



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

Rules and Regulations for College Change (including Major Switching and Transfer) Phase II - Recommendations of the MGU -UGP Monitoring Committee - Approved-Orders issued.

ACADEMIC A 4 SECTION

No. 5558/AC A 4/2025/MGU

Priyadarsini Hills,Dated: 17.06.2025

Read:-1. Minutes of the meeting of MGU- UGP Monitoring Committee held on 23.05.2025
2. University Order No. 5112/AC A4/2025/MGU , Dated 04.06.2025

ORDER

The meeting of MGU - UGP Monitoring Committee was held at the Vice - Chancellor's Conference hall to include provisions regarding Major change, College Change and Inter-University Change in the Regulations of MGU - UGP Degree programmes. The Committee had recommended the Rules and Regulations for Major Switching, College Change (including Major Switching and Transfer) and Autonomous & Inter - University Change (including Major Switching and Transfer. The U.O read as (2) above regarding the Phase I - Major switching was issued accordingly. The Committee has further recommended the rules and Regulations for Phase - II College Change (including Major Switching and Transfer).

The Vice-Chancellor, by exercising the powers under the Section 10 (17) ,Chapter III of the Mahatma Gandhi University Act 1985 has accorded sanction on 16/06/2025 to approve the Phase II - College Change (including Major Switching and Transfer).

Orders are issued accordingly.

SREEJITH R

ASSISTANT REGISTRAR I
(ACADEMIC)
For REGISTRAR

Copy To

- 1.PS to VC/PVC
- 2.PA to Registrar/Controller of Examinations
3. AR/DR/JR(Exam/Academic)
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- 5.ACC1/ACC2 Sections
- 5.PRO Section /University Website/IQAC
- 6.Records/Stock File

Encl

Rules and Regulations for Phase II- College Change (including Major Switching and Transfer)

Forwarded / By Order

Section Officer

MAHATMA GANDHI UNIVERSITY, KOTTAYAM

MGU-UGP/BBA/BCA

Rules and Regulations for Major Switching, College Change (including Major Switching and Transfer), and Autonomous & Inter-University Change (including Major Switching and Transfer)

Phase II - College Change (including Major Switching and Transfer)

1. Phase II applies to all MGU-UGP, BBA, and BCA programmes; however, the rules regarding major switching apply only to MGU-UGP programmes.
2. Information on existing seat vacancies, if any, after the college-level major switch in the MGU-UGP programmes (batch-wise and Aided/Self-financing-wise, if applicable) across all affiliated colleges will be made available through the portal published by Mahatma Gandhi University, Kottayam. This portal will display the seats reserved exclusively for major switching, along with the reservation-wise distribution of these vacancies. The vacancies arising from the 10% seat enhancement, if any, are the only seats reserved exclusively for major switching. For all other vacant seats, both major switching and transfer cases will be considered.
3. Information on existing seat vacancies, if any, in the MGU-BBA and MGU-BCA programmes (batch-wise and Aided/Self-financing-wise, if applicable) across all affiliated colleges will be made available through the portal published by Mahatma Gandhi University, Kottayam. In the case of such vacancies, only college transfers without a major switch will be permitted.
4. Applications for college change (including major switching and transfer) must be submitted through the centralized portal published by Mahatma Gandhi University, Kottayam, after payment of the required fee. Students will be given a minimum of two days to submit their applications. Students of MGU-UGP programmes applying for a major switch must explicitly indicate whether they wish to be considered under any reservation quota, including the community quota and the management quota, in cases where the college has opted for seat enhancement.
5. For students admitted to MGU-UGP programmes except BSM, BPES, and various double major programmes, Major Switching will be allowed only to disciplines that were studied as a Minor(DSC 2 or DSC 3) or MDC in the first and/or second semesters. For students admitted to BSM and BPES programmes, Major Switching will be allowed only to disciplines that were studied as the Minor(DSC 2 and DSC 3) or MDC in the first and/or second semesters. For students admitted in various double major programmes, Major Switching will be allowed only to disciplines that were studied as either of their Majors(DSC 1 or [DSC 2 and DSC 3]) or MDC in the first and/or second semesters. A major switch to a discipline in another college will be permitted only if that college offers the chosen discipline as a major.

