



MAHATMA GANDHI UNIVERSITY, KERALA

No.54032/AC B6-1/2024/AC B 6

Dated: 23.05.2024

NOTIFICATION

Applications are invited for admission to the four year Under Graduate Programmes and Integrated PG programme in the affiliated Arts & Science Colleges of Mahatma Gandhi University and Four plus One (Hons) programme in the Graduate School of Mahatma Gandhi University for the academic year 2024-25 except

1. The U G programmes under the faculty of Fine Arts
2. The U G Programmes admission to which is based on entrance examinations and
3. Programmes conducted in Colleges which have been granted autonomy.

• **Online availability of Application forms and Prospectus - From 15/05/2024**

Details of the Programmes and Duration: These regular Programmes lead to the Bachelor's Degree in the relevant subject. The Programme extends for a period of Four years. Registration for examination shall be based on attendance and the progress of the candidate.

Admission to seats which come under the purview of Centralized Allotment process:

Admission/ Allotment of seats under merit quota is governed by a Centralized Allotment Process, Community Merit Quota Seats (10% in the case of aided forward community Colleges and 20% in the case of aided backward Community Colleges).

Selection/ Allotment of a candidate to any college will be based on the rank of the candidate and the availability of seats. While a reserved category candidate entitled to admission on the basis of his/her merit will have the option of taking admission to the colleges where a specified number of seats have been kept reserved for reserved category, but he/ she will be deemed to have been admitted as an open category candidate and not as a reserved category candidate.

Details of seats that come under the ambit of Centralized Allotment Process:

i. *Govt. Colleges*-Total seats available in government colleges except seats under sports/cultural/PD Quota.

ii. *Aided Colleges* - Open quota seats(50% in the case of aided/aided forward community Colleges and 40% in the case of aided backward Community Colleges), seats earmarked for SC/ST candidates (15% for SC and 5% for ST categories) & Community Merit Quota Seats (10% in the case of aided/aided forward community Colleges and 20% in the case of aided backward Community Colleges)

iii. *Unaided Colleges/ Unaided programmes conducted in Aided Colleges* -50% of the total seats including seats reserved for SC/ST/SEBC

iv. *Sports/Cultural/PD Quota*: The seats earmarked for Sports/Cultural/PD Quota shall be filled from the rank list prepared by the University on the basis of applications received online and the admissions

shall be done by the respective colleges based on the order of merit.

The remaining seats under management quota (Aided and Unaided Colleges and Unaided Programmes conducted in Aided Colleges) shall be filled by the educational agency concerned.

Detailed Schedule of UG CAP

ADMISSION TO UG PROGRAMMES (2024-25) THROUGH CAP		
SCHEDULE		
Sr. No.	Item	Dates
1.	Online availability of Application forms and Prospectus	15/05/2024
2.	Last date for the online payment of application fee	07/06/2024
3.	Last date for final submission of online application	07/06/2024 4.00 pm
4.	Publication of Provisional Rank List & Trial Allotment	12/06/2024
5.	Data modification, if any, by applicants / Rearrangement/addition/deletion of options	12/06/2024-13/06/2024
6.	First allotment	18/06/2024
7.	Online Payment of fee due to University	18/06/2024-19/06/2024 4.00 pm
8.	Admission in Colleges and payment of fees due to the college	18/06/2024-19/06/2024
9.	Facility for option modification (Rearrangement & deletion only)	20/06/2024
10.	Second allotment	24/06/2024
11.	Online Payment of fee due to University (Second allotment)	24/06/2024-25/06/2024 4.00 pm
12.	Admission in Colleges and payment of fees due to the college	24/06/2024-25/06/2024 4.00 pm
13.	Facility for option modification (Rearrangement & deletion only)	26/06/2024
14.	Third Allotment	28/06/2024
15.	Online Payment of fee due to University at designated (Third allotment)	28/06/2024 – 29/06/2024 4.00 pm

