



**MAHATMA GANDHI UNIVERSITY, KERALA**

No. 119315/AC B6-1/2021/AC B 6

Dated: 11.10.2021

Priyadarsini Hills

**CIRCULAR**

Sub:- Centralized Allotment Process (CAP) for Post Graduate Degree Programmes 2021-22-  
Guidelines for Principals at the time of admission and subsequent stages - reg.

Ref :- Prospectus for P.G. admissions 2021-22

The admission of candidates for PG Degree Programmes through Centralized Allotment Process commenced on 11.10.2021. 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. However, considering the spread of Covid 19 pandemic globally, precautions have been taken to ensure hassle free admission procedure completely online. Hence, candidates are not required to report for admission in colleges physically and arrangements may be made by the colleges to collect fee due to the colleges using various online modes.

Sanction has therefore been accorded 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 digital copies of 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 received online.
  - b. Grade card/Mark lists of all parts of the Degree examination and provisional/Degree certificate.
  - c. Caste certificate in the case of SC/ST candidates. Any other documents required to be produced by the Head of Institution.
  - d. NCC/NSS Certificates in original, if applicable.
  - e. Certificate in original in proof of Ex-Servicemen/Dependent from Jilla Sainik Welfare

Officer

- f. Certificate in proof of Jawan/dependant of Jawan from the Commanding Officer
  - g. Community Certificate along with income certificate or 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
  - h. Income and Assets certificate for forward communities in the case of candidates who wish to avail of reservation under Economically Weaker Section.
3. Allotted candidates shall be asked to submit originals of Transfer Certificate and Conduct Certificate from the Institution last attended by post or any other mode of transfer convenient to the candidate within 15 days of taking admission.
  4. Eligibility/ Equivalency Certificate from Mahatma Gandhi University, in the case of candidates who have passed their qualifying examination from other Universities.
  5. If any of the supporting documents are found missing in the online application, candidates shall be asked to send the same through e-mail and college authorities may upload the same through college panel.
  6. The payment of fee due to University (General Candidates : Rs 1313/- (Graduated from Other Universities), 1063/- (Graduated from M. G. University) , SC/ST candidates – Rs 50/-) is to be remitted by the candidate through the **online payment gateway**.
  7. It is mandatory for all allotted candidates to choose the type of admission viz. temporary/permanent after remitting fee due to University and only those candidates who remit the fee due to University and who have selected the type of admission shall be able to download the allotment memo. Hence, the receipt of remittance of fee due to university shall not be insisted upon.
  8. Considering the current situation prevailing in the State due to the spread of Covid -19 pandemic, the whole admission process is envisaged online. Therefore, candidates should not be insisted to report for admission physically. Online reporting shall be sufficient.
  9. Tuition fee and other fees etc should be collected online 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 at the time of admission who retain higher options on the basis of the first/second allotments.** Temporary admission shall be permitted for students who wish to retain their higher options till the third allotment. In the third allotment, fee applicable to the programme secured (except SC/ST candidates) shall be collected and the candidate shall be admitted in the college permanently if he/she desires so, otherwise may be permitted to leave the programme before the prescribed date without levying any fee.
  10. 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.
  11. 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 first special allotment. However, SC/ST candidates allotted to their first option shall have to take permanent admission and will not be permitted to opt for temporary admission.

12. 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 allotment shall be advised to cancel their higher options within the stipulated time so as to avoid their being considered for future allotments, which may be detrimental to their interests.
13. The original certificates of all permanently admitted students shall be collected in the respective institutions on the dates specified by the University considering the spread of the Covid 19 contagion. In the case of candidates seeking temporary admission, Colleges should verify the online documents and admit/reject the candidate as the case may be.
14. The original TC from the institution last studied shall be given to the students who wish to appear for interviews for admission to professional programmes of reputed institutions on the basis of an undertaking to the effect that they shall return the original certificates and TC on the date specified by the Principal..
15. Since many institutions have not issued TC, Conduct certificates and Original mark list, the student may be admitted on the basis of computer printouts and an undertaking to the effect that they shall submit the same within the time stipulated by the college which shall not be more than 15 days. However, considering the current situation prevailing in the State candidates shall be given a time period upto 30 days with the permission from the University if they fail to produce TC and Conduct Certificate even after 15 days.
16. The security code provided at the top right hand corner of the allotment memo shall be entered in the admission portal along with other details of admitted candidates.
17. 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 shall be ignored if the same has not affected the allotment in any way.
18. If a candidate discontinues his/her studies, the discontinue option shall be exercised forthwith.
19. As the type of admission viz. Permanent/Temporary is chosen online by the candidates, college authorities shall admit candidates to the type of admission chosen by them after verifying all digital documents. A candidate who has availed permanent admission shall not be able to retain higher options.
20. 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.
21. The students should download a '**confirmation slip**' which shall be available after admitting the candidate through the 'Online Allotment Portal'.
22. Facility for correcting minor errors made available after the date of closing of admissions.
23. 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.

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.

**Dr.Prakash Kumar B.**

Registrar

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 (Admn)/DR I/II/III (Acad)/AR I/II/III/IV (Acad)
6. PRO/Enquiry/ Information Centers
7. Record Section
8. Stock file/File copy