6. Major Switching will be allowed only to a discipline in which students have passed at least one course from its Minors (DSC 2, DSC 3) or MDC for all programmes except double major programmes, and from its Major (DSC 1, DSC 2, DSC 3) or MDC for double major programmes, during their first two semesters.
7. For students admitted to MGU-UGP Programmes except various double major programmes, college transfer will be allowed only to the discipline studied as the Major (DSC 1) in the first and second semesters. For students enrolled in double major programmes, college transfer will be permitted only to the same double major discipline studied during the first and second semesters. For students admitted to the MGU-BBA or MGU-BCA programmes, college transfer will be permitted only within the respective programme (i.e., MGU-BBA to MGU-BBA, and MGU-BCA to MGU-BCA). A College transfer to a discipline in another college will be permitted only if that college offers a major in the same discipline.
8. Students admitted to MGU-UGP programmes except BSM, BPES, and various double major programmes will be allowed to opt for a maximum of twelve choices for College Change (including Major Switching and Transfer), based on the disciplines they have studied as their Major(DSC 1), Minor (DSC 2, DSC 3), or MDC in the first and/or second semesters. Students admitted to BSM and BPES programmes will be allowed to opt for a maximum of six choices for College Change (including Major Switching and Transfer), based on the disciplines they have studied as their Major (DSC 1), Minor (DSC 2 and DSC 3) or MDC in the first and/or second semesters. Students admitted in various double major programmes will be allowed to opt for a maximum of eight choices for College Change (including Major Switching and Transfer), based on their double major discipline and the disciplines they have studied as either of their Majors(DSC 1 or [DSC 2 and DSC 3]) or MDC in the first and/or second semesters.
Students admitted to MGU-BBA/BCA programmes will be allowed to opt for a maximum of five choices for College Change (Transfer only).
9. Applications for college change (including major switching and transfer) must be forwarded by the respective college principals through the portal published by Mahatma Gandhi University, after issuing a No Objection Certificate (NOC) and a certificate stating that the student has not been involved in activities such as ragging or any similar misconduct. Students must ensure that their applications, along with the NOC and the certificate, are submitted to the University through the portal within the stipulated timeframe.
10. To prepare the rank list, the sum of the credit points obtained by the student in the first and/or second semester courses of the discipline to which the college change (including major switching and transfer) is applied shall be calculated. The credit points will be retrieved from the university database and displayed on the portal. The combinations of courses in the opted disciplines

for major switching and college transfer that are eligible for credit point calculation in different cases are given below.

- For all MGU-UGP programmes except double major programmes, these credit points must be from courses in the Major (DSC 1), Minors (DSC 2, DSC 3), and the MDC.
- For double major programmes, credit points must be from the Majors (DSC 1, DSC 2, DSC 3) and the MDC.
- For the MGU-BBA programme, the credit points must be from Core Courses (CCR 1, CCR 2, CCR 3, CCR 4 of Semester 1 and CCR 1, CCR 2, CCR 3 of Semester 2)
- For the MGU-BCA programme, the credit points must be from Core Courses (CCR 1, CCR 2 of Semester 1 and CCR 1, CCR 2, CCR 3 of Semester 2)

11. Based on the applications submitted by the students, the University will publish discipline-wise rank lists (category-wise(Aided/SF), if required, comprising Selection Lists and Waiting Lists) for each college, except for the Management Quota seats. Students can exercise their choice to switch disciplines/colleges based on these rank lists within two days after the date of publication of the rank lists.

Students whose names appear on a Selection List for any discipline in any college can either accept or reject the offer. If they accept, the switch to that discipline/ transfer to that college is considered complete. If they reject, they will be removed from that rank list. If a student appears on multiple selection lists, they may accept the switch to only one discipline/the transfer to only one college, after which they will be removed from all other rank lists.

If a student appears on a Waiting List for a particular discipline in any college, they have the option to mark their willingness for the switch to that discipline/ transfer to that college. If a student appears on multiple Waiting Lists, they may mark their willingness for the switch to only one discipline/the transfer to only one college. If a student marks their willingness to switch to a discipline/ transfer to a college on the Waiting List while they are on the Selection List of a discipline in any college, they will be removed from that Selection List, even if they have not rejected the offer.

