MAHATMA GANDHI UNIVERSITY

DRAFT PROSPECTUS FOR ADMISSION TO POST GRADUATE DEGREE COURSES IN AFFILIATED COLLEGES

2010

MAHATMA GANDHI UNIVERSITY
PRIYADARSINI HILLS P.O., KOTTAYAM-686 560
www.mguniversity.edu

1.   INTRODUCTION

1.1.   Prospectus for admission to the Post Graduate (PG) Degree Courses in Government/Aided/Self financing affiliated Colleges, for the academic year 2010-11, as approved by the Mahatma Gandhi University, is published herewith. It contains general information and rules relating to the admission to PG Degree Courses in Government/Aided/Self financing affiliated Colleges under the Mahatma Gandhi University.

1.2.   The Prospectus issued by various colleges during the previous years for PG admissions are not valid for the year 2010-11.

1.3.   Admissions to the seats to be filled by the University to the above courses (except those specifically mentioned) are regulated on the basis of marks obtained in the qualifying examination. The details of seats, to which admissions are made through the rank list prepared accordingly, are contained in the relevant paragraphs.

2.   COURSES, INSTITUTIONS AND SEATS

2.1   **Details of the Courses and Duration**: The courses lead to Masters Degree in the relevant subject. The course extends for a period of four Semesters. The course of study shall be by regular attendance for the requisite number of lectures, practical training and other means.

2.2   **Institutions and Subjects for the PG Degree Courses**: The list of colleges to which admissions are to be made and the subjects offered in each institution are given as **Annexure I** of the Prospectus.

2.3   **Categorization of Seats**: Seats available in Govt./Aided/Self Financing affiliated colleges are mainly classified as Merit Seats and Management Seats.

    (a)   Merit Seats: The seats that are to be filled by the University in Govt./Aided/Self Financing affiliated colleges are classified as 'Merit Seats'.

    (b)   Management Seats: The seats in Aided/Self Financing affiliated colleges that are to be filled by the concerned Managements are classified as 'Management Seats'.

3.   RESERVATION OF SEATS

3.1.   **Types of Reservation :   Out of the total Merit Seats available** in Govt./Aided/Self Financing affiliated colleges for various PG Courses, 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

3.1.1.   Reservation for Nominees: An additional seat shall be created in all Govt./Aided colleges exclusively for the purpose of accommodating students sponsored y 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. (Govt. letter No.5455/B3/2006/ H.Edn. dated 15.3.2006). **Such students should apply directly to the colleges concerned.**

3.1.2.   Reservation for Persons with Disabilities (PWD) : The applicants under this quota will be selected on the basis of existing rules.

Three per cent of the seats in Government/Aided colleges, available to the University for Allotment from the University rank list are reserved for candidates with disabilities for all courses. (G.O. (Ms) No.104/07/H.Edn. dated 24.7.2007) as stipulated in Section 39, Chapter VI of the Persons with Disabilities Act, 1995. 1% (one percent of the seats in PG Courses) of seats shall be reserved for each of the three sections of the physically handicapped (Blind, deaf and Orthopaedically challenged) with provision for interchange of seats, if candidates are not available in a particular category in any year.

As per Clause (2)(t) Chapter I of the Act, '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.

Candidates seeking admission under PWD category should attached with their application form, an attested copy of the 'Certificate of disability' issued not earlier than 12 months prior to the submission of application, by a District Medical Board or bodies of higher status, certifying the degree of percentage of disability. Based on the certificate produced along with the application form, candidates will be provisionally included under the 'Persons with disability' category.

Note: No reservation of seats is allowed for Blind candidates for Science subjects.

3.1.2.1.   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.

3.1.3.   **Special Reservation**: The seats reserved under Sports Quota come under this category.

The following norms are prescribed for admission under this quota.

