

PROSPECTUS 2018

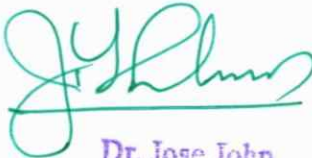
## Mahatma Gandhi University

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

**ADMISSION TO UG PROGRAMMES - 2018**

**Centralised Allotment Process (CAP)**



  
**Dr. Jose John**  
Principal in Charge  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 002

[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 - 2018** 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 2018.** 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)**



### IMPORTANT POINTS

- Candidates should register for admissions to UG courses for the academic year- 2018-19 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 fourth 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.
- A candidate shall inevitably report for admission in the college allotted to him/her in the first instance and if desirous of availing higher options in the college of his/her choice shall not cancel higher options. A candidate who so desires to await his/her chance for admission in a college of his/her choice need not admit himself/herself to any college allotted as per his/her higher options during the course of each allotment and need to finalize his/her choice of college and seek permanent admission only in the fourth.
- Students shall not remit any fee other than that prescribed by the University.
- In addition to the general allotment SC/ST candidates will be offered special online allotments.

## TABLE OF CONTENTS

1.	UG CAP SCHEDULE - 2018 .....	5
2.	CLASSIFICATION/CATEGORIZATION OF SEATS .....	8
3.	<b>RESERVATION OF SEATS .....</b>	<b>8</b>
4.	CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED .....	13
5.	ELIGIBILITY FOR ADMISSION.....	14
6.	PREPARATION OF RANK LIST .....	22
7.	CENTRALISED ALLOTMENT PROCESS (CAP).....	26
8.	POST ALLOTMENT ACTIVITIES.....	27
9.	SEAT ALLOTMENT PROTOCOL.....	30
10.	FEE .....	30
	APPENDIX 1: SCREENSHOTS.....	31
	APPENDIX II: PROGRAMME-COLLEGE MAPPING.....	34
	APPENDIX III: LIST OF RESERVATION CATEGORIES .....	71
	APPENDIX IV : LIST OF ABBEVIATIONS USED	

## 1. UG CAP SCHEDULE - 2018

<b>ADMISSION TO UG PROGRAMMES (2018-19) THROUGH CAP</b>		
<b>SCHEDULE</b>		
<b>Sr. No.</b>	<b>Item</b>	<b>Dates</b>
1.	Online availability of Application forms and Prospectus	25/05/2018 (Friday)
2.	Last date for the online payment of application fee	03/06/2018 4.00 pm
3.	Last date for Online Candidate Registration	03/06/2018 5.00 pm
4.	Publication of Provisional Rank List & Trial Allotment	07/06/2018
5.	Data modification, if any, by applicants / Rearrangement/addition/deletion of options	07/06/2018 - 08/06/2018
6.	First allotment	13/06/2018
7.	Online Payment of fee due to University	13/06/2018-16/06/2018 4.00 pm
8.	Reporting for admission in Colleges	13/06/2018-16/06/2018 4.30 pm
9.	Facility for option modification ( Rearrangement & deletion only)	17/06/2018-19/06/2018 4.00 pm
10.	Second allotment	22/06/2018
11.	Online Payment of fee due to University (Second allotment)	22/06/2018-25/06/2018 4.00 pm
12.	Reporting for admission in colleges	22/06/2018-25/06/2018 4.30 pm
13.	Facility for option modification ( Rearrangement & deletion only)	26/06/2018-27/06/2018 4.00 pm
14.	Third Allotment	29/06/2018
15.	Online Payment of fee due to University at designated (Third allotment)	29/06/2018-02/07/2018 4.00 pm
16.	Reporting for admission in colleges	29/06/2018-02/07/2018 4.30 pm
17.	Facility for option modification ( Rearrangement & deletion only)	03/07/2018 -04/07/2018 4.00 pm
18.	Fourth Allotment	07/07/2018
19.	Online Payment of fee due to University (Fourth allotment)	07/07/2018-11/07/2018 4.00 pm
20.	Reporting for admission in colleges	07/07/2018-11/07/2018 4.30 pm
21.	Commencement of classes	12/07/2018 (Thurs day)
22.	Online Registration/ Option registration for First Special	12/07/2018-13/07/2018 4.00 pm



	Allotment for SC/ST candidates	
23.	First Special allotment for SC/ST	17/07/2018
24.	Online Payment of fee due to University and reporting for admission in colleges (First Special Allotment for SC/ST candidates)	17/07/2018-19/07/2018 4.00 pm
25.	Online Registration/ Option registration for Second Special Allotment for SC/ST candidates	20/07/2018-21/07/2018 4.30 pm
26.	Second Special allotment for SC/ST	25/07/2018
27.	Online Payment of fee due to University and reporting for admission in colleges (Second Special Allotment for SC/ST candidates)	25/07/2018-27/07/2018 4.00 pm
28.	Online registration / Option registration for first Supplementary Allotment	28/07/2018-31/07/2018 4.00 pm
29.	First Supplementary allotment	04/08/2018
30.	Online Payment fee due to University & Reporting for admission in colleges (First Supplementary Allotment)	04/08/2018-07/08/2018 4.00 pm
31.	Facility for option modification (Rearrangement & deletion only) for Second Supplementary Allotment	08/08/2018-09/08/2018 4.00 pm
32.	Second Supplementary allotment	13/08/2018
33.	Online Payment fee due to University & Reporting for admission in colleges (Second Supplementary Allotment)	13/08/2018-16/08/2018 4.00 pm
34.	Online candidate registration for final allotment	17/08/2018-18/08/2018 4.00 pm
35.	Publication of the first allotment list of the Final Allotment	21/08/2018
36.	Online Payment fee due to University & Reporting for admission in colleges (first allotment list of the Final Allotment)	21/08/2018-29/08/2018 4.00 pm
37.	Publication of the second allotment list of the Final Allotment	31/08/2018
38.	Online Payment fee due to University & Reporting for admission in colleges (second allotment list of the Final Allotment)	31/08/2018-01/09/2018 4.00 pm
39.	Publication of the third allotment list of the Final Allotment	04/09/2018
40.	Online Payment fee due to University & Reporting for admission in colleges (third allotment list of the Final Allotment)	04/09/2018-05/09/2018 4.00 pm
41.	Publication of the fourth allotment list of the Final Allotment	07/09/2018
42.	Online Payment fee due to University & Reporting for	07/09/2018-10/09/2018 4.00 pm