The portal will be closed at the end of the second day. On the third day, students who have not exercised any option will be removed from all rank lists. Vacancies in each discipline in each college will then be calculated, and the system will auto-admit students who have marked their willingness, based on the available vacancies.

12. A separate rank list for the Management Quota will be published after the completion of the admission procedures under other categories. This rank list will be independent of all previous admissions made during the switching/transfer process. Colleges may admit students under the Management Quota from this rank list for each major discipline, based on the colleges' preferences and adhering to reservation rules, by clicking the 'Admit'

button next to the respective student's name. Once the 'Admit' button is clicked, the switch to that discipline is considered complete. If the student was previously switched to another discipline under any other quota, that switch will be cancelled. Similarly, if the student was previously transferred to another college, that transfer will also be cancelled. This entire procedure must be completed within a single day from the date of publication of the rank lists. Colleges must obtain written consent from students before admitting them under the Management Quota, as any previous switches or transfers will be cancelled.

13. Students who obtain a college change (including major switching and transfer) must submit an affidavit stating that their examination centre for any examinations—including improvement or supplementary exams—for first and second semester courses will remain at their previous college. A change in examination centre will be permitted only under exceptional circumstances and with prior approval from the University.

14. **Resolving Ties in College Change (including Major Switching and Transfer) for MGU-UGP Programmes:**

In the event of a tie in the rank list, where two or more candidates have the same credit points, the following criteria shall be applied successively to resolve the tie:

- The candidate who has passed all the courses during the first and second semesters in the discipline for which credit points are being considered shall be given preference.
- The candidate who has secured more cumulative credit points in the Minor (DSC 2 or DSC 3) of the two semesters in the discipline for which credit points are being considered shall be given preference in the switch cases (DSC 1 or [DSC 2, DSC 3] in the case of double major programmes; DSC 2, DSC 3 in the case of BPES, BSM programmes). The candidate who has secured more cumulative credit points in the Major (DSC 1) of the two semesters in the discipline for which credit points are being considered shall be given preference in the transfer cases (DSC 1, DSC 2, DSC 3 in the case of double major programmes; DSC 1 for BPES, BSM programmes).
- The candidate who has acquired more credits during the first and second semesters in the discipline for which credit points are being considered shall be given preference.
- The candidate with higher total credit points obtained in all courses (including DSC 1, DSC 2, DSC 3, MDC, AEC English, and AEC Other Language) during the first and second semesters shall be given preference.
- The candidate who has obtained more cumulative credit points in AEC English and AEC Other Language during the first and second semesters shall be given preference.

- The older candidate, as per the date of birth recorded in the EDP Portal, shall be given preference.
- If all the above criteria fail to resolve the tie, it shall be resolved by a draw of lots conducted by the MGU-UGP Monitoring Committee at the University level.

15. Resolving Ties in College Change (Transfer only) for MGU-BBA/BCA Programmes:

In the event of a tie in the rank list, where two or more candidates have the same credit points, the following criteria shall be applied successively to resolve the tie:

- The candidate who has passed all the Core Courses in the first two semesters shall be given preference.
- In the case of MGU-BCA, preference shall be given to the candidate who has secured more cumulative credit points in the following Core Courses: CCR 1 of Semester 1, and CCR 2 and CCR 3 of Semester 2. In the case of MGU-BBA, preference shall be given to the candidate who has secured more cumulative credit points in the following Core Courses: CCR 1, CCR 2, and CCR 4 of Semester 1, and CCR 1, CCR 2, and CCR 3 of Semester 2.
- The candidate with the higher total credit points obtained in all courses (including types CC, SEC, VAC, MDE, AEC, and AEC OL) during the first and second semesters shall be given preference.
- The candidate who has obtained higher total credit points in AEC English and AEC Other Language during the first and second semesters shall be given preference.
- The older candidate, as per the date of birth recorded in the EDP Portal, shall be given preference.
- If all the above criteria fail to resolve the tie, it shall be resolved by a draw of lots conducted by the MGU-UGP Monitoring Committee at the University level.

MGU-UGP/BBA/BCA (HONOURS)