1.   One seat for every 20 seats for M.A., M.Sc., M.Com Courses
2.   Where the number of seats is less than 20 for a subject, the seats may be pooled together, M.A., M.Sc., and M.Com. being treated separately. Where the total number of seats, after pooling, exceeds multiples of 20, an additional seat can be created, if the excess number is 16 or more.
3.   Where the number of seats is still less than 15 after such pooling, all PG courses may be pooled together.
4.   A minimum of one seat may be given if there are no sufficient seats.
     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/University over the sportsmen who have represented the District/College. The applicant will produce the Certificate from the Hon'ble Secretary of the State Association of the event concerned to prove District representation.

5. Criteria for determining outstanding performances and for determining "merit" in Sports:

Games / Athletics   :   1st Winner or Winning team
                          2nd Runner up or Runner up team
                          3rd Third Place

Points shall be awarded to the Ist (Winner or the Winning Team), Second (Runners up or Runners up team), third (third place) and participation as :

Category	1st	2nd	3rd	Participation
International Meet of Universities	100	80	60	40
Combined Indian Universities Team	75	50	25	15
National/Inter-State/All India Inter-University	40	20	15	10
South Zone Inter University	25	15	10	5

The seats reserved under Cultural Quota will also come under this category and the following norms are prescribed for admission under this quota.

The selection shall be made from among the applicants for the cultural quota on merit as follows.

Level	Points of Participation			
	1st	2nd	3rd	4th
State School Level	20	10	5	-
Annual University Youth Festival of any University in Kerala	20	10	5	-
Zonal Inter University Youth Festival/Competition of Association of Indian Universities	30	20	10	-
National Inter University Youth Festival/Competition of Association of Indian Universities	50	30	20	10

Note :   1. A person can score points only in one category.
           2. The highest score will be counted
           3. Where bracketed, scores in other categories will be counted
           4. Where still bracketed, person who was the University athletic champion will be given 3 extra points.
           5. Performance in any year during the Degree course in Mahatma Gandhi University will be taken into consideration.
           6. He/She must be a Mahatma Gandhi University player and must be available for University Sports and Games unless specifically exempted by the Vice-Chancellor/Director of Physical Education, Mahatma Gandhi University.

Note (i) The seats under Sports Quota shall be filled by the respective Colleges. The candidates interested in getting admitted to such seats shall apply directly to the Principals of concerned colleges.
     (ii) The above candidates should also apply under the Centralised Allotment Process, if they are to be considered for general allotment.

3.1.4.   **Mandatory Reservation :**

3.1.4.1.   Leaving the seats set apart for Persons with disabilities, the remaining seats for each course in a Government College will be distributed as per the **G.O.(Ms) No.107/08/H.Edn. dated 30.8.2008 and endorsement No.**

Sl.No.	Seat Reservation	% of Reservation
I	State Merit (On the basis of merit)	50
II	Socially and Educationally Backward Classes (SEBC) (a) Ezhava (EZ) 8% (b) Muslim (MU) 7% © Latin Catholic/SIUC (LC) 1% (d) Other Backward Christian(BX) 1% (e) Other Backward Hindu (BH) 3%	20
III	* Economically backward among forward communities	10
IV	Scheduled Castes/Scheduled Tribes : Scheduled Castes - 15% Scheduled Tribes -05%	20

* 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 this category will have to produce the Certificate that they come under the Below Poverty Line (BPL) category from the concerned Local Bodies and Community Certificate from the Village Officer.
Note : For reservation of 20% seats under SEBC, the total seats for PG courses in a college will be taken as one unit. If necessary, for allotment of such seats rotation system will be followed.

3.1.4.2.   **In Aided affiliated Colleges**, leaving the seats set apart for Persons with disabilities, the remaining seats for each course will be distributed as per the existing pattern given below.

Sl.No.	Seat Reservation	Forward Community Colleges	Backward community colleges
I	Open Quota	50 per cent	40 per cent
II	Scheduled Caste	15 per cent	15 per cent
III	Scheduled Tribe	05 per cent	05 per cent
IV	Community Quota	10 per cent	20 per cent
V	The remaining seats (20%) after filling items (I) to (IV) will be filled by the Educational agency (ie. Management) by the candidates of its own choice. The academic eligibility of such candidates shall be the same as prescribed in the Prospectus, 2010-11.		

