



## PROSPECTUS 2016

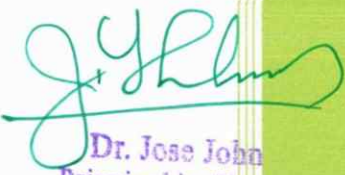
# Mahatma Gandhi University

Priyadarsini Hills P.O., Kottayam-686 560, Kerala

## ADMISSION TO UG PROGRAMMES - 2016

### Centralised Allotment Process (CAP)



  
Dr. Jose John  
Principal in Charge  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 013

[www.mgu.ac.in](http://www.mgu.ac.in)

[www.cap.mgu.ac.in](http://www.cap.mgu.ac.in)

## FIRST WORD

Mahatma Gandhi University introduced the Centralised Allotment Process (CAP) in the academic year 2010-2011. Initially, admissions to PG Programmes alone were managed through CAP, but later it was extended to UG Programmes as well.

The greatest advantage of CAP is that the applicants need to submit only one application online for admission to any number of Colleges/Programmes. In this way, they are able to save valuable time, energy and money. The applicants can also track the status of their applications from time to time. Thus, an excellent opportunity to choose the Programme/College of their choice in a hassle-free manner is open to the applicants. The decisive factors in the allotment for an applicant to a given Programme/College are the options submitted, academic record and other socially determined norms applicable. First of all, the marks /grades secured by a candidate at the +2 level decide the eligibility for admission to UG programmes. Under the Pre-CAP system, the applicants had to visit various institutions for the submission of applications and to keep in contact with them to get updates on the progress of admission procedure. CAP, on the other hand, opened a single window eliminating wastage of time, effort and money, besides minimising the element of anxiety from the point of the applicant.

The **UG CAP – Prospectus - 2016** provides the complete information about the online allotment process, and details of the colleges and programmes.

Above all the CAP team of the University is at a click/call away with technical assistance and guidance to the needy aspirants.

## **ATTENTION**

**The Prospectuses issued in previous years are not valid for the year 2016.** Candidates are required to go through the current prospectus carefully and acquaint themselves with all the relevant information relating to the admission process. They are also requested to visit the official website of CAP [www.cap.mgu.ac.in](http://www.cap.mgu.ac.in) for notification and announcements.

**This prospectus is subject to modification/addition/deletion as may be deemed necessary by the University.**

**The whole process of allotment to the UG Programmes will be done by the Mahatma Gandhi University. University will not entertain any request for change of any date fixed in the Centralised Allotment Process/Admission from time to time.**

**Kindly text your feedbacks and queries to [ugcap@mgu.ac.in](mailto:ugcap@mgu.ac.in)**

**Call us in 0481-65 55 563, 0481- 2733379/2733581**

## IMPORTANT POINTS

- Candidates should register for admissions to UG courses for the academic year-2016-17 online on or before the last date stipulated in the admission schedule.
- Online registration can be made by accessing website [cap.mgu.ac.in](http://cap.mgu.ac.in)
- While registering, category (SC/ST or Others) once selected cannot be altered in any further stage of the process.
- Payment can be made through the Online Payment Gateway.
- The Candidates should not send any document to the University. Verification of documents will be done by the colleges concerned at the time of admission.
- Once the initial registration is made, candidate shall note down application number.
- Passwords should never be shared with anyone else.
- Ensure that you are logged out of the portal once you leave the computer.
- Candidates claiming various reservations/bonus marks should produce relevant certificates during the verification process.
- No memo will be sent by post from this office in any case.
- Verify your personal as well as academic details carefully before final submission.
- Fake registration by any person / institution will be viewed seriously and will be liable for punitive action.
- All candidates who secure allotment should report for admission at the college concerned after remitting the required fee due to the University. Those who fail to do this will be treated as 'Not Joined' and further claim for admission by these applicants will not be entertained.
- Candidates who wish to retain their higher options need not submit any document or remit any fee while reporting at the college till the third allotment. However such candidates should produce all the necessary documents for verification.
- Applicants who report for admission at the colleges concerned with the downloaded memo shall make sure that the relevant portion attached thereto is properly attested by the college authorities(to be kept by the candidates).
- Candidates will receive SMS at each stage of the allotment .

