



**MAHATMA GANDHI UNIVERSITY, KERALA**

**Abstract**

Centralized Allotment Process (CAP) for PG Degree Programmes 2022-23 - Guidelines for Principals at the time of admission and subsequent stages - Approved - orders issued.

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**ACADEMIC B 6 SECTION**

No. 8458/AC B 6/2022/MGU

Priyadarsini Hills, Dated: 11.08.2022

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*Read:-*1. Approval of Registrar dated 11-08-2022

**ORDER**

The admission of candidates for PG Degree Programmes through Centralized Allotment Process commences from 09/08/2022. The allotment is given on the basis of details furnished by the candidates online. The genuineness of the above details can be ascertained only at the time of admission of the candidates to the allotted colleges concerned.

Sanction has therefore been accorded by the Registrar to the following guidelines being issued to the Principals of the affiliated colleges for strict compliance at the time of reporting for admission by the candidates allotted through CAP.

1. Ensure that the candidate possesses the eligibility prescribed by the University for the programme to which he/she has been allotted.
2. Verify the following documents and ensure that there are no discrepancies in the grade/marks of the candidate furnished by him/her at the time of online registration.
  - a. The Allotment Memo downloaded from the website.
  - b. Certificate to prove date of birth.
  - c. Transfer Certificate (TC) from the Institution last attended and Conduct Certificate.
  - d. Grade card/ Marklists of all parts of the Degree examination and Provisional/Degree Certificate.
  - e. Equivalency Certificate from Mahatma Gandhi University, in the case of candidates who have passed their qualifying examination from Universities outside the state/graduated in specialized programmes from other Universities including Universities in the state.
  - f. Migration Certificate, if applicable.
  - g. Caste certificate from the revenue authorities concerned in the case of SC/ST candidates. Any other documents required to be produced before the Head of Institution.
  - h. Community Certificate along with non-creamy layer certificate (as per Government rules) from the revenue authorities concerned in the case of SEBC candidates who claim reservation under SEBC category. The non-creamy layer certificate should not have been issued earlier than 12 months prior to the submission of application.
  - i. Income and Asset Certificate from the revenue authorities concerned as stipulated in GO (MS) No. 128/2020/H Edn dated 20/03/2020 in the case of candidates who wish to avail themselves of reservation under EWS.
  - j. Candidates who wish to avail themselves of bonus/weightage of marks shall produce the relevant certificates.

3. Tuition fee and other fees etc should be collected at the time of admission from the students who get admission in their first option. Fee should also be collected from those students who decide to seek permanent admission by cancelling the higher options. ***Fee should not be collected from students who retain higher options.***
4. Annual Administration fee (applicable in the case of self financing programmes) due to the University shall be remitted by the management concerned and the same shall not be collected from the students.
5. SC/ST candidates who secure allotment through CAP and wish to retain their higher options shall be permitted to take provisional admission in all allotments upto the 1<sup>st</sup> special allotment.
6. 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.
7. 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.
8. Applicants who have been allotted to a particular college/programme on one of the lower options and wish to take permanent admission in the first/second/third allotment may be advised to choose permanent admission before downloading the allotment memo.
9. Only candidates allotted on first option and candidates who have chosen permanent admission are required to report in person to the college concerned. Candidates seeking temporary admission may take temporary admission online.
10. The original certificates of all permanently admitted students shall be kept in the respective institutions. In the case of candidates seeking temporary admission 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.
11. Minor errors occurred in entering the name of the candidate, community at the time of registration and errors in the date of birth while registering online may be ignored if the same has not affected the allotment in any way.
12. If a candidate discontinues his/her studies, the discontinue option shall be exercised forthwith.
13. All candidates seeking temporary admission should be admitted using the **'temporary admission'** option available in the online admission portal. Such students shall be able to retain higher options.
14. The college authorities shall issue a **'confirmation slip'** to the admitted candidate which shall be available after admitting the candidate through the 'Online Allotment Portal'. The candidates may also download the confirmation slip from the student login.
15. College authorities should take utmost care to ensure that the details have been uploaded in the Online Admission Portal before the deadline stipulated by the University in respect of each allotment.
16. *A candidate shall inevitably report for admission in the college allotted to him/her in the first instance and if desirous of availing higher options in the college of his/her choice shall not cancel higher options. A candidate who so desires to await his/her chance for admission in a college of his/her choice need not admit himself/herself to any college allotted as per his/her higher options during the course of each allotment and need to finalize his/her choice of college and seek permanent admission only in the third allotment.*

17. The Principal/Head of the Institution shall be personally responsible for verification of digital documents/original documents and satisfaction of the correctness of the records produced by the candidate at the time of seeking admission in the College/institution. If any discrepancies are noted in the online data and the digital/original records, the allotment should be cancelled.
18. Any lapse on the part of the Head of the Institution with regard to the irregular admission shall be viewed seriously (Circular No. Ac AI/3/2114/2008 dated 06/11/2008).

Entry of details of admitted students to all quotas i.e., merit reservation, community and management shall be done on the date of admission itself and utmost care shall be taken while entering the details.

GOPALAKRISHNAN M N

ASSISTANT REGISTRAR IV  
(ACADEMIC)  
For REGISTRAR

Copy To

- 1 Principals of all affiliated /constituent colleges/Director, UCAS
- 2 PS to VC/PVC
- 3 PA to Registrar/FO/CE
- 4 AC AI/AC AVII/AC AVIII
- 5 JR I/II/III (Admn)/DR I/II/III (Acad)/AR I/II (Acad)
- 6 PRO/Enquiry/ Information Centers
- 7 Record Section
- 8 Stock file/File copy
- 9 CAP nodal officer.

Forwarded / By Order

Section Officer