Note : The seats under community quota in Aided Colleges will be filled on the basis of merit and on the basis of community certificates issued by the Revenue Authorities only.

3.1.4.3.   **In self financing affiliated colleges** 50% seats under **Government quota** will be filled on the basis of merit. 65% of the seats shall be filled on general merit and 35%

shall be filled by candidates belonging to SC.ST and other backward communities in the order of merit with the following quota for each community.

Seat Reservation	% of Reservation
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

The remaining 50% of the seats shall be filled by the management by candidates of its own choice by observing the prescribed eligibility conditions.

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

Note :   (i) Claims for Mandatory Reservations must be made by a candidate at the time of submission of application, with supporting documents as required and as specified. Candidates should also mention the item of reservation claimed in the relevant columns in the application for and in the Personal and Academic Data Sheet. Candidates should also satisfy the eligibility conditions as per Clause 5 of the Prospectus.

(ii) Candidates should attach along with their application form, self attested copies of the relevant certificates as mentioned for each item below, in support of the claim. Claims made after the last date for submission of Application will not be entertained even if supporting evidences are produced. The claims for **mandatory** reservation once made in the Application form cannot be altered by the candidate under any circumstances.

4.1.   **Claims for Mandatory Reservation**

4.1.1.   **Merit Seats:** The seats under the State Merit category will be filled purely on merit basis irrespective of the Category/Community to which the candidates belong.

4.1.2.   **Claim for Communal reservation under 'Socially and Educationally backward Classes' (SEBC):** 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.

(a)   Candidates belonging to Socially and Educationally backward Classes as per G.O.(P) 208/66/Edn. dated 2.5.1966, whose annual family income (i.e, annual income of all members in the family from all sources taken together) is upto Rs.4.5 lakhs (Rupees. Four lakhs and fifty thousand only) are eligible for reservation under this category. Only the claims of the candidates of those communities that are included in the list of communities will be considered.

(b)   Candidates belonging to Ezhava, Muslim, Other backward Hindus, Latin Catholic/SIUC and Other backward Christian communities, claiming reservation under SEBC Quota should invariably produce both '**Community**' and '**Income**

Certificates' obtained from the concerned Village Officer. The above certificates should be attached with the application. Candidates whose annual family income is above Rs.4.5 lakhs are not eligible for reservation.

(c)   Applicants claiming Reservation under community quota in aided colleges (refer Annexure I) who belong to the community of the Management which runs the college, will have to produce community certificate from the concerned Revenue Authority along with the application.

4.1.3.   Claim for Reservation under Scheduled Castes/Scheduled Tribes Quota

(a)   Candidates claiming reservation under Scheduled Castes/ Scheduled Tribes Quota should obtain in caste/community certificate from the Tahsildar.

Warning: Those who produce false SC/ST Certificate for claiming reservation under SC/ST quota shall be liable for penalties as per rules.

(b)   **Claim of OEC candidates against the un-availed seats of SC/ST candidates**: Other Eligible Community (OEC candidates who claim allotment to the un-availed seats, if any, under SC/ST quota should furnish community and income certificates obtained from the Village Officer concerned. Those OEC candidates whose annual family income **is upto Rs.4.5 lakhs** alone are eligible for such seats.

4.2.   **Claim for Reservation under Persons with Disabilities (PWD) :** Candidates seeking admission under PWD category should attach with their application form, an attested copy of the 'Certificate of disability' issued not earlier than 12 months prior to the submission of application by the District Medical Board or bodies of higher status, certifying the degree of percentage of disability. Based on the certificate produced along with the application form, candidates will be provisionally included under the 'Persons with Disability' category.

4.3.   **OTHER GENERAL RULES FOR MANDATORY RESERVATION :**

4.3.1.   If the seats reserved for SC/ST candidates are not filed up by them after an opportunity is given by notifying the vacancies through the media, those seats may be filled up by candidates belonging to OEC and in their absence, candidates belonging to SEBC.