16.	Admission in Colleges and payment of fees due to the college	28/06/2024 – 29/06/2024
17.	Commencement of classes	01/07/2024
18.	Online registration for Special Allotment-I for SC/ST	01/07/2024 – 03/07/2024
19.	Special Allotment-I for SC/ST	06/07/2024
20.	Online Payment of fee due to University	06/07/2024 – 08/07/2024 4.00pm
21.	Admission in Colleges and payment of fees due to the college	06/07/2024 – 08/07/2024
22.	Online registration for Special Allotment-II for SC/ST	09/07/2024 – 10/7/2024
23.	Special Allotment-II for SC/ST	12/07/2024
24.	Online Payment of fee due to University	12/07/2024 – 15/07/2024 4.00 pm
25.	Admission in Colleges and payment of fees due to the college	12/07/2024 – 15/07/2024
26.	Online Registration for Supplementary Allotment I	17/07/2024 – 19/07/2024
27.	Supplementary Allotment I	23/07/2024
28.	Online Payment of fee due to University	23/07/2024 – 24/07/2024 4.00pm
29.	Admission in Colleges and payment of fees due to the college	23/07/2024 – 24/07/2024
30.	Facility for option modification (Rearrangement & deletion only)	25/07/2024
31.	Supplementary Allotment II	29/07/2024
32.	Online Payment of fee due to University	29/07/2024 – 30/07/2024 4.00 pm
33.	Admission in Colleges and payment of fees due to the college	29/07/2024 – 30/07/2024
34.	Online Registration/Option Registration for admission by the colleges through the rank list published by the University – Phase I	31/07/2024-01/08/2024

35.	Publication of rank list by the University	02/08/2024
36.	Admission from the rank list at college level	02/08/2024 - 05/08/2024
37.	Online Registration/Option Registration for admission by the colleges through the rank list published by the University – Phase II	06/08/2024 – 07/08/2024
38.	Publication of rank list by the University	08/08/2024
39.	Admission from the rank list at college level	08/08/2024 – 09/08/2024
40.	Date of closing of admissions	09/08/2024

**SCHEDULE OF VARIOUS ADMISSIONS CONDUCTED BY COLLEGES
(Sports Quota/Cultural/ PD Quota/ Community Merit/ Management Quota)**

Item	Sports Quota/Cultural/ PD Quota	Management Quota
Last date for online application (Sports / PD Quotas)/submission of print outs of the online application forms (Management quotas)	07/06/2024	NA
Publication of provisional rank list in the CAP website	11/06/2024	NA
Verification of the applicant credentials by the College authorities/DSS/Director SPESS	11/06/2024 – 12/06/2024	NA
Publication of final rank list in the CAP website/Publication of Allotment	13/06/2024	NA
Admission of candidates	13/06/2024 – 14/06/2024	NA
Last date for the entry of admitted students in the online portal	18/06/2024	09/08/ 24

Item	Community Merit
Last date for online application (Sports / PD Quotas)/submission of print outs of the online application forms (Management quotas)	07/06/2024
Publication of provisional rank list in the CAP website and trial allotment	12/06/2024
First Allotment	18/06/2024
Second Allotment	24/06/2024
Third Allotment	28/06/2024

Rest of the allotments shall be on similar dates as that of merit quota allotments

Prospectus: The prospectus on Centralized Allotment Process will be available in the portal:
www.cap.mgu.ac.in

How and When to Apply:

There is only a single application form for applying for admission to the U.G. Degree Programmes in various affiliated colleges. If a candidate submits more than one application his/her candidature is liable to be cancelled.

Application fee:

For General candidates : Rs. 800/-
For SC/ST candidates : Rs. 400/-

Application fee once remitted will not be refunded under any circumstance.

Steps for On-line Registration:

1. For online registration of personal and academic data, the candidates must visit the web site, www.cap.mgu.ac.in and click on the link "**UG CAP- 2024**".
2. Follow the online instructions and fill in the personal details in the relevant fields provided.
3. Please take utmost care while choosing the board of examination at plus two level and entering the register number as academic details are fetched directly based on the register number entered by the candidate.
4. Please note that only one application can be generated using one mobile number and hence the applicant should be extremely careful while entering the details online.
5. Create a '**Password**'. (The password is mandatory 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.
6. Fill in the Application Form with personal details, academic eligibility and the options correctly.
7. Pay the application fee by clicking on the "PAY NOW" button which will redirect you to the Online Payment Gateway. You can use Debit Card/ Credit Card or Internet Banking facility for making online payment.
8. After remitting the fee, you will be redirected back to the application page.
9. Upload the digital images of the documents in proof of caste/community/bonus marks claimed etc.
10. Verify with the relevant documents and confirm the details entered on-line.
11. After satisfying himself/herself that the details entered are correct, the applicants shall press the Final Submission Button.
12. Take the print out the confirmation page for your future reference.

