

## Instructions to Candidates for On-line Registration of Options

### Candidates who are applying online shall follow the instructions given below:

1. Click on the "Account creation" link provided in the [www.cap.mgu.ac.in](http://www.cap.mgu.ac.in) web page
2. Fill in the minimum personal details required with utmost care.
3. Only one account can be created using a plus two registration number, mobile number and email id. All communications like application number and password shall be sent to the registered mobile number and hence candidates should take utmost care while giving mobile number.
4. Create a '**Password**'. **(The password will be used 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.
5. After the successful creation of account, you will be provided a six digit application number starting with 1. The application number will have to be retained by the candidate for all future online and offline operations.
6. 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.
7. After remitting the fee, the applicant will be redirected back to the application page
8. Since the academic details are fetched from the higher secondary data base, applicant is not permitted to modify academic details.
9. Fill in the application form with personal details, academic eligibility and the options correctly. The applicant can give upto forty options.
10. After satisfying himself/herself that the details entered are correct, the applicants shall press the Final Submission Button.
11. Take the print out of the confirmation page which will have to be retained by the candidate for future reference.

**Step 1:-** Log in [www.cap.mgu.ac.in](http://www.cap.mgu.ac.in) and click on **Admission to UG Degree Programmes 2018-2019** a form will be shown as given below. Provide all the required fields. There are two categories SC/ST and Others. Make sure that the correct category is selected.

### Account Creation

Plus Two/HSE Register Number\* :

Name\* :

Choose Your Password\* :

Confirm Password\* :

Mobile Number\* :

E-mail ID\* :

Date of Birth\* : Day  - Month  - Year

Category\* :

  
[Not readable? Change text](#)

Enter the Verification Image\* :

Already have an account? [Login Here](#)

**Step 2:-** Confirmation of account creation. Note down the application number. Remit the fee through the Online Payment Gateway made available in the online application. Any other mode of payment will not be accepted.

**Step 3:-** Proceed to fill the personal and academic details as detailed in the Screen segments

Instructions | Registration | My Account | Contact Us | Logout

1. Account creation ✓ 2. Fees payment ✓ 3. Personal & Academic details ✓ 4. Option selection ✗ 5. Final submission ✗

Personal & Academic | Option Registration | Final Submission

**Personal Information**

All Fields Marked in \* are Mandatory.  
Name of Applicant is Not Editable. The name is same as you have entered in Account Creation Form.

Name of Applicant \*:- TEST

Date of Birth \*:- 16 - Nov - 1985

Religion \*:- Hindu

Community \*:- Ezhava(EZ)/Thiyyas/Billava

Caste \*:- Ezhavas including Ezhavas,Thiyyas

Sex \*:-  Male  Female

Name of Father/Guardian \*:- father

Nationality \*:- Indian

Annual Income \*:- 120000

PERSONAL AND ACADEMIC

Optional Subject 4 :- ----Select---- 0 0

Candidates Applying for BA Sanskrit and BA Tamil has to select this column and others should select 'Not Applicable' For BA Sanskrit (General and Special Subjects), candidates who have passed plus two or equivalent examination recognized by this University and having working knowledge in Sanskrit and studied Sanskrit at SSLC or equivalent examination. For BA Tamil, candidates who have passed plus two or equivalent examination recognized by this University and having working knowledge in Tamil and studied Tamil at Plus Two or equivalent examination.

Whether you have working knowledge in Tamil or Sanskrit and studied Tamil at Plus Two level or Sanskrit at SSLC or equivalent examination. :- Not Applicable

Update & Next >> Reset

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PERSONAL AND ACADEMIC

**Step 4.** Choose programmes of your choice. More programmes-college combinations can be given by clicking [Add One More Option](#). Pink colour indicates that the course is self-financing. Candidates may add up to forty options.

**Option Registration**

Option No	Course	College
*Option1	B.Sc Electronics	Baselios Poulouse II Catholicose College, Piravar
Option2	B.Sc Electronics	MES College, Marampally
Option3	B.Sc Computer Science	Sree Narayana Arts & Science College, Kedama
Option4	-----SELECT COURSE-----	-----SELECT COLLEGE-----
Option5	-----SELECT COURSE-----	-----SELECT COLLEGE-----
Option6	-----SELECT COURSE-----	-----SELECT COLLEGE-----

[Add One More Option](#)

OPTION REGISTRATION

**Step 5:-** Screen segments of Final Submission. Details provided can be previewed and edited before final submission. Data once submitted cannot be modified. Options can be modified during the specified period.

**Personal Details of Applicant (Edit)**

Application Number	:- 100001
Name of the Applicant	:- TEST
Name of Father/Guardian	:- father
Sex	:- Male
Date of Birth	:- 16-11-1985
Nationality	:- Indian

EDIT BEFORE SUBMISSION

**Details of Options Registered (Edit)**

Option No	Programmes Selected	Colleges Selected
1	B.Sc Electronics	Baselios Poulouse II Catholicose College, Piravam
2	B.Sc Electronics	MES College, Marampally
3	B.Sc Computer Science	Sree Narayana Arts & Science College, Kedamangalam

**DECLARATION**

1. I hereby declare that I have read the various clauses in the Prospectus for Admission to U.G. Degree Programmes, 2014-15 in the Affiliated Colleges of Mahatma Gandhi University and the instructions carefully and I agree to abide by them.

2. I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and that in the event of any information being found false or incorrect or ineligibility being detected before or after the admission, action can be taken against me by the Mahatma Gandhi University.

I have read the above declaration and I agree

FINAL SUBMIT BUTTON