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

### Keep ready the following before applying online:

- 1. Marklist of the plus two/ equivalent examination and Register Number
- 2. Date of Birth: copy of S.S.L.C
- 3. Mobile Number: Mobile number of applicant/parent/guardian only to be furnished.
- 4. Vital information regarding the allotment and admissions are being communicated through SMS to the registered mobile number. Therefore, under any circumstances the mobile number of Akshaya centres, internet cafe or other agencies should not be submitted.
- 5. Remit fee from the applicant's account as refund of fee in the case of failed transactions is credited back to the account from which the payment has been made. Please do not attempt multiple payments in case of a failed transaction and wait for atleast 30 minutes before attempting to another transaction after an unsuccessful attempt.
- 6. E-mail: Email Id of student/parents/guardian only be entered. Those who do not have an Email-Id may create one and enter. Vital information regarding the allotment and admissions will also be communicated through Email to the registered mail.

### 7. Application Fee : As per admission notification

- 8. Scanned copy of the following in pdf format.
  - a. Non-creamy layer/income and caste certificate format for applicants belonging to OEC/SEBC category.
  - b. Caste certificate for applicants belonging to SC/ST category.
  - c. Certificate in proof of claim for bonus marks for Exservicemen/dependant/Jawan, NCC/NSS
- 9. Prepare the list of colleges/courses according to the applicant's priority. The fee structure for the self- financing programmes will be different from the fee structure of Government/ Aided programme. List of colleges and programmes is available in the website (cap.mgu.ac.in). The fee structure for each year is also published in the admission website.

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

- 1. Click on the "Account creation" link provided in the <u>www.cap.mgu.ac.in</u> web page
- 2. Fill in the minimum personal details required with utmost care.
- 3. Only one account can be created using a single 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. Fill in the application form with personal details, academic eligibility and the options correctly. The applicant can give upto forty options.
- 7. After satisfying himself/herself that the details entered are correct, the applicants shall remit the application fee.
- 8. 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.
- 9. After remitting the fee, the applicant will be redirected back to the application page.
- 10. Upload the digital copies of the supporting documents.
- 11. Take the print out of the confirmation page which will have to be retained by the candidate for future reference.

# Hardcopies of the filled in application shall not be, repeat, shall not be sent to the University

<u>Step 1</u>:- Log in <u>www.cap.mgu.ac.in</u> and click on **Admission to UG degree Programmes 2021**-**2022** a form will be shown as given below. Provide all the required fields. There are three categories SC/ST, Others and Lakshadweep Muslims. Make sure that the correct category is selected.

Plus Two/HSE Register Number*	:	
Name*	:	
Choose Your Password*	:	
Confirm Password*	:	
Board*	:	Select Board
Mobile Number*	:	
E-mail ID*	:	
Date of Birth*	:	Day 🗸 - Month 🖌 - Year 🗸
Category*	:	Select Category 🗸
		Tenpfn Not readable? Change text
Enter the Verification Image*	:	