The seats that still remain unavailed will go to the Open Merit Quota.

4.3.2.   **Claim for fee concession to OEC candidates** : Candidates belonging to other eligible communities are exempted from payment of fee at the time of allotment to PG Degree Courses under Government/Community quota irrespective of annual family income as per **G.O (Ms) No.36/07/SCSTDD dated 03.07.2007**. **They should provide Community Certificate from the Village Officer in the Application form**.

4.3.3.   Seats remaining un-availed in 'Persons with Disability' category due to the non-availability of candidates belonging to that particular category will go to the mandatory reservation quota unless otherwise mentioned.

5.   **ELIGIBILITY FOR ADMISSION**

5.1.   **Nativity**: Candidates should be an Indian Citizen. Candidates seeking admission to PG courses will be categorized as **Keralite** and **Non-Keralite**.

> **(i)   Keralite** : A candidate of Kerala original will be categorized as a Keralite. Children of All India Service Officers allotted to Kerala Cadre are deemed to be Keralites as per G.O.(Rt) No.822/08/H.Edn. dated 9.5.2008. But they will not be eligible for communal/special reservation.
>
> **(ii)** A candidate who does not come under Keralite category will be categorized as Non-Keralite. Such a candidate will be eligible for admission only after all the applicants of Keralite original are ranked and allotted.

5.1.1.   In order to prove that a candidate is an Indian Citizen of Kerala original for the limited purpose of eligibility for admission, he/she has to produce any one of the following certificates.

> (a)   In the case of candidates who have undergone College studies in Kerala, a Course certificate from the Head of the educational institution last attended in Kerala, certifying that the candidate has undergone his/her studies in Kerala for not less than 3 (three) years within a continuous period of 12 (twelve) years, immediately prior to the completion of the bachelor's Degree or equivalent examination.
>
> <div align="center">OR</div>
>
> (b)   A certificate from the Village Officer/Tahsildar to show that he/she or hs/her mother/father was born in kerala.
>
> <div align="center">OR</div>
>
> (c)   Certificate from the Village Officer/Tahsildar to the effect that the candidate has been a resident of Kerala State for a period of five years within a continuous period of twelve years.
>
> <div align="center">OR</div>
>
> (d)   The true copy of relevant page of Secondary School Leaving Certificate showing the Place of Birth in Kerala of the candidate.
>
> <div align="center">OR</div>
>
> (e)   The true copy of the relevant page of the Secondary School Leaving Certificate showing Place of Birth in Kerala of either of the parents of the candidates with corroborative certificate to establish the relationship between the parent and the candidate.
>
> <div align="center">OR</div>
>
> (f)   The true copy of the relevant page of the Passport issued by the Government of India of the candidate, showing Place of Birth in Kerala or of either of the parents of the candidate showing Place of Birth in Kerala with corroborative certificate to establish the relationship between the parent and the candidate.

5.1.2.   Non-Keralites should furnish a copy of the Certificate of nativity from the concerned revenue authority or local body.

5.1.3.   If an applicant for admission is found to have indulged in ragging in the past or if it is noticed latter that he/she had indulged in ragging, admissions may be refused or he/she shall be expelled from the educational institution.

5.2.   Academic (General)

5.2.1.   (i) Candidates should have passed the corresponding Degree Examination under the 10 + 2 + 3 pattern with one main subject and two subsidiary subjects from any of the Universities in Kerala or of any other University recognized by the Mahatma Gandhi University as equivalent thereto for admission, subject to the stipulation regarding marks.

(ii) Double or Triple main candidates or candidates who have passed the Degree Examination in Vocational or Specialized Courses are also eligible for admission. However, they have to submit copy of the Equivalency and Eligibility Certificate from the Mahatma Gandhi University, stating that, their Qualifying Examination is recognized for seeking admission to the relevant P.G. Degree Course(s) as applicable, along with their application.