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## 1.UG CAP SCHEDULE -2016

<b>ADMISSION TO UG PROGRAMMES (2016-17) THROUGH CAP</b>		
<b>TENTATIVE SCHEDULE</b>		
<b>Sl.No</b>	<b>Item</b>	<b>Date (2016-17)</b>
1.	Online availability of Application forms and Prospectus	26/05/2016
2.	Last date for the online payment of application fee	09/06/2016
3.	Last date for Online Candidate Registration	09/06/2016
4.	Publication of Provisional Rank List & Trial Allotment	14/06/2016
5.	Data modification, if any, by applicants / Rearrangement/addition/deletion of options	14/06/2016 -16/06/2016
6.	First allotment	20/06/2016
7.	Online Payment of fee due to University	20.6.2016-23.6.2016
8.	Reporting for admission in Colleges	20.6.2016-23.6.2016
9.	Facility for option modification ( Rearrangement & deletion only)	24.6.2016-25.6.2016
10.	Second allotment	28/06/2016
11.	Online Payment fee due to University (Second allotment)	28/06/2016-30/06/2016
12.	Reporting for admission in colleges	28/06/2016-30/06/2016
13.	Facility for option modification ( Rearrangement & deletion only)	01/07/2016-03/07/2016
14.	Third Allotment	05/07/2016
15.	Online Payment of fee due to University at designated (Third allotment)	05/07/2016-08/07/2016
16.	Reporting for admission in colleges	05/07/2016-08/07/2016
17.	Facility for option modification ( Rearrangement & deletion only)	09/07/2016 -11/07/2016
18.	Fourth Allotment	13/07/2016
19.	Online Payment of fee due to University (Fourth allotment)	13/07/2016-16/07/2016
20.	Reporting for admission in colleges	13/07/2016-16/07/2016

21.	Online Registration/ Option registration for First Special Allotment for SC/ST candidates	19/07/2016-21/07/2016
22.	First Special allotment for SC/ST	23/07/2016
23.	Online Payment of fee due to University and reporting for admission in colleges (First Special Allotment for SC/ST candidates)	23/07/2016-26/07/2016
24.	Commencement of classes	18/07/2016
25.	Online Registration/ Option registration for Second Special Allotment for SC/ST candidates	28/07/2016- 30/07/2016
26.	Second Special allotment for SC/ST	01/08/2016
27.	Online Payment of fee due to University and reporting for admission in colleges (Second Special Allotment for SC/ST candidates)	01/08/2016-03/08/2016
28.	Facility for option modification ( Rearrangement & deletion only)	04/08/2016-05/08/2016
29.	Third Special allotment for SC/ST	06/08/2016
30.	Online Payment of fee due to University and reporting for admission in colleges (Third Special Allotment for SC/ST candidates)	06/08/2016-08/08/2016
31.	Facility for option modification ( Rearrangement & deletion only)	09/08/2016-10/08/2016
32.	Fourth Special allotment for SC/ST	11/08/2016
33.	Online Payment of fee due to University and reporting for admission in colleges (Fourth Special Allotment for SC/ST candidates)	11/08/2016-12/08/2016
34.	Online registration / Option registration for first Supplementary Allotment	16/08/2016- 18/08/2016
35.	First Supplementary allotment	20/08/2016
36.	Online Payment fee due to University & Reporting for admission in colleges (First Supplementary Allotment)	20/08/2016-23/08/2016
37.	Facility for option modification ( Rearrangement & deletion only) for Second Supplementary Allotment	24/08/2016- 26/08/2016
38.	Second Supplementary allotment	27/08/2016
39.	Online Payment fee due to University & Reporting for admission in colleges (Second Supplementary Allotment)	27/08/2016-29/08/2016
40.	Online candidate registration for final allotment	30/08/2016-01/09/2016
41.	Publication of the first allotment list of the Final Allotment	02/09/2016
42.	Online Payment fee due to University & Reporting for admission in colleges (first allotment list of the Final Allotment)	02/09/2016-03/09/2016
43.	Publication of the second allotment list of the Final Allotment	05/09/2016

