/2017 | 16/06/2017 | 16/06/2017 |
| Publication of rank list on the college notice board | 24/05/2017 | 19/06/2017 | NA |
| Admission of candidates | 25/05/2017 | 22/06/2017 | 22/06/2017 |
| Last date for the entry of admitted students in the online portal | 26/05/2017 11.00 pm | 29/08/2017 | 29/08/2017 |

The details of the candidates admitted under the Sports/Cultural/ PD Quotas must be uploaded in the admission portal provided by the University before 11pm on 26.05.2017. If vacancies arise due to discontinuation of candidates under the above quotas, the next eligible candidate in the rank list shall be admitted. In case there is no eligible candidate, the vacant seat shall be merged with the general quota.

The unfilled seats under the PD category shall be converted to grant reservation for Children With Special Need (CWSN) *as per UO No. 2714/A1/2016/Acad dated 16/05/2016*. The eligibility prescribed for the Physically Challenged Candidates will be applicable to the Children with special need as well. The copies of the rank lists for admission in Sports/ Cultural/ Persons with Disabilities Quotas should be forwarded to the University on or before 20.08.2017.

Mode of remittance of Fee due to the University in the Case of admissions under Sports/PD/Cultural/Community Merit/Management/ Lakshadweep quota and Malayalee Students of Andaman and Nicobar Islands

The fees due to the University (General Rs. 840/- only & SC/ST- 50/- Only) in respect of the applicants admitted under the above quotas should be remitted through the online payment gate way made available in the Online Admission Portal. The details of all candidates admitted to the above quotas should be uploaded to the Online Admission Portal of the University on the date of admission itself. The admission of such candidates shall be complete and valid only if the details are uploaded in the Online Admission Portal on the date of admission. All those admissions without entry in the Online Admission Portal shall be considered irregular. The candidates who have secured admission to the above quotas should collect the confirmation slip that can be downloaded by the college authorities after uploading the details of the admitted candidates.

The principals are directed to admit students to the seats earmarked for each category. It is mandatory to send memo cards, intimating the date of interview, to all the eligible candidates who figure in the rank list, under registered post with Acknowledgement due. All items of fees due to the University in respect of Post Graduate students shall be remitted to the University account.

The principals of all affiliated Arts and Science Colleges are directed to comply with the above schedules of admission to UG Programmes for the academic year 2017-18.

For more details, visit website www.cap.mgu.ac.in

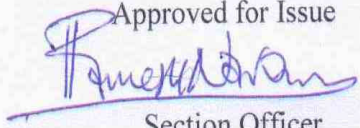
Helpline numbers: 0481-6555563

Sd/-

REGISTRAR

To,

1. The Principals of all affiliated Arts and Science Colleges
2. PS to VC/PVC
3. PA to Registrar/CE/FO
4. PRO for issuing a press release
5. Enquiry/Information Centres/FRIENDS/Director, IHRD
6. AC.AI/AC. AVII/AC.B VI/System Administration Wing
7. AR/DR/JR- Acad
8. Stock file /file copy

Approved for Issue

Section Officer