(iii) The minimum requirement of marks for admission to PG Degree Courses is given in the relevant sections. No rounding off of the percentage of marks to the nearest whole number is permitted.

5.3.   Choice of Optional subjects :

5.3.1.   The optional subject for the PG Degree course should be the same as the one, which the student has selected as main subject for graduation, or the main subject for graduation conventionally recognized to be coming under the optional chosen. In case, the main subject is different from the subject opted for admission, the eligibility will be decided as per the existing rules of the University.

5.3.2.   Candidates seeking admission to different PG Degree course have to satisfy the academic eligibility as described in the following sub clauses.

5.3.2.1.   **M.A. Courses :**

(a)   **ENGLISH** : Graduates with English under Part III and all graduates in the Faculties of Arts, Social Science, Science, Oriental Studies who have taken not less than three papers under Compulsory English with not less than 50% marks in Part I Compulsory English (30 marks) (B.A./B.Sc.) or not less than 45% marks in Part III English including subsidiaries (B.A.)

(b)   **SANSKRIT**: Graduates with Sanskrit under Part III Optional for B.A. with not less than 45% marks including subsidiaries or B.A./B.Sc. with Sanskrit under Part II (additional language) with not less than 50% makrs.

(c)   **MALAYALAM**: B.A. with Malayalam under Part III with not less than 45% marks including subsidiaries or B.A./B.Sc. with Malayalam under Part II (additional language) with not less than 50% marks.

(d)   **HINDI:** B.A. with Hindi under Part III with not less than 45% marks including subsidiaries or B.A./B.Sc. with Hindi under Part II additional language with not less than 50% marks.

(e)   **ARABIC:** B.A. with Arabic as Main or Subsidiary with 45% marks including main and subsidiaries or B.A./B.Sc. with Arabic under Part II additional language with not less

than 50% marks for B.A./B.Sc. in any subject with Afzal-ul-ulama oriental Title Examination of Kerala / Calicut University or Arabic Munshi Examination of the Government of kerala or Arabic Munshi Lower or Higher Examination of the erstwhile Travancore Cochin Government.

NB: Candidates who have passed Model II Vocational degree courses – LLD/BBA/BBM/BCA are not eligible to apply for admission to M.A. English, Hindi, Arabic, Sanskrit, Malayalam etc., based on the marks obtained in Part I – English or Part II – Second Langugage, sine the content of Language & Literature of Part I & II of these degree programmes is not sufficient enough to pursue a PG Programme.

(f)   **PHILOSOPHY:** All graduates in the Faculties of Arts, Social Science and Science with not less than 45% marks in Part III Optional main subject concerned including subsidiaries.

(g)   **HISTORY**: All graduates in the Faculties of Social Sciences and graduates with English Language and Literature as the Main subject under the Faculty of Arts with not less than 45% marks in Part III main subject concerned including subsidiaries.

(h)   **POLITICS** : All Graduates in Politics, History, Economics, Philosophy, Psychology, Sociology, Anthropology, Law, Journalism, Public Administration, Geography, Archaeology, English or other Social Sciences with not less than 45% marks in Part III Optional main subject concerned including subsidiaries.

(i)   **ECONOMICS:** Graduates in Economics, Mathematics and Statistics with not less than 45% marks in Part III Optional main subject concerned including subsidiaries. B.Sc. Degree holders in Co-operation and Banking from Kerala Agricultural University are also eligible.

(j)   **PSYCHOLOGY:**   Graduates in Psychology or graduates in Rehabilitation Science from Bharatidasan University with not less than 45% marks in Part III optional subjects concerned including subsidiaries.

(k)   **SOCIOLOGY:** Graduates in the Faculties of Arts, Social Science, Science and Law with not less than 45% marks in Part III optional main subject concerned including subsidiaries.

(l)   **M**.**S.W**. : All graduates in the faculties of Arts, Law, Social Science, Oriental Studies with not less than 50% marks and 55% for Science and Commerce graduates in aggregate for Part I and III subjects. Graduates of all professional courses with 50% marks are also eligible.

