



MAHATMA GANDHI UNIVERSITY, KERALA

No.102638/AC B6-1/2021/AC B 6

Dated: 01.08.2021

NOTIFICATION

Applications are invited for admission to the Under Graduate Programmes in the affiliated Arts & Science Colleges of Mahatma Gandhi University for the academic year 2021-22 except Under Graduate programmes under the faculty of Fine Arts and those Under Graduate Programmes admission to which is based on entrance examinations and Programmes conducted in Colleges which have been granted autonomy.

- **Online availability of Application forms and Prospectus - From 29/07/2021**

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 six Semesters except BPE which extends for a period of eight Semesters. 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. 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:

- Govt. Colleges:** Total seats available in government colleges except Sports/Cultural/PD quotas
- Aided Colleges:** Open quota seats, seats earmarked for SC/ST candidates
- Unaided Colleges/ Unaided Programmes conducted in Aided Colleges:** 50% of the total seats including seats reserved for SC/ST and SEBC

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. 750/-
 For SC/ST candidates : Rs. 375/-

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- 2021**”.
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, Time Schedule 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.

ADMISSION TO UG PROGRAMMES (2021-22) THROUGH CAP		
SCHEDULE		
Sr. No.	Item	Dates
1.	Commencement of online registration	29/07/2021

2.	Last date for the submission of online application	13/08/2021 4.00 pm
3.	Publication of Provisional Rank List & Trial Allotment	18/08/2021
4.	Data modification, if any, by applicants / Rearrangement/addition/deletion of options	18/08/2021 – 24/08/2021
5.	First allotment	27/08/2021
6.	Online Payment of fee due to University	27/08/2021-01/09/2021 4.00 pm
7.	Online admission in Colleges and payment of fees due to the college	27/08/2021 - 01/09/2021 4.00 pm
8.	Facility for option modification (Rearrangement & deletion only)	02/09/2021– 03/09/2021
9.	Second allotment	07/09/2021
10.	Online Payment of fee due to University (Second allotment)	07/09/2021–09/09/2021 4.00pm
11.	Online admission in Colleges and payment of fees due to the college	07/09/2021 – 09/09/2021
12.	Facility for option modification (Rearrangement & deletion only)	10/09/2021 – 11/09/2021
13.	Third Allotment	15/09/2021
14.	Online Payment of fee due to University (Third allotment)	15/09/2021 – 17/09/2021 4.00 pm
15.	Online admission in Colleges and payment of fees due to the college	15/09/2021 – 17/09/2021 4.00 pm
16.	Facility for option modification (Rearrangement & deletion only)	18/09/2021 – 19/09/2021
17.	Fourth Allotment	23/09/2021
18.	Online Payment of fee due to University (Fourth allotment)	23/09/2021–25/09/2021 4.00 pm
19.	Online admission in Colleges and payment of fees due to the college	23/09/2021–25/09/2021 4.00 pm
20.	Commencement of classes	27/09/2021 (Monday)
21.	Online registration for Special Allotment-I for SC/ST	27/09/2021-29/09/2021
22.	Special Allotment-I for SC/ST	01/10/2021
23.	Online Payment of fee due to University	01/10/2021 – 04/10/2021 4.00 pm
24.	Online admission in Colleges and payment of fees due to the college	01/10/2021 – 04/10/2021 4.00 pm
25.	Online registration for Special Allotment-II for SC/ST	05/10/2021 – 06/10/2021
26.	Special Allotment-II for SC/ST	08/10/2021
27.	Online Payment of fee due to University	08/10/2021 – 11/10/2021 4.00 pm
28.	Online admission in Colleges and payment of fees due to the college	08/10/2021 – 11/10/2021
29.	Online Registration for Supplementary Allotment I	12/10/2021 – 18/10/2021
30.	Supplementary Allotment I	21/10/2021

31.	Online Payment of fee due to University	21/10/2021 – 23/10/2021 4.00 pm
32.	Online admission in Colleges and payment of fees due to the college	21/10/2021 – 23/10/2021 4.00 pm
33.	Facility for option modification (Rearrangement & deletion only)	25/10/2021 – 26/10/2021
34.	Supplementary Allotment II	29/10/2021
35.	Online Payment of fee due to University	29/10/2021 –01/11/2021 4.00 pm
36.	Online admission in Colleges and payment of fees due to the college	29/10/2021 – 01/11/2021

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 :

- a. Reservation for nominees
- b. Reservation for Persons with Disabilities
- c. Special Reservation and
- d. 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.

However, considering the current scenario of Covid - 19 Pandemic, candidates are exempted from reporting to the colleges in person. Instead they should contact the colleges to which they got allotment and if wish to secure permanent admission, remit the fees to be remitted at the college through any of the online mode suggested by the college. Those who wish to take temporary admission can avail 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.

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 fourth 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. They shall make necessary arrangements to collect fees online to avoid any physical reporting in the current situation of global pandemic. Candidates should not be insisted to report to the colleges in person unless otherwise notified by the University.

However, the candidates should produce the following documents in original before the Principal/Head of the college/institution on any of the suitable dates prescribed for the same after considering the situation prevailing due to Covid -19 contagion.

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

For admission to the seats reserved for 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) the schedule is given below:

SCHEDULE OF VARIOUS ADMISSIONS CONDUCTED BY COLLEGES

Online availability of Application forms (Sports/Cultural/ PD Quotas)/submission of print outs of the online application forms (Community and Management quotas) - From 29/07/2021

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Item	Sports Cultural Quotas	PD Quota	Community Merit	Management
Last date for online application (Sports/Cultural/ PD Quotas)/submission of print outs of the online application forms (Community and Management quotas)	09/08/2021	09/08/2021	05/09/2021 4.00 pm	Till the date of closing of admissions
Uploading of rank lists in the online admission portal	NA	NA	06/09/2021 - 07/09/2021	NA
Publication of provisional rank list in the CAP website	10/08/2021	10/08/2021	08/09/2021	NA
Verification of the applicant credentials by the College authorities/DSS/Director SPESS	10/08/2021 - 12/08/2021	10/08/2021 - 12/08/2021	NA	NA
Publication of final rank list in the CAP website	13/08/2021	13/08/2021	NA	NA
Admission of candidates	16/08/2021 to 18/08/2021	16/08/2021 to 18/08/2021	08/09/2021 onwards	NA
Last date for the entry of admitted students in the online portal	18/08/2021 11.55 pm	18/08/2021 11.55 pm	Date of closing of admissions	Date of closing of admissions

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 and PD quotas and the colleges shall conduct admissions from the rank lists on the stipulated dates. For Community merit quota, rank list prepared by the colleges shall be uploaded to the Online Admission Portal on the specified date and the admissions shall be conducted from this rank list. **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.**

Those candidates, who have passed examinations of other Universities, shall be admitted only if the examinations have been declared equivalent to the qualifying examination of the MG University. The Principals are directed to admit students to the seats earmarked for each category.

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 2021-22.

For more details, visit website www.cap.mgu.ac.in
Helpline numbers: **+9188641784,+9188651784**

Dr.Prakash Kumar B.
Registrar

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