



## MAHATMA GANDHI UNIVERSITY, KERALA

No.96408/AC B6-1/2022/AC B 6

Dated: 04.07.2022

### 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 2022-23 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.

- **Online availability of Application forms and Prospectus - From 23/06/2022**

**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:**

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:**

- Govt. Colleges:** Total seats available in government colleges except Sports/Cultural/PD quotas
- Aided Colleges:** Open quota seats, seats earmarked for SC/ST candidates
- 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](http://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. 800/-  
For SC/ST candidates : Rs. 400/-

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

**Steps for On-line Registration:**

1. For online registration of personal and academic data, the candidates must visit the web site, [www.cap.mgu.ac.in](http://www.cap.mgu.ac.in) and click on the link “**UG CAP- 2022**”.
2. Follow the online instructions and fill in the personal details in the relevant fields provided.
3. Please take utmost care while choosing the board of examination at plus two level and entering the register number as academic details are fetched directly based on the register number entered by the candidate.
4. Please note that only one application can be generated using one mobile number and hence the applicant should be extremely careful while entering the details online.
5. 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.
6. Fill in the Application Form with personal details, academic eligibility and the options correctly.
7. Pay the application fee by clicking on the “PAY NOW” button which will redirect you to the Online Payment Gateway. You can use Debit Card/ Credit Card or Internet Banking facility for making online payment.
8. After remitting the fee, you will be redirected back to the application page.
9. Upload the digital images of the documents in proof of caste/community/bonus marks claimed etc.
10. Verify with the relevant documents and confirm the details entered on-line.
11. After satisfying himself/herself that the details entered are correct, the applicants shall press the Final Submission Button.
12. Take the print out the confirmation page for your future reference.

**Special Attention**

After pressing final submission button, further modification of data (except options) is not possible. Hence, make double sure that all entries are made correctly before pressing final submission button.

**Eligibility 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.**

**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:**

It is mandatory that all students who get allotment should report for admission at the college concerned after remitting the requisite fee due to University through the Online Payment Gateway. Candidates can download the allotment memo only after remitting the fee due to University through the Online Payment Gateway available in the website. Those who fail to do this will be treated as **Not Joined** and further claim for admission by these applicants will not be entertained.

It is mandatory that all students who get allotment on first option and those who wish to avail permanent admission should report for admission at the college concerned after remitting the requisite fee due to University through the Online Payment Gateway. Candidates can download the allotment memo only after remitting the fee due to University through the Online Payment Gateway available in the website. Those who fail to do this will be treated, as Not Joined and further claim for admission by these applicants will not be entertained. However, candidates who wish to avail temporary admission are exempted from reporting to the colleges physically. Instead, they should contact the colleges to which they are allotted and wish to secure temporary admission after remitting the requisite fee due to University and confirming temporary admission. Those who wish to take temporary admission may do so by availing the option provided in the online application after remitting the requisite fee due to University. The college authorities after verifying the digital copies of the documents provided online in the college panel may admit/reject the candidate as the case may be. However, the candidates who wish to avail permanent admission should produce the following documents in original before the Principal/Head of the college/institution at the time of admission itself..

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 and confirm their admission. Those who retain higher options need not pay any fee in the institution at the time of admission. However, after the fourth allotment, they should remit the fee applicable to the programme allotted (except SC/ST candidates) and join the college.

Two 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 up to the first special allotment.

The college authorities, after verifying the above documents, shall confirm the online admission granted earlier on the basis of digital documents and make necessary updations in the admission portal.

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

For admission to the seats reserved for Community Quota (Aided Colleges only), Management Quota(Aided and Unaided Colleges and Unaided Programmes conducted in Aided

Colleges), Sports Quota, Cultural Quota and Persons with Disabilities Quota (in all Affiliated Colleges) the schedule is given below:

**Candidates seeking admission to Community Quota (Aided Colleges only), Management Quota(Aided and Unaided Colleges and Unaided Programmes conducted in Aided Colleges), Sports Quota, Cultural Quota and Persons with Disabilities Quota (in all Affiliated Colleges) should apply through CAP.** University shall prepare and publish rank lists for Sports, Cultural and PD quotas and the colleges shall conduct admissions from the rank lists on the stipulated dates. For Community merit quota, rank list prepared by the colleges shall be uploaded to the Online Admission Portal on the specified date and the admissions shall be conducted from this rank list. **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 in the case of Sports Quota/ Cultural Quotas shall be merged with the general quota.**

Those candidates, who have passed examinations of other Universities, shall be admitted only if the examinations have been declared equivalent to the qualifying examination of the MG University. The Principals are directed to admit students to the seats earmarked for each category.

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 2022-23

For more details, visit website [www.cap.mgu.ac.in](http://www.cap.mgu.ac.in)

Helpline numbers: **0481-2733511,3521,3518**

**Dr.Prakash Kumar B.**

Registrar

Copy 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