(m)   **ISLAMIC HISTORY:** All graduates in the Faculty of Social Sciences with not less than 45% marks in Part III main subject concerned including subsidiaries.

(n)   **M.F.A. /M.A. – Music / Mridangam / Kathakali Vesham / Kathakali Sangeetham / Bharathanatyam / Mohiniyattom** : Eligibility for admission to PG Courses shall be a graduation with not less than 50% marks in the subject concerned.

(Diploma/Post diploma holders of RLV College who are in the regular service of the government / Universities in Kerala with not less than 3 years continuous services are eligible for admission to the respective P.G. course for improvement of their

qualifications.   They will have to fulfill other eligibility criteria prescribed by the University. (Refer U.O. No.Ac.A-III/1/RLC-17/2000 dated 24.03.2004)

(o)   **M.A. Cinema and Television**: Graduate in any subject (Preference given to candidates with training in Multimedia, Animation, Graphics, Videography, Film Appreciation, Journalism, Communication, Visual Arts, Painting, Theatre, Architecture and Music).

(p)   **Master of Tourism Administration (MTA)**: A Bachelors degree of M G University or equivalent 55% marks in aggregate for Part III subjects for science and 45% marks in aggregate in part III for non science subjects or a degree in Engineering with not less than50% in aggregate. Selection will be made on the basis of marks in qualifying degree examination, Entrance test, Group discussion and Interview-50%, 30%, 10%and 10% respectively.

(q)   **Master of Management in Hospitality (MMH):** An undergraduate in any subject with minimum 45% in Part III Subjects.   Selection will be made on the basis of marks scored in (i) qualifying examination (ii) entrance exam conducted by the College/test scores in MAT/CAT/XAT (iii) Group discussion and (iv) interview. Total marks 200 (50 marks each for the above 4 Components).

(r)   **Master of International Business:** A pass in Bachelors degree examination with 50% marks in aggregate for Arts and Commerce degree and 55% marks for all other degrees or 50% marks in aggregate in a Masters Degree.

(s)   **MHRM:** A pass in any Bachelors Degree Examination with not less than 50% marks in the aggregate (ie., in all parts of the exams) for Arts and Commerce and BBA Degrees and 55% marks in the aggregate for all other Degrees or 50% marks in the aggregate for Masters Degree Examination.

(t)   **MBA**: A pass in any Bachelors degree exam of Mahatma Gandhi University or an equivalent degree of any other University duly recognized by Mahatma Gandhi University with not less than 50% marks on the average in the aggregate ie., in all parts of the examination or in a Masters Degree Exam, if the candidate has passed any such exam.

(u)   **M.Com**: B.Com with not less than 45% marks under Part III or BBA/BBM of this University with not less than 45% marks.

(v)   **M.Sc. Mathematics** :   B.Sc. Mathematics Main or B.Sc. Statistics Main / B.Sc. Computer Application with not less than 55% marks in the optional subject concerned including subsidiaries or B.Tech with not less than 55% marks in Mathematics (aggregate of all Mathematics Papers and a total of 55% for the entire course)

(w)   **M.Sc. Physics**: B.Sc. Physics with not less than 55% marks in the optional subject concerned including subsidiaries.

(x)   **M.Sc. Statistics**: B.Sc. Statistics Main or B.Sc. Mathematics Main/ B.Sc. Computer Application with not less than 55% marks in the optional subject concerned including subsidiaries (Computer Science and Maths in the case of B.Sc. Computer Application). A weightage of 10% marks scored by the graduate in Statistics will be added to the total of Part III Statistics for preparing index marks.

(y)   **M.Sc. Chemistry**:   B.Sc. Chemistry Main with 55% marks in the optional main subject concerned including subsidiaries.

(z)   **M.Sc. Botany**: B.Sc. Botany Main with not less than 55% marks in the optional main subject concerned including subsidiaries.