<b>44.</b>	Online Payment fee due to University & Reporting for admission in colleges (second allotment list of the Final Allotment)	05/09/2016-06/09/2016
<b>45.</b>	Publication of the third allotment list of the Final Allotment	07/09/2016
<b>46.</b>	Online Payment fee due to University & Reporting for admission in colleges (third allotment list of the Final Allotment)	07/09/2016-08/09/2016
<b>47.</b>	Publication of the fourth allotment list of the Final Allotment	19/09/2016
<b>48.</b>	Online Payment fee due to University & Reporting for admission in colleges (fourth allotment list of the Final Allotment)	19/09/2016-22/09/2016
<b>49.</b>	Closing of admission	22/09/2016
<b>50.</b>	Last date for the entry of admitted students in the online admission portal	22/09/2016



## 2. CLASSIFICATION/CATEGORIZATION OF SEATS

Seats available in Govt./Aided/Self-financing affiliated colleges and Self Financing programmes in Aided Colleges are mainly classified as **Merit seats, Community seats** (applicable only in aided colleges) and **Management seats**. (The list of institutions, the number of seats available etc are given in Annexure II).

### Details of seats that come under the ambit of Centralised Allotment Process (CAP)

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

**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/SEBC

**Constituent Colleges directly controlled by the University** - 90% of the total seats including seats reserved for SC/ST

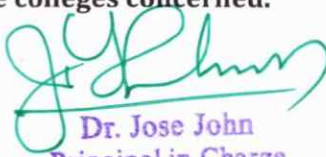
The remaining seats under community quota (Aided Colleges only)/management quota (Aided and Unaided Colleges and Unaided Programmes conducted in Aided Colleges)/sports and cultural quota seats, seats reserved for persons with disabilities (PD) (all affiliated / constituent Colleges) and NRI/Staff quota seats (Constituent Colleges) shall be filled by the educational agency concerned.

## 3. 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 Nominees.
  - ii. Reservation for Persons with Disabilities.
  - iii. Special Reservation.
  - iv. Mandatory Reservation.
- i. **Reservation for Nominees:** An additional seat for each programme in affiliated Arts and Science colleges shall be created exclusively for the purpose of accommodating **students sponsored by the Union Territory of Lakshadweep**. This seat shall not be filled up by other candidates. The Head of the institutions should forward the list of such candidates admitted, separately to the University, immediately after admissions (U.O. No. Ac.AI/3/2761/06 dated 20.7.2006). **Such applicants should apply directly to the colleges concerned.**



  
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- ii. **Reservation for Persons with Disabilities (PD):** 3% of the seats are reserved for candidates with disabilities for all programmes. 1% (one percent of the seats in UG Programmes) of seats shall be reserved for each of the three sections of **Persons with Disabilities category (Blind, Deaf and Orthopaedically Challenged)** with provision for interchange of seats, if candidates are not available in a particular category in a year. The selection of candidates under this category will be based on the rank in the inter-se merit list and physical suitability, and not on the basis of the degree of disability.

'Person with disability' means a person suffering from not less than 40% of any disability as certified by a Medical Board constituted for this purpose. Candidates who have a minimum of 40% disability alone will be eligible for this quota. A relaxation of 5% of marks in the qualifying examination from the prescribed minimum is allowed.

Candidates seeking admission under PD category should attach with their application form, an attested copy of the 'Certificate of disability' issued by a District Medical Board or bodies of higher status, certifying the degree or percentage of disability.

