



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

MGU-UGP/BBA/BCA Honours Programmes - Instructions for Specialization change - Approved - Orders Issued.

ACA 16

No. 7894/ACA 16/2025/MGU

Priyadarsini Hills, Dated: 23.08.2025

Read:- 1. Minutes of the meeting of the MGU - UGP Monitoring Committee held on 31.07.2025.

2. Orders of the Vice Chancellor, dated. 21.08.2025.

ORDER

MGU-UGP (Hons) Regulations 2024, clause 4. xlv, BBA (Hons) Regulations 2024, clause 6. ii, and BCA (Hons) Regulations 2024, clause 4. xx(ii), provide ample provision for students to achieve specialization within their Major programme of study,

Accordingly, the MGU - UGP Monitoring Committee vide paper read (1) as above, recommended to issue instructions for Specialization change for students admitted to MGU-UGP/BBA/BCA Honours programmes (Instructions are attached as Annexure)

Considering the significance of the above matter, the Vice Chancellor approved the recommendations of the MGU-UGP Monitoring Committee on 21.08.2025, vide paper read as (2).

Orders are issued accordingly.

SUDHA MENON J

ASSISTANT REGISTRAR III
(ACADEMIC)
For REGISTRAR

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2. PA to Registrar/CE
3. Principals of all Affiliated Colleges
4. JR 2 (Admin)/DR 2, AR 3 (Academic)
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File No: 83657/AC A16-3/2025/ACA 16

Forwarded / By Order

Section Officer

Annexure

Instructions for Specialization Change for Students Admitted to MGU-UGP/BBA/BCA (Hons)

On the vacancies still existing within the sanctioned strength, excluding the marginal increase and other additional seats, and after the successful implementation of the feature of major switching and transfer under MGU-UGP/BBA/BCA (Honours) at three levels within the college, between affiliated colleges, and between universities students are permitted to apply for a specialization change within the admitted major in the college.

1. Vacancy Consideration:

Vacancies will be calculated based on the sanctioned strength of the major batch approved by the University for the centralized admission process.

2. Dual Specialization Batches:

If a batch is allotted for two specializations clubbed together, the strength for each specialization will be treated separately.

3. College-Level Specialization Change:

Colleges shall allow students to switch specialization, provided that the total number of students does not exceed the sanctioned strength of the respective specialization.

4. University Course Registration Limit:

During course registration for the 3rd and 4th semesters, the University will permit student registration only up to the admitted strength of each batch. This will be on a first-come, first- served basis.

5. **Sanctioned Strength vs. Admitted Strength:**

If the admitted strength is less than the sanctioned strength, specialization course registration will be allowed up to the sanctioned strength.

6. **Allocation Method:**

The specialization change will be permitted on a **first-come, first-served basis**

7. **Timeline and Formalities:**

The specialization change process must be completed during the course registration period for the 3rd and 4th semesters. **No additional formalities** will be required for this procedure.