Special Attention

After pressing final submission button, further modification of data (except options) is not possible. Hence, make double sure that all entries are made correctly before pressing final submission button.

Eligibility and Procedure for Online Registration of Options

Eligibility for registering options: The candidates, registering their options, should satisfy all the eligibility conditions with regard to academic qualifications stated in the Prospectus. Options of only those candidates who figure in the rank list will be processed for allotment.

The options for college(s) and Programme(s) should be done while submitting personal and academic data online or subsequently within the last date of submission of application.

RESERVATION OF SEATS

Types of Reservation : Out of the total merit seats available in govt./aided/self-financing affiliated colleges for various ug programmes; seats will be reserved for different categories under the following main items.

- i. *Reservation for International Students*
- ii. *Reservation for nominees*
- iii. *Reservation for Persons with Disabilities*
- iv. *Special Reservation*
- v. *Reservation for Transgender candidates*
- vi. *Mandatory Reservation*

Admission and other Procedures:

It is mandatory that all students who get allotment 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

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. However, 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. 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. However, the candidates who wish to avail permanent admission should produce the following documents in original before the Principal/Head of the college/institution at the time of admission itself.

The students who get admission in their first option should remit the fee applicable to the course in the institution at the time of admission. Those students who decide to seek permanent admission by cancelling the higher options also shall remit the fee in the institution and confirm their admission. Those who retain higher options need not pay any fee in the institution at the time of admission. However, after the third allotment, they should remit the fee applicable to the programme allotted (except SC/ST candidates) and join the college.

Two Special Allotments will be conducted for SC/ST candidates. SC/ST candidates who secure allotment through CAP and wish to retain their higher options will be permitted to take provisional admission in all allotments up to the first special allotment.

The college authorities, after verifying the above documents, shall confirm the online admission granted earlier on the basis of digital documents and make necessary updations in the admission portal.

Admission to seats which do not come under the purview of Centralized Allotment Process

For admission to the seats reserved for Management Quota(Aided and Unaided Colleges and

Unaided Programmes conducted in Aided Colleges) shall be filled by the educational agency concerned.

Candidates seeking admission to Community Quota (Aided Colleges only), Management Quota(Aided and Unaided Colleges and Unaided Programmes conducted in Aided Colleges), Sports Quota, Cultural Quota and Persons with Disabilities Quota (in all Affiliated Colleges) should apply through CAP. University shall prepare and publish rank lists for Sports, Cultural, PD quota and Community merit quotas and the colleges shall conduct admissions from the rank lists on the stipulated dates. **If vacancies arise due to discontinuation of candidates under the above quotas, the next eligible candidate in the rank list shall be admitted. In case there is no eligible candidate, the vacant seat in the case of Sports Quota/ Cultural Quotas shall be merged with the general quota.**

Academic eligibility should be satisfied as on the last date of submission of academic data. In the case of candidates who have passed examinations of other Boards/Institutes/Governments, except CBSE/CISCE, they shall be admitted only if these examinations have been declared equivalent to the qualifying examinations approved by Mahatma Gandhi University.

Fee for the various programmes in Govt./Aided/Self financing colleges for the admission to 2024-25 batches will be available in the University website. Collection of excess fee shall be viewed seriously. Applicants should report if any of the institutions is demanding fee higher than the one fixed by the Government.

The principals of all affiliated Arts and Science Colleges are directed to comply with the above schedules of admission to UG Programmes for the academic year 2024-25

For more details, visit website www.cap.mgu.ac.in

Helpline numbers: **0481-2733511,3521,3518**

Dr.Jayachandran K
REGISTRAR (i/c)

Copy to:

1. The Principals of all affiliated Arts and Science Colleges
2. PS to VC/PVC
3. PA to Registrar/CE/FO
4. PRO for issuing a press release
5. Enquiry/Information Centres/FRIENDS/Director, IHRD
6. AC.AI/AC. AVII/AC.B VI/System Administration Wing
7. AR/DR/JR- Acad
8. Stock file /file copy