(aa)   **M.Sc. Zoology**: B.Sc. Zoology Main/Biological Techniques & Specimen Preparation with not les than 55% marks in the optional main subject concerned including subsidiaries.

(ab)   **M.Sc. Geology**: B.Sc. Geology Main with not less than 55% marks in the optional main subject concerned including subsidiaries.

(ac)   **M.Sc. Home Science**:

1. **M.Sc. Child Development**: For admission to the PG Programme in Child Development, the applicant must have passed B.Sc. Home Science/Family and Community Science and B.Sc. Food Science and Quality Control Model-I and II Degree of Mahatma Gandhi Univesity or any statutory University recognized by Mahatma Gandhi University with not les than 55% marks in Part III with regard to eligibility criteria.

2. **M.Sc. Family Resource Management**: For admission to the PH programme in Family Resource Management, the applicant must have passed B.Sc. Home Science / Family and Community Science and B.Sc. Food Science and Quality Control Model I & II of Mahatma Gandhi University or any statutory University recognized by Mahatma Gandhi University with not less than 55% in part III with regard to eligibility criteria.

3. **M.Sc. Food and Nutrition** : For admission to the PG Programme in Food and Nutrition the applicant must have passed B.Sc. Programme with specialization in Food and Nutrition, Food Science and Quality Control, Clinical Nutrition and Dietetics, Food Technology or Home Science and Community Science Model I & II with not less than 55% marks in Part II. Graduates in Biochemistry or zoology with PG Diploma innutrition and Dietetics of any statutory University recognized by Mahatma Gandhi University are also eligible provided that such candidates should have not less than 55% marks in Part III in the graduate level.

4. **M.Sc. Family and Community Science**: For admission to the PG Programme in Family and Community Science, the applicant must have passed B.Sc. Home Science/Family and Community Science Degree and B.Sc. Food Science and Quality Control Model I & II of Mahatma Gandhi University or any statutory University recognized by Mahatma Gandhi University with not less than 55% marks in Part III with regard to eligibility criteria.

5. **Food Service Management and Dietetics:** For admission to the PG Programme in Food Service Management and Dietetics the applicant must have passed B.Sc. Programme with specialization in Clinical Nutrition and Dietetics, Food Science and Quality Control, Food and Nutrition or Home Science/Family and Community Science Model I & II of Mahatma Gandhi University or any

statutory University recognized by Mahatma Gandhi University with not less than 55% marks in Part III.

(ad)   **M.Sc. Computer Science:** B.Sc. Degree with Maths/Computer Science / Electronics / IT as one of the subjects (main or subsidiary) or BCA/B.Tech. degree with not less than 55% marks in optional subject. Candidates having Degree in Computer Science/Computer Application/IT/Electronics shall be given a weightage of 20% marks in their qualifying degree examination.

(ae)   **M.Sc. I.T.:** B.Sc. degree with IT/Maths/Statistics/BCA/B.Sc. Computer Science with not less than 55% marks in optional (Main & Subsidiaries).

(af)   **M.Sc. (O.R. & CA), M.Sc. Applied Statistics with Computer Application**: Any degree in Science / Computer Science / Computer Application / Engineering with Maths / Statistics as one of the subjects with not less than 55% marks.

(ah)   **M.Sc. Biotechnology**: A candidate seeking admission to M.Sc. Biotechnology must have at least 55% marks in Biological Sciences viz., Zoology, Botany, Biochemistry, Biophysics, Biotechnology and Microbiology, Biological Techniques & Specimen Preparation or Chemistry at the graduate level. Selection of candidates will be on the basis of general merit in subjects of specialization in their graduation, entrance examination and interview – 50%, 40%, 10% respectively. Graduates in MLT Course with not less than 55% marks in aggregate are also eligible.