	admission in colleges (fourth allotment list of the Final Allotment)	
43.	Closing of admission	10/09/2018
44.	Last date for the entry of admitted students in the online admission portal	10/09/2018 11pm

**SCHEDULE OF VARIOUS ADMISSIONS CONDUCTED BY COLLEGS**

<b>Item</b>	<b>Sports/Cultural/ PD Quotas</b>	<b>Community Merit</b>	<b>Management</b>
Last date for issuance and receipt of filled up application forms	31/05/2018 4.00 pm	16/06/2018 4.00 pm	10/09/2018 4.00 pm
Publication of rank list on the college notice board	02/06/2018 10.00 am	22/06/2018 10.00 am	NA
Admission of candidates	04/06/2018	23/06/2018	NA
Last date for the entry of admitted students in the online portal	04/06/2018 11.00 pm	10/09/2018 11.00 pm	10/09/2018 11.00 pm



## 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.

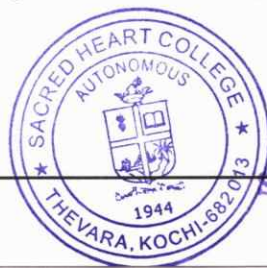
**Unaided Colleges/ Unaided programmes conducted in Aided Colleges** - 50% of the total seats including seats reserved for SC/ST/SEBC

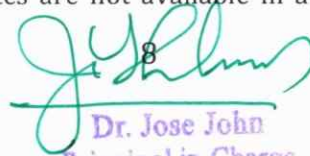
The remaining seats under community quota (Aided Colleges only)/management quota (Aided and Unaided Colleges and Unaided Programmes conducted in Aided Colleges)/sports and cultural quota seats and seats reserved for persons with disabilities (PD) (all affiliated Colleges) shall be filled by the educational 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.**
  - 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



  
Dr. Jose John  
Principal in Charge  
Sacred Heart College (Autonomous)  
Thevara, Kochi-682 073

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. **Reservation of Seats for Malayalee students from Andaman & Nicobar Islands:-** : An additional seat for each programme in affiliated Arts and Science colleges shall be created exclusively for the purpose of **Malayalee students from Andaman & Nicobar Islands**. This seat shall not be filled up by other candidates (U.O. No. 6199/AI/2016/Acad dated 23.11.2016). The Head of the institutions should forward the list of such candidates admitted, separately to the University, immediately after admissions. **Such applicants should apply directly to the colleges concerned.**
- iv. **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 Educational District Sports Zone.***

**Age Limit: Upper age limit for applying through sports quota is 25 years.**

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 subdistrict in the Educational District Sports Competition 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	Zone and Cluster levels (including ISCE, CBSE, HSE, VHSE)	30	25	20	15
5	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.**

**If vacancies arise due to discontinuation of candidates under Sports/Cultural/ PD 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.**



v. **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 and 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.



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

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.*

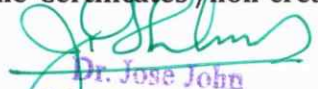
#### 4. CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED

Claims for Mandatory Reservations must be made by a candidate at the time of submission of application, with supporting documents as required. The claims for **mandatory** reservation once made in the Application form cannot be altered by the candidate under any circumstances.

**Claim for Communal reservation under 'Kerala Socially and Educationally Backward Classes' (KSEBC):-** Reservation of seats to the Socially and Educationally Backward Classes will be in accordance with the provisions contained in G.O. (P) 208/66/Edn. dated 2.5.1966, as amended from time to time.

1. Candidates belonging to Socially and Educationally Backward Classes as per G.O. (P) 02/2018/BCDD dated 08.03.2018, who belong to the non-creamy layer are eligible for reservation under this category. The non-creamy layer certificate should have been issued not earlier than 12 months prior to the submission of application. Only the claims of the candidates of those communities that are included in the list of communities appended in the Prospectus will be considered.
2. Candidates belonging to Ezhava, Muslim, Other backward Hindus, Latin Catholic other than Anglo Indians and Other backward Christian communities, claiming reservation under SEBC Quota should invariably produce both '**Community**' and '**Income Certificates/non-creamy**



  
**Dr. Jose John**  
 Principal in Charge  
 Sacred Heart College (Autonomous)  
 Thiruvananthapuram, Kerala - 692 013