The unfilled seats under the PD category shall be converted to grant reservation for Children with Special Needs (CWSN). The eligibility prescribed for the Physically Challenged Candidates will be applicable to the Children with special need as well.

- iii. **Special Reservation:** - The seats reserved under **Sports Quota** and **Cultural Quota** come under this category. **Such students should apply directly to the Colleges concerned. They can also apply through CAP to be considered in the general allotment.**

**Sports quota:** - Two seats in each programme (Interchangeable) shall be reserved for candidates with outstanding records in sports & games. The applicant for admission to the reservation quota should have represented at least the District Sports Zone.

Preference shall be given to Sportsmen who have represented the State/National School Meet over the sportsmen who have represented the District/School. The applicant shall produce the relevant certificate to prove District representation.

The following guidelines shall be followed in determining merit in sports for admission to the UG programmes. Marks shall be awarded to the First (Winner or the Winning Team), Second (Runner up or Runner up team), Third (third place) and participation as detailed in Table 3-1.

- A) Minimum eligibility for admission of a candidate to undergraduate programmes (Sports Quota) is representation of a district in the State Championship in addition to his/her satisfying academic eligibility (refer clause 5)

B) For securing admission to UG programmes under Sports Quota, including readmission, the performance of the candidate at 11<sup>th</sup> and 12<sup>th</sup> standards alone will be considered.

Sl. No.	Tournaments	Points for respective positions			
		First	Second	Third	Participation
1	Senior/Junior International Competitions	100	90	80	70
2	Senior/ Junior National Competitions	60	55	50	45
3	School Nationals(including CISCE,CBSE,HSE,VHSE)	40	35	30	25
4	Inter collegiate/ Senior/Junior State Championship (Inter District)	20	15	10	5

TABLE 3-1

**Cultural Quota:** - One seat for each degree programme (Interchangeable) shall be reserved for students who excel in Youth festival recognised by Director of Public Instruction (DPI). The selection shall be made from among the applicants for the cultural quota on merit as detailed in Table 3-2.

Level	Points of Participation		
	A	B	C
Kerala School Kalolsavam	20	10	5
Revenue District level Youth Festival	10	5	-

TABLE 3-2

- A person can score points only in one category
- The highest score will be counted
- Where bracketed, scores in other categories will be counted
- The above candidates can also apply under the Centralised Allotment Process, if they wish to be considered for allotment through CAP.

**Seats reserved for PD/Special reservations are filled from then rank list prepared by the colleges concerned.**

**Reservation of seats under NRI Quota in Constituent Colleges:** 5% of the total seats of each programme in *Constituent Colleges* shall be reserved for NRI candidates. Such candidates should apply directly to the Constituent Colleges concerned.

**Reservation of seats under Staff Quota in Constituent Colleges:** 5% of the total seats of each programme in Constituent Colleges shall be reserved for sons/daughters of University Employees. Such applicants shall apply directly to the Constituent Colleges concerned.

**If vacancies arise due to discontinuation of candidates under Sports/Cultural/NRI/PD/Staff quotas, the next eligible candidate in the Rank List shall be admitted. In case there is no next eligible candidate, the vacant seat shall be merged with the general merit quota.**

iv. **Mandatory Reservation:-**

**A. Government Colleges:** Leaving the seats set apart for Persons with disabilities, the remaining seats for each programme will be distributed as per the G.O.(Ms) No.107/08/H.Edn dated 30.8.2008 as given in Table 3-3.