CANDIDATE REGISTRATION SCREEN - 1

**<u>Step 2</u>:-** Confirmation of account creation. Note down the application number.

1. Accent cell 2 Montel & Accelt 4 Repaymer C Carticace updat C Entat udentesson   Personal & Accelt Personal & Accelt Personal in Carticace update (Linka and Carticace and Carticace and Carticace and Carticace update (Linka and	Personal & Academic       Option Registration       Fee Payment Upload Certificate       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         Register Number       * .       123456         Date of Bitth       * .       Sep v + 1992 v	
Personal Information  Personal Information  Personal Information  Personal Information  A Field Marked in * we Mandaday:  Name of Applicant Is Not Editable. The name is same as you have entered in Account Createn Form.  Name of Applicant Is Not Editable. The name is same as you have entered in Account Createn Form.  Name of Applicant Is Not Editable. The name is same as you have entered in Account Createn Form.  Name of Applicant Is Not Editable. The name is same as you have entered in Account Createn Form.  Name of Applicant Is Not Editable. The name is same as you have entered in Account Createn Form.  Name of Applicant  Relipion  Community  Editary (Editable. The name is same as you have entered in Account Createn Form.  Set  Date of Birlh  Editary (Editable. The name is same as you have entered in Account Createn Form.  Editary (Editable. The name is same as you have entered in Account Createn Form.  Editary (Editable. The name is same as you have entered in Account Createn Form.  Name of Applicant  Editary (Editable. The name is same as you have entered in Account Createn Form.  Name of Applicant  Editary (Editable. The name is same as you have entered in Account Createn Form.  Name of Applicant  Editary (Editable. The name is same as you have entered in Account Createn Form.  Name of Applicant  Editary (Editable. The name is same as you have entered in Account Createn Form.  Name of Applicant  Editary (Editable. The name is same as you have entered in Account Createn Form.  Name of Applicant Subject Studied  Name of Personal Account Mathematics  Personal Language  Personal Language  Control Language	Personal Information <ul> <li>All Fields Marked in * are Mandatory.             <ul></ul></li></ul>	
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Date of Birth   Date of Birth   Community   Community   Caste   Date of Birth   Date of Birth   Caste   Date of Birth   Date of Bir	Date of Birth         26 •         Sep •         1992 •	
Religion		
Community : Exhava(E2)/Thiyyas/Billava : Caste : Echavas including Ezhavas,Thiyas, · Sex · Male • Female · Transgender PERSONAL AND ACADEMIC First Language · Insish · Ins	Religion *:- Hindu 🗸	
Caste *   Ex *   Ex *   Caste *   Ex *   Caste <td></td> <td></td>		
Sex       * Male * Female Transgender         First Language       * English         Sex       * English         Sex       * English         First Language       * English         Optional Subject 1       * Mathematics         Optional Subject 2       * Physics         Optional Subject 3       * Chemistry         Optional Subject 5       * Select         Optional Subject 5       * Select         * Optional Subject 5       * Select         * Optional Subject 5       * Select         * Optional Subject 6       * Select         * Optional Subject 7       * Select         * Optional Subject 7       * Select         * Optional Subject 8       * Select         * Optional Subject 9       * Select	Community *:- Ezhava(EZ)/Thiyyas/Billava 🗸	
DERSONAL AND ACADEMIC         Subjects Studied       Marks Secured       Maximum Marks         First Language       •       •       •       •       0 <td>Caste *:- Ezhavas including Ezhavas, Thiyas, 🗸</td> <td></td>	Caste *:- Ezhavas including Ezhavas, Thiyas, 🗸	
Subjects Studied       Marks Secured       Maximum Marks         First Language       *<		
First Language       *       English       •         Second Language       -      Select       •         Optional Subject 1       *       Mathematics       •         Optional Subject 2       •       Physics       •         Optional Subject 3       •       Chemistry       •         Optional Subject 4       •       Biology       •         Optional Subject 5       -      Select       •         •       •       •       100         Optional Subject 5       -       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •	PERSONAL AND ACADEMIC	
First Language       *       English       •         Second Language       -      Select       •         Optional Subject 1       *       Mathematics       •         Optional Subject 2       •       Physics       •         Optional Subject 3       •       Chemistry       •         Optional Subject 4       •       Biology       •         Optional Subject 5       -      Select       •         •       •       •       100         Optional Subject 5       -       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •         •       •       •       •		
Second LanguageSelect		
Optional Subject 1       *.       Mathematics       70       100         Optional Subject 2       *.       Physics       85       100         Optional Subject 3       *.       Chemistry       75       100         Optional Subject 4       :       Biology       86       100         Optional Subject 5       :      Select           Image: Candidates Applying for BA Arabic, 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 at SSLC or equivalent examination. For BA Arabic, 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. For BA Arabic, candidates who have passed plus two or equivalent examination recognized by this University and having working knowledge in Tamil and studied Arabic at Plus Two or equivalent examination.         Whether you have working knowledge in Arabic (Tamili Sanskrit and studied Arabic/ Tamili at Plus Two or equivalent examination 'Whether		
Optional Subject 2       *       Physics       85       100         Optional Subject 3       *       Chemistry       75       100         Optional Subject 4       :       Biology       75       100         Optional Subject 5       :      Select       86       100         •       Candidates Applying for BA Arabic, 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 Arabic, 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. For BA Arabic, 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. For BA Arabic, candidates who have passed plus two or equivalent examination recognized by this University and having working knowledge in Tamil and studied Arabic at Plus Two or equivalent examination.         Whether you have working knowledge in Arabic (Tamili Sanskrit and studied Arabic/Tamili at Plus Two or equivalent examination 'Whether you claim age		
Optional Subject 4       :=       Biology       86       100         Optional Subject 5       :=      Select       •       100 <ul> <li>Candidates Applying for BA Arabic, 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 # Thus Two or equivalent examination. For BA Arabic, candidates who have passed plus two or equivalent examination recognized by this University and having working knowledge in Arabic and studied Arabic at Plus Two or equivalent examination.         Whether you have working knowledge in Arabic/ Tamil/Sanskrit and studied Arabic/Tamil at Plus Two or equivalent examination?       Not Applicable         Plus Two level or Sanskrit at SSLC or equivalent examination?       Not Applicable       Not Applicable</li></ul>		
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Candidates Applying for BA Arabic, 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. For BA Tamil, candidates who have passed plus two or equivalent examination. For BA Tamil, candidates by his University and having working knowledge in Tamil 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 Plus Two or equivalent examination. For BA Arabic, candidates who have passed plus two or equivalent examination recognized by this University and having working knowledge in Arabic and studied Arabic at Plus Two or equivalent examination. For BA Arabic, candidates who have passed plus two or equivalent examination recognized by this University and having working knowledge in Arabic and studied Arabic. Tamil A Arabic, candidates who have passed plus two or equivalent examination recognized by this University and having working knowledge in Arabic and studied Arabic at Plus Two or equivalent examination. For BA Arabic, the two or equivalent examination. For BA Arabic, candidates who have passed plus two or equivalent examination recognized by this University and having working knowledge in Arabic and studied Arabic at Plus Two or equivalent examination. Whether you claim age	Optional Subject 4 :- Biology ~ 86	
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 and studied Tamil at Plus Two or equivalent examination. For BA Arabic, 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. For BA Arabic, candidates who have passed plus two or equivalent examination recognized by this University and having working knowledge in Arabic at Plus Two or equivalent examination. For BA Arabic, the university and having working knowledge in Arabic at Plus Two or equivalent examination. For BA Arabic, the university and having working knowledge in Arabic at Plus Two or equivalent examination. For BA Arabic, the university and having working knowledge in Arabic at Plus Two or equivalent examination. For BA Arabic, the university and having working knowledge in Arabic at Plus Two or equivalent examination. For BA Arabic, the university and having working knowledge in Arabic at Plus Two or equivalent examination. For BA Arabic, the university and having working knowledge in Arabic at Plus Two or equivalent examination. Whether you claim age is the university of the university and having working knowledge in Arabic at Plus Two or equivalent examination. For BA Arabic, the university and having working knowledge in Arabic at Plus Two or equivalent examination. For BA Arabic, the university and having working knowledge in Arabic at Plus Two or equivalent examination. For BA Arabic, the university and having working knowledge in Arabic at Plus Two or equivalent examination. For BA Arabic, the university and having working knowledge in Arabic at Plus Two or equivalent examination working knowledge in Arabic at Plus Two or equivale	Optional Subject 5 :Select V	
	passed plus two or equivalent examination recognized by this University and having working knowledge in Sanskrit and studied Sanskrit at SSLC or equivalent examination recognized by this University and having working knowledge in Tamil and studied Tamil at Plus Two or equivalent	ation. For BA Tamil, candidates ant examination. For BA Arabic,

