



MAHATMA GANDHI UNIVERSITY
Kottayam – 686560

No. Ac BVI/1/8952/B P Ed-B Li Sc CAP/2017

P.D. Hills Dated 20/7/2017

NOTIFICATION

Applications are invited for admission to the B P Ed/B Li Sc Degree Programmes conducted in the affiliated Arts & Science Colleges for the academic year 2017-18 except Programmes conducted in Colleges which have been granted autonomy in the year 2017-18. (For more details of Colleges and Programmes visit website www.cap.mgu.ac.in)

Details of the Programmes and Duration: The Programmes lead to the Graduate Degree in the relevant subject. The B P Ed programme extends for a period of Four Semesters and B Li Sc programme extends for a period of two semesters.

A. Admission to seats which come under the purview of Centralized Allotment process (CAP)

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 while computing the percentage of reservation 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. **Aided Colleges:** Open quota seats, seats earmarked for SC/ST candidates

ii. **Unaided Colleges/ Unaided Programmes conducted in Aided Colleges:** 50% of the total seats including seats reserved for SC/ST and SEBC

Prospectus: For prospectus on Centralized Allotment Process visit the website www.cap.mgu.ac.in and click on the link "**Admission to B P Ed/B Li Sc Degree Programmes 2017-18**".

How and When to Apply:

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

Application fee:

The application fee will be as follows:

For all candidates except SC/ST : ₹ 1000/-

For SC/ST candidates : ₹ 500/-

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

Steps for Registering Online:

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 "**B P Ed/B Li Sc CAP- 2017**".
2. Follow the online instructions and fill in the personal details in the relevant fields provided.
3. 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.
4. 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.
5. After remitting the fee, the applicant will be redirected back to the application page.
6. Fill in the Application Form with personal details, academic eligibility and the options correctly.
7. Verify with the relevant documents and confirm the details entered on-line.
8. After satisfying himself/herself that the details entered are correct, the applicants shall press the Final Submission Button.
9. Take the print out the confirmation page for applicant's future reference.

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.

Further Allotments if any will be notified subject to the availability of vacancies.

SCHEDULE FOR ADMISSION TO B P Ed/B Li Sc DEGREE PROGRAMMES (2017-18) THROUGH CAP

Sr. No.	Item	Dates 2017-18
1.	Online availability of application forms and prospectus	24/07/2017
2.	Online candidate registration	Upto 31/07/2017 5.00 pm
3.	Publication of provisional rank list & trial allotment	04/08/2017
4.	Data modification, if any, by applicants/re-arrangement/addition/deletion of options	04/08/2017 to 05/08/2017 5.00 pm
5.	First allotment	10/08/2017
6.	Online remittance of fee due to University and reporting for admission in colleges	10/08/2017 to 11/08/2017
7.	Facility for option modification (re-arrangement & deletion only)	12/08/2017 to 14/08/2017
8.	Second allotment	18/08/2017
9.	Online remittance of fee due to University and reporting for admission in colleges	18/08/2017 to 19/08/2017
10.	Facility for option modification (re-arrangement & deletion only)	21/08/2017 & 22/08/2017
11.	Third Allotment	24/08/2017
12.	Online remittance of fee due to University and reporting for admission in colleges	24/08/2017 to 26/08/2017
13.	Commencement of classes	29/08/2017
14.	Online candidate registration for First Special allotment for SC/ST candidates	29/08/2017 & 30/08/2017
15.	First Online Special allotment I for SC/ST candidates	02/09/2017
16.	Online remittance of fee due to University and reporting for admission in colleges (First Special allotment)	02/09/2017 & 07/09/2017
17.	Facility for option modification (re-arrangement & deletion only) for Second Special allotment for SC/ST candidates	08/09/2017 & 11/09/2017
18.	Second Online Special allotment for SC/ST candidates	14/09/2017
19.	Reporting for admission in colleges (Second Special allotment)	14/09/2017 & 15/09/2017
20.	Online candidate registration for supplementary allotment	16/09/2017 to 18/09/2017
21.	First Supplementary allotment	22/09/2017
22.	Online remittance of fee due to University and reporting for admission in colleges (First Supplementary allotment)	22/09/2017 to 23/09/2017
23.	Facility for option modification (re-arrangement & deletion only)	25/09/2017 to 26/09/2017
24.	Second Supplementary Allotment	28/09/2017
25.	Online remittance of fee due to University and reporting for admission in colleges (Second Supplementary allotment)	28/09/2017 & 03/10/2017
26.	Online candidate registration for final allotment	04/10/2017 to 06/10/2017
27.	Publication of the first allotment list of the Final Allotment	10/10/2017
28.	Online Payment fee due to University & Reporting for admission in colleges (first allotment list of the Final Allotment)	10/10/2017 to 11/10/2017
29.	Publication of the second allotment list of the Final Allotment	12/10/2017
30.	Online Payment fee due to University & Reporting for admission in colleges	12/10/2017 to 13/10/2017

