



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

Centralized Allotment Process (CAP) for Under Graduate Degree Programmes 2019-20- Guidelines for Principals at the time of admission and subsequent stages - Approved - orders issued.

AC B 6

No. 2441/AC B 6/2019/MGU

Priyadarsini Hills, Dated: 04.06.2019

Read:-

ORDER

The admission of candidates for UG Degree Programmes through Centralized Allotment Process commences from 01/06/2019. The allotment is given on the basis of details furnished by the candidates online. The genuineness of the above details can be ascertained only at the time of admission of the candidates to the allotted colleges concerned.

Sanction has therefore been accorded by the Registrar to the following guidelines being issued to the Principals of the affiliated colleges for strict compliance at the time of reporting for admission by the candidates allotted through CAP.

1. Ensure that the candidate possesses the eligibility prescribed by the University for the programme to which he/she has been allotted.
2. Verify the following documents and ensure that there are no discrepancies in the grade/marks of the candidate furnished by him/her at the time of online registration.
 - a. The Allotment Memo received online.
 - b. Certificate to prove date of birth.
 - c. Transfer Certificate (TC) from the Institution last attended and Conduct Certificate.
 - d. Mark lists of all parts of the Plus Two / equivalent examination.
 - e. Eligibility Certificate from Mahatma Gandhi University, in the case of candidates who have passed their qualifying examination from other Boards/Institutes/governments, except CBSE/CISCE
 - f. Migration Certificate, if applicable.
 - g. Caste certificate in the case of SC/ST candidates. Any other documents required to be produced by the Head of Institution.
 - h. NCC/NSS Certificates in original, if applicable.
 - i. Certificate in original in proof of Ex-Servicemen/Dependent from Zilla Sainik Welfare Officer
 - j. Community Certificate along with non-creamy layer certificate (as per Government rules) from the revenue authorities concerned in the case of SEBC candidates who claim

reservation under SEBC category. The non-creamy layer certificate should not have been issued earlier than 12 months prior to the submission of application

k. Community Certificate along with the relevant certificate from the revenue authorities concerned to the effect that they come under the Below Poverty Line (BPL) category of forward communities in the case of candidates who wish to avail of reservation under EBFC.

3. The payment of fee due to University(General Candidates : Rs 1103/-, SC/ST candidates – Rs 50/-) is to be remitted by the candidate through the **online payment gateway** and only those candidates who remit the fee due to University shall be able to download the allotment memo. Hence, receipt in respect remittance of fee due to university shall not be insisted upon.
4. Tuition fee and other fees etc should be collected at the time of admission from the students who get admission in their first option. Fee should also be collected from those students who decide to seek permanent admission by cancelling the higher options. **Fee should not be collected from students at the time of admission who retain higher options on the basis of the first/second allotments.** Temporary admission shall be permitted for students who wish to retain their higher options till the third allotment. In the third allotment, fee applicable to the programme secured (except SC/ST candidates) shall be collected and the candidate shall be admitted in the college permanently if he/she desires so, otherwise may be permitted to leave the programme before the prescribed date without levying any fee.
5. Annual Administration fee (applicable in the case of self financing programmes) due to the University shall be remitted by the management concerned and the same shall not be collected from the students.
6. SC/ST candidates who secure allotment through CAP and wish to retain their higher options shall be permitted to take provisional admission in all allotments upto the special allotment.
7. The original certificates of all permanently admitted students shall be kept in the respective institutions. In the case of candidates seeking temporary admission, the original certificates shall be returned to them after verification along with the allotment memo duly attested by the head of the institution as a proof of reporting for admission.
8. The original certificates along with TC from the institution last studied may be given to the students who wish to appear for interviews for admission to professional programmes of reputed institutions on the basis of an undertaking to the effect that they shall return the original certificates and TC before the 20/06/2019.
9. Since many institutions have not issued TC, Conduct certificates and Original marklist, the student may be admitted on the basis of computer printouts and an undertaking to the effect that they shall submit the same within the time stipulated by the college which shall not be not more than 7 days.
10. The security code provided at the top right hand corner of the allotment memo shall be entered in the admission portal along with other details of admitted candidates.
11. Minor errors occurred in entering the name of the candidate, community at the time of registration and errors in the date of birth while registering online may be ignored if the same has not affected the allotment in any way.
12. If a candidate discontinues his/her studies, the discontinue option shall be exercised forthwith.
13. An undertaking on whitepaper may be obtained from candidates seeking permanent

admission, and should be admitted permanently using the '**Permanent Admission**' option available in the online admission portal. Such students shall not be able to retain higher options.

14. All candidates seeking temporary admission should be admitted using the '**temporary admission**' option available in the online admission portal. Such students shall be able to retain higher options.
15. The college authorities shall issue a '**confirmation slip**' to the admitted candidate which shall be available after admitting the candidate through the 'Online Allotment Portal'.
16. College authorities should take utmost care to ensure that the details have been uploaded in the Online Admission Portal before the deadline stipulated by the University in respect of each allotment.

Entry of details of admitted students to all quotas i.e., merit reservation, community and management shall be done on the date of admission itself and utmost care shall be taken while entering the details/uploading of the photographs.

Orders are issued accordingly.

Dr.K Sabukuttan

REGISTRAR (i/c)

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- 1 Principals of all affiliated /constituent colleges/Director, UCAS
- 2 PS to VC/PVC
- 3 PA to Registrar/FO/CE
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