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

PERSONAL AND ACADEMIC DETAILS PAGE

<u>Step 4.</u> Choose programmes of your choice. More combinations can be given by clicking Add One More Option .Pink colour indicates that the course is self-financing.

Candidates can add up to forty options. Click on "Save Options" after entering the options.

andeme	nt/deletion of options click "Save Opti	ons" button to save your option of	otails	
angeme	indeletion of options click Save Opti	ons button to save your option o	etans.	
	page you can rearrange/delete your course college options.You can o Il operations in this page you must click "Save options" button to save			
	s and Colleges displayed below are according to your eligibility.	ore decars.		
Registration				
ption No	Programme	College		
Option1	B.A Economics Model 1	Alphonsa College, Pala	~	
Option2	B.A English Language and Literature Model I	B.C.M. College, Kottayam	~	×
Option3	B.A Economics Model I	Cochin College, Cochin	~	×
Option4	B.A Hindi Language and Literature Model I	NSS Hindu College, Changanacherry	~	ж
Option5	B.Com Model II Computer Applications	Cochin College, Cochin	~	×
	B.Sc Chemistry Model I	B.C.M. College, Kottayam	~	×

naomoi	nt/deletion of options click "Save Optio	ne" button to save your option d	otaile	
ngemei	indeletion of options click Save Option	ins button to save your option of	etans.	
	page you can rearrange/delete your course college options. You can de I operations in this page you must click "Save options" button to save t			
	s and Colleges displayed below are according to your eligibility.	ne detans.		
egistration				
tion No	Programme	College		
ption1	B A Economics Model 1	Alphonsa College, Pala	~	
				×
ption2	B A English Language and Literature Model 1	B.C.M. College, Kottayam	~	
ption3	B.A Economics Model I 🗸	Cochin College, Cochin	~	×
ption4	B.A Hindi Language and Literature Model I	NSS Hindu College, Changanacherry	~	24
ption5	B.Com Model II Computer Applications	Cochin College, Cochin	~	×
	B.Sc Chemistry Model I	B.C.M. College, Kottayam	~	×

OPTION REGISTRATION

**<u>Step 5</u>**:- Remit the fee through the Online Payment Gateway made available in the online application. Any other mode of payment will not be accepted.