	(second allotment list of the Final Allotment)	
31.	Publication of the third allotment list of the Final Allotment	16/10/2017
32.	Online Payment fee due to University & Reporting for admission in colleges (third allotment list of the Final Allotment)	16/10/2017 to 17/10/2017
33.	Publication of the fourth allotment list of the Final Allotment	19/10/2017
34.	Online Payment fee due to University & Reporting for admission in colleges (fourth allotment list of the Final Allotment)	19/10/2017 to 20/10/2017
35.	Closing of admission	20/10/2017
36.	Last date for the entry of admitted students in the online admission portal	20/10/2017 11 pm

RESERVATION OF SEATS

Types of Reservation : Out of the total Merit Seats available affiliated colleges for B P Ed/B Li Sc Degree 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:

After the allotment the prescribed fee due to the University will have to be remitted online through the Online Payment Gateway as per the time schedule prescribed. Once the candidate remits the fee, the candidate shall be able to download an allotment memo. The print out of the allotment memo and the original certificates should be produced before the college authorities at the time of admission. The college authorities, after verifying the above documents, shall admit the candidate and make necessary updations in the admission portal. 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. Those who retain higher options need not pay any fee in the institution at the time of admission. However, in the third allotment, they should remit the fee applicable to the programme secured in the higher option (except SC/ST candidates) and join the college, and if not secured they should remit the fee applicable to the programme secured in the previous option. The original certificates of only permanently admitted students shall be kept in the respective institutions and in the case of students admitted temporarily the certificates shall be returned to them after verification.

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 upto the first special allotment.

It is obligatory for the candidates to report to the college to which he/she is allotted. Failure to appear before the Principal concerned for joining the Programme on the notified date and time will result in the forfeiture of his/her admission to the Programme and he/ she will not be considered for any vacancies arising in future. If a candidate is satisfied with an allotment and does not want to be considered again for further allotment(s), he/she must cancel all the remaining higher options. A candidate retaining all or any of his/her higher options after an allotment, is bound to accept the next allotment, if any, failing which he/she will lose the previous allotment as well as the new allotment. He/She will not be considered for any further allotments.

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

For admission to the seats which do not come under the purview of Centralized Allotment Process 2017 viz. Management Quota(Aided and Unaided Colleges and Unaided Programmes conducted in Aided Colleges) Sports Quota/ Cultural Quota/ Persons with Disabilities Quota (in all Affiliated Colleges) is given below:

SCHEDULE OF VARIOUS ADMISSIONS CONDUCTED BY COLLEGS

Item	Sports/Cultural/PD Quotas	Community Merit	Management
Last date for issuance and receipt of filled up application forms	25/07/2017	18/08/2017	20/10/2017
Publication of rank list on the college notice board	27/07/2017	24/08/2017	NA
Admission of candidates	28/07/2017	25/08/2017	NA
Last date for the entry of admitted students in the online portal	29/07/2017 11.00 pm	20/10/2017 11.00 pm	20/10/2017 11.00 pm

The details of the candidates admitted under the Sports/Cultural /PD Quotas must be uploaded in the admission portal provided by the University before 11.00 pm on 29/07/2017. 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 shall be merged with the general quota.

The unfilled seats under the PD category shall be converted to grant reservation for Children With Special Need (CWSN) *as per UO No. 2714/A1/2016/Acad dated 16/05/2016*. The eligibility prescribed for the Physically Challenged Candidates will be applicable to the Children with special need as well. The copies of the rank lists for admission in Sports/ Cultural/ Persons with Disabilities Quotas should be forwarded to the University on or before 24/10/2017.

Mode of remittance of Fee due to the University in the case of admissions under Sports/PD/Cultural/Community Merit/Management/ Lakshadweep quota and Malayalee Students of Andaman and Nicobar Islands

The fees due to the University (General Rs. 703/- only (For candidate who have graduated from Mahatma Gandhi University), Rs. 853/- Only (For candidates who have graduated from other Universities) SC/ST- 50/- Only) in respect of the applicants admitted under the above quotas should be remitted through the online payment gate way made available in the Online Admission Portal. The details of all candidates admitted to the above quotas should be uploaded to the Online Admission Portal of the University on the date of admission itself. The admission of such candidates shall be complete and valid only if the details are uploaded in the Online Admission Portal on the date of admission. All those admissions without entry in the Online Admission Portal shall be considered irregular. The candidates who have secured admission to the above quotas should collect the confirmation slip that can be downloaded by the college authorities after uploading the details of the admitted candidates.

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. It is mandatory to send memo cards, intimating the date of interview, to all the eligible candidates who figure in the rank list, under registered post with Acknowledgement due. All items of fees due to the University in respect of the students shall be remitted to the University account.

The principals of all affiliated Arts and Science Colleges are directed to comply with the above schedules of admission to B P Ed/B Li Sc Degree Programmes for the academic year 2017-18.


For more details, visit website www.cap.mgu.ac.in
Helpline numbers: 0481-6555563

Sd/-
B Radhakrishna Pillai
Joint Registrar in Charge of Registrar

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/
7. AR/DR/JR- Acad
8. Stock file /file copy

Approved for issue



Section Officer