



MAHATMA GANDHI UNIVERSITY
Kottayam – 686560

No. 2899/Ac. BVI/1/2016/Acad

P.D.Hills, 24th May2016

NOTIFICATION

Applications are invited for admission to the Under Graduate Programmes in the affiliated Arts & Science/ Constituent Colleges of Mahatma Gandhi University for the academic year 2016-17 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. 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
- iv. Constituent Colleges owned and run by the University:** 90% 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. 400/-
For SC/ST candidates	: Rs. 200/-

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- 2016**".
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 (2016-17) THROUGH CAP		
SCHEDULE		
1.	Online availability of Application forms and Prospectus	26/05/2016
2.	Last date for the online payment of application fee	09/06/2016
3.	Last date for Online Candidate Registration	09/06/2016
4.	Publication of Provisional Rank List & Trial Allotment	14/06/2016
5.	Data modification, if any, by applicants / Rearrangement/addition/deletion of options	14/06/2016 -16/06/2016
6.	First allotment	20/06/2016
7.	Online Payment of fee due to University	20.6.2016-23.6.2016
8.	Reporting for admission in Colleges	20.6.2016-23.6.2016
9.	Facility for option modification (Rearrangement & deletion only)	24.6.2016-25.6.2016
10.	Second allotment	28/06/2016
11.	Online Payment fee due to University (Second allotment)	28/06/2016-30/06/2016
12.	Reporting for admission in colleges	28/06/2016-30/06/2016
13.	Facility for option modification (Rearrangement & deletion only)	01/07/2016–03/07/2016
14.	Third Allotment	05/07/2016
15.	Online Payment of fee due to University at designated (Third allotment)	05/07/2016–08/07/2016
16.	Reporting for admission in colleges	05/07/2016–08/07/2016
17.	Facility for option modification (Rearrangement & deletion only)	09/07/2016 -11/07/2016
18.	Fourth Allotment	13/07/2016
19.	Online Payment of fee due to University (Fourth allotment)	13/07/2016-16/07/2016
20.	Reporting for admission in colleges	13/07/2016-16/07/2016
21.	Online Registration/ Option registration for First Special Allotment for SC/ST candidates	19/07/2016–21/07/2016
22.	First Special allotment for SC/ST	23/07/2016
23.	Online Payment of fee due to University and reporting for admission in colleges (First Special Allotment for SC/ST candidates)	23/07/2016-26/07/2016
24.	Commencement of classes	18/07/2016
25.	Online Registration/ Option registration for Second Special Allotment for SC/ST candidates	28/07/2016– 30/07/2016
26.	Second Special allotment for SC/ST	01/08/2016
27.	Online Payment of fee due to University and reporting for admission in colleges (Second Special Allotment for SC/ST candidates)	01/08/2016-03/08/2016
28.	Facility for option modification (Rearrangement & deletion only)	04/08/2016-05/08/2016
29.	Third Special allotment for SC/ST	06/08/2016
30.	Online Payment of fee due to University and reporting for admission in colleges (Third Special Allotment for SC/ST candidates)	06/08/2016-08/08/2016
31.	Facility for option modification (Rearrangement & deletion only)	09/08/2016-10/08/2016
32.	Fourth Special allotment for SC/ST	11/08/2016

33.	Online Payment of fee due to University and reporting for admission in colleges (Fourth Special Allotment for SC/ST candidates)	11/08/2016-12/08/2016
34.	Online registration / Option registration for first Supplementary Allotment	16/08/2016– 18/08/2016
35.	First Supplementary allotment	20/08/2016
36.	Online Payment fee due to University & Reporting for admission in colleges (First Supplementary Allotment)	20/08/2016-23/08/2016
37.	Facility for option modification (Rearrangement & deletion only) for Second Supplementary Allotment	24/08/2016– 26/08/2016
38.	Second Supplementary allotment	27/08/2016
39.	Online Payment fee due to University & Reporting for admission in colleges (Second Supplementary Allotment)	27/08/2016-29/08/2016
40.	Online candidate registration for final allotment	30/08/2016-01/09/2016
41.	Publication of the first allotment list of the Final Allotment	02/09/2016
42.	Online Payment fee due to University & Reporting for admission in colleges (first allotment list of the Final Allotment)	02/09/2016-03/09/2016
43.	Publication of the second allotment list of the Final Allotment	05/09/2016
44.	Online Payment fee due to University & Reporting for admission in colleges (second allotment list of the Final Allotment)	05/09/2016-06/09/2016
45.	Publication of the third allotment list of the Final Allotment	07/09/2016
46.	Online Payment fee due to University & Reporting for admission in colleges (third allotment list of the Final Allotment)	07/09/2016-08/09/2016
47.	Publication of the fourth allotment list of the Final Allotment	19/09/2016
48.	Online Payment fee due to University & Reporting for admission in colleges (fourth allotment list of the Final Allotment)	19/09/2016-22/09/2016
49.	Closing of admission	22/09/2016
50.	Last date for the entry of admitted students in the online admission portal	22/09/2016

RESERVATION OF SEATS

Types of Reservation: Out of the total Merit Seats available in Govt./Aided/Self Financing affiliated colleges and the Constituent Colleges owned and run by the University 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 by the candidate through the online payment gateway as per the time schedule prescribed. The printout of the receipt generated online after the payment of fee shall be produced along with the print out of the allotment memo and original certificates at the college at the time of admission for verification. The college authorities, after verifying the above documents, shall admit the candidate and make necessary updations in the admission portal. The students who secure 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 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 second 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 those students admitted on a permanent basis shall be kept in the respective institutions. Special Online 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 special online allotments. Candidates need not send any hardcopies to the university.

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.

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

Schedule of various admissions which do not come under the purview of Centralized Allotment Process 2016 viz. Community Quota (Aided Colleges only) Management Quota (Aided and Unaided Colleges and Unaided Programmes conducted in Aided Colleges) Sports Quota/ Cultural Quota/ Persons with Disabilities Quota (in all Affiliated Colleges), NRI Quota and Staff Quota (in Constituent Colleges) is given below.

Schedule for Admission to the Sports/Cultural/NRI/PD/Staff /Management/Community Quotas

Item	Sports/Cultural/NRI/PD/Staff Quotas	Community Merit	Management Quota
Last date for issuance and receipt of filled up application forms	03/06/2016	30/06/2016	30/06/2016
Publication of rank list on the college notice board /Website	06/06/2016	04/07/2016	NA
Admission of candidates	09/06/2016	07/07/2016	08/07/2016
Last date for the entry of admitted students in the online portal	11/06/2016	22/09/2016	22/09/2016

The details of the candidates admitted under the Sports/Cultural/NRI/PD/Staff Quotas must be uploaded in the admission portal provided by the University before 5pm on 11.6.2016. 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).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/Staff Quotas should be forwarded to the University on or before 11.6.2016.

Mode of remittance of Fee due to the University in the Case of admissions under Sports/PD/Cultural/Community Merit/Management/NRI/Staff Quota(Constituent Colleges only) and Lakshadweep quota.

The fees due to the University (General Rs. 555/- 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.

Those candidates who have passed examinations of other Boards/ Institutions/ Governments except CBSE/CISCE, shall be admitted only if the examinations have been declared equivalent to the qualifying examination of the MG University. The principals shall admit students only 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 other items of fees due to the University in respect of under 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 2016-17.

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

Helpline numbers : 0481-65 55 563
0481- 2733379/2733581

Sd/-

REGISTRAR

To,

1. The Principals of all affiliated Arts and Science Colleges/ Constituent 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