**(Students should apply through CAP for admission in Govt. Colleges.)**

Sl. No	Seat Reservation	% of Reservation	
1	<b>Open quota (On the basis of merit)</b>	50	
2	<b>Socially and Educationally Backward Classes (SEBC)</b>	20	
	(a) Ezhava (EZ)		8%
	(b) Muslim (MU)		7%
	(c) Latin Catholic other than Anglo Indian		1%
	(d) Other Backward Christians(OBX)		1%
	(e) Other Backward Hindus(OBH)	3%	
3	*Economically backward among forward communities(EBFC)	10	
4	<b>Scheduled Castes/Scheduled Tribes</b>	20	
	Scheduled Castes		15%
	Scheduled Tribes		5%

**TABLE 3-3**

*\*For the limited purpose of reservation, under this category, candidates belonging to all those communities which do not enjoy communal reservation will be eligible. Candidates who wish to avail reservation under EBFC will have to produce the Certificate that they come under the Below Poverty Line (BPL) category of forward communities from the local bodies concerned and community certificate from the village offices.*

**EBFC Category**

10% of the total seats in government colleges is reserved for applicants belonging to Economically Backward among Forward Communities (EBFC). For availing the benefit of reservation under this category the annual family income of the applicant shall not exceed the prescribed limit.

- B. **Aided Affiliated Colleges:** The seats for each programme will be distributed as per the existing pattern given in Table 3-4.

Sl. No.	Seat Reservation	Seat Distribution in community colleges(in Percentage)	
		Forward Community	Backward Community
1	Open Quota	50	40
2	Scheduled Caste	15	15
3	Scheduled Tribe	05	05
4	Community Quota	10	20
5	Management Quota	20	20

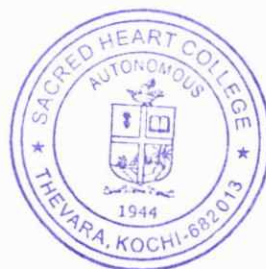
Table 3-4

The seats under community quota shall be reserved for students of the community to which the college belongs and such seats shall be filled on the basis of merit. The seats under management quota shall be filled by the management from among candidates of their choice.

**(For admission to Serial No. 1 to 3 students should apply through CAP)**

The Principals after admitting the eligible candidates under sports and cultural quota should upload the details of admission in respect of each candidate in the 'Online Admission Portal' of the University so as to enable the University to deduct an equal no. of seats from the General Merit quota. In the case of PD candidates admitted under PD category, an equal number of seats has to be deducted from General Category in the case of aided/unaided colleges and in the case of Govt. Colleges necessary deductions shall be made as per G.O.(Ms) No.107/08/H.Edn dated 30.8.2008

- C. **Self-Financing Affiliated Colleges/Self Financing programmes in Aided Colleges:** In Unaided Colleges and Self Financing programmes conducted in Aided Colleges, 50% of the total seats shall be filled by the management from among candidates of their choice provided they satisfy the eligibility conditions. The remaining seats (50%) shall be distributed and filled as detailed in Table 3-5.



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Distribution of 50% Seats ear marked under Merit category	Percentage of Reservation
Open Quota	65
Scheduled Caste	8
Scheduled Tribe	2
Ezhava, Thiyya & Billava	9
Muslims	8
Latin Catholics other than Anglo Indians	2
Other Backward Christians	1
Other Backward Hindus	5

TABLE 3-5

**(For admission to seats coming under merit category, students should apply through CAP.)**  
*The open quota seats in Govt/Aided/Unaided colleges will be filled purely on merit basis irrespective of the category/community to which the candidate belongs.*

**D. Constituent Colleges Owned and Controlled by the University:** In Constituent Colleges Owned and Controlled by the University, 5% of the total seats shall be filled from among NRI candidates and 5% of the total seats shall be filled from among the sons and daughters of University Employees provided they satisfy the eligibility conditions. The remaining seats (90%) shall be distributed and filled as detailed in Table 3-6.

Distribution of 90% Seats ear marked under Merit category	% of Reservation
Open Quota	65
Scheduled Caste	8
Scheduled Tribe	2
Ezhava, Thiyya & Billava	9
Muslims	8
Latin Catholics other than Anglo Indians	2
Other Backward Christians	1
Other Backward Hindus	5

TABLE 3-6

**(For admission to seats coming under merit category, students should apply through CAP)**



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