Application No	:	317891
Name	:	TEST
Date of Birth	:	26-09-1992
Category	:	Others
Mobile Number	:	9999999999
E-mail ID	:	test@aa.com
Amount to be Paid	:	₹750.00

In case there is a payment failure due to technical issues beyond our control, please wait for 30 minutes before attempting to another payment.

<u>Step 6</u> :-	Upload the	certificates in	pdf format not	exceeding 200kb.
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Apply for Refund Registration My Account Post Your Complaint
1. Account creation 🖌 2. Personal & Academic details 🖌 3. Option selection 🖌 4. Fee payment 🖌 5: Certificate upload 🗙 5: Final submission 🗙
Personal & Academic Option Registration Fee Payment Upload Certificate Final Submission
Certificate should be uploaded in pdf format with size not exceeding 200KB     All the below mentioned documents should be uploaded
Plus Two Mark List(Pdf size:200KB,Type:PDF) Choose File No file chosen
Save & Next >>

**Step 7:-** 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.

Application Nu	Imber	:-	317891
Name of the A		-	TEST
Registration N	umber	2	123456
Name of Fathe	er/Guardian	5	TEST FATHER
Sex		i-	Female
Date of Birth		:-	26-09-1992
Nationality		2	Indian
Annual Income	e	7-	400000
Religion		-	Hindu
Caste		-	Ezhavas including Ezhavas, Thiyas, Ishuvan, Illuvan and Billava
		EDIT BEFORE S	UBMISSION
	s Registered (Edit) Programmes Selected		
Option No	B.A.Economics Model I		Colleges Selected
1			Alphonsa College, Pala
	B.A English Language and Literature Model I		B.C.M. College, Kottayam
2			
3	B.A Economics Model I B.A Hindi Language and Literature Model I		Cochin College, Cochin NSS Hindu College, Changanacherry

 6
 B.Sc Chemistry Model I
 B.C.M. College, Kottayam

 DECLARATION

 1.1 hereby declare that 1 have read the various clauses in the Prospectus for Admission to U.G. Degree Programmes, 2020-21 in the Affiliated Colleges of Mahatma Gandhi University and the instructions carefully and Lagree to abide by them.

 2.1 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 Lagree

FINAL SUBMIT BUTTON

Cochin College, Cochin

### Steps for applying to Sports/Cultural/PD Quota seats

B.Com Model II Computer Applications

5

Step 1: Click on the linkthat appear after final submission of application to merit quota seats



**Step 2**: Select the sports/cultural event/nature of disability and upload supporting documents

		1: File Upload	2: Option selection X	3: Final submission X		
File Up	load Option Registration	Final Submission				
) .	Certificate should be upload	ed in pdf format with size not exceeding 200KB				
Events						
SI.No	Select Category	Event of Participation/Nature of disability	Position/% of disability	Year of Participation	Created any Record?	Upload Certificate in proof of participation/prize/record
*1	Sports Quota	✓ Senior/ Junior National Com ✓	First 🗸	2020 🗸	Yes 🗸	Choose File No file chosen View
			Add Additional Event			

After	is page you can rearrange/delete your course colleg all operations in this page you must click "Save op ons and Colleges displayed below are according to	tions" button t	o save the details.		
on Registratio	n				
Option No	Programme		College		
*Option1	SELECT COURSE	~	SELECT COLLEGE		
Option2	SELECT COURSE	~	SELECT COLLEGE	×	
Option3	SELECT COURSE	~	SELECT COLLEGE	×	
Option4	SELECT COURSE	~	SELECT COLLEGE	×	
Option5	SELECT COURSE	~	SELECT COLLEGE	×	
Option6	SELECT COURSE	~	SELECT COLLEGE	×	

**Step 3** : Select the college-programme combination/options

## **Step 4:** Submit the application finally

Event Order	Event Category Selected	Event of Participation/Nature of disability	Positions/ % of disability	Year of Participation	Record			
1	Sports Quota	Senior/ Junior National Competitions	First	2020	Yes			
Details of Option	ns Registered							
Option No	Programmes Selected Colleges Selected							
1	B.A Animation and Visual Effe	ects	De F	De Paul Institute of Science & Technology, Angamaly				
			Degree Programmes 2019-20 in	n the Affiliated Colleges of Mahatma	Gandhi University and the instructions			
carefully and I 2. I also declare t		oplication are true, complete and correct t sion , action can be taken against me by t	o the best of my knowledge and I					

Please do not wait for the last date/closing time to apply so as to overcome any technical issues that may arise during the process.

#### **IMPORTANT**

Please note that you cannot Edit/Modify your application once you click SUBMIT Button. Please ensure that all aspects of the application are correct before submitting it.