



MAHATMA GANDHI UNIVERSITY, KERALA

No.96718/AC B6-1/2022/AC B 6

Dated: 04.07.2022

NOTIFICATION

Applications are invited for admission to the Post Graduate Programmes in the affiliated Arts & Science Colleges of Mahatma Gandhi University for the academic year 2022-23 except Post Graduate programmes under the faculty of Fine Arts and those Post 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: The Programmes lead to the Post Graduate Degree in the relevant subject. The Programme extends for a period of Four Semesters.

A. Admission to seats which come under the purview of Centralized Allotment process (CAP)

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 while computing the percentage of reservation 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: For prospectus on Centralized Allotment Process visit the website www.cap.mgu.ac.in and click on the link "**PG CAP- 2022**".

How and When to Apply:

There is only a single application form for applying for admission to the P.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:

The application fee will be as follows:

For all candidates except SC/ST : ` 1300/-

For SC/ST candidates

: ` 650/-

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

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 and click on the link "**PG CAP- 2022**".
2. Follow the online instructions and fill in the personal details in the relevant fields provided.
3. Please take utmost care while entering the register number and other academic details of Under Graduate programme.
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 academic eligibility /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. For a complete illustration refer the appendix.

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 PG 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. Those who retain higher options need not pay any fee in the institution at the time of admission. However, in the third 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.

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 upto the first special allotment.

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 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) 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 shall be prepared by the colleges which shall be uploaded to the Online Admission Portal on the specified date and the admissions shall be conducted from the rank list published by the University. **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 in the case of sports quota and cultural 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 PG Programmes for the academic year 2022-23 .

For more details, visit website 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