(ai)   **M.Sc. Microbiology** : A candidate seeking admission to M.Sc. Microbiology must have at least 55% marks in Biological Sciences viz., zoology, Botany, Biochemistry, Biophysics, Biotechnology and Microbiology, Biological Techniques & Specimen Preparation or Chemistry at the graduate level ; candidates having B.Sc. Degree in Industrial Microbiology and Medical Microbiology with 55% marks are also eligible. Graduates in MLT course with not less than 55% marks in aggregate are also eligible.

(aj)   **M.Sc. Aquaculture & Fish Processing / M.Sc. Applied Fisheries & Aquaculture**: B.Sc. Industrial Fish and Fisheries, B.Sc. Aquaculture, B.Sc. Zoology, B.Sc. Botany, B.Sc. Life Sciences and B.F.Sc. (Bachelor of Fishery Science) with 55% marks. Selection will be on the basis of (i) Marks scored in the qualifying examination, (ii) Entrance Test and (ii) Interview – Weightage will be 50%, 40% and 10% respectively.

(ak)   **M.Sc. Clinical Nutrition & Dietetics**: B.Sc. from a recognized University in Clinical Nutrition & Dietetics, Food and Nutrition, Food Science & Quality Control and Food Technology, Family and Community Science graduates with PG Diploma in Nutrition and Dietetics are also eligible. Weightage of 45 marks will be given for those who have passed B.Sc. with Clinical Nutrition & Dietetics.

(al)   **M.Sc. Applied Microbiology**: 55% marks in Model I & II graduate courses in Botany, Zoology, Biochemistry, Biotechnology, Microbiology, Industrial Microbiology, Food Science & Quality Control, Medical Microbiology, Aquaculture, Environment and Water Management, Chemistry and Industrial Chemistry. Selection will be made on the basis of general merit, entrance test and interview – 50%, 40% and 10% respectively.

(am)   **M.Sc. Plant Biotechnology**: Botany as main or subsidiary subject. Biochemistry, Biotechnology, Microbiology, Agricultural Science and Environmental Science with 55% marks. Selection will be made on the basis of general merit, entrance exam and interview – 50%, 40% and 10% respectively.

(an)   **M.Sc. Food & Nutrition / M.Sc. Food Science and Technology / M.Sc. Food Management & Dietetics** : A degree in Science & Technology of any University recognized by Mahatma Gandhi University and having Food Science, Food Technology, Chemistry, Bio-Chemistry, Botany, Zoology, Microbiology, Family & Community Science or Nutrition as any one of the subjects in their curriculum with a minimum of 55% aggregate marks.

(ao)   **M.Sc. Electronics**: B.Sc. Degree in Physics/Instrumentation/ Electronics/Electronics with CHW/B.Sc. Computer Science/Computer Application/BCA or any degree equivalent thereto with not less than 55% marks in the optional concerned including subsidiaries. B.Sc. Physics (Electronic Equipment Maintenance) and B.Sc. Computer Maintenance and Electronics degree holders with not less than 55% marks in optionals are also eligible. A weightage of 10% marks shall be given to B.Sc. Electronics/Electronics with Computer Hardware degree holders.

(ap)   **M.Sc. Bio Chemistry**: B.Sc. Degree in Botany, Zoology, Biochemistry, Biophysics, Microbiology, Biotechnology, Biological Techniques & Specimen Preparation, Chemistry and Physics with 55% marks in Part III of respective subjects.

(aq)   **M.Sc. Bio Informatics** : B.Sc. in Biochemistry, Bio Physics, Biotechnology, Plant Biotechnology, Botany, Zoology/Plant Biology/ Chemistry/Computer Science, computer Application, electronics, Environmental Science, Maths, Microbiology, Physics, Statistics with not less than 55% marks in the subject concerned. Selection will be on the basis of marks secured for qualifying exam (50%), entrance test (40%) and interview (10%).

(ar)   **M.Sc. Food Science and Quality Control**: B.Sc. Food Science and Quality Control/B.Sc. Food Science and Nutrition/B.Sc. Food Technology with 55% marks.

(as)   **MCA**: The admission to MCA Course is governed by the admission rules prescribed in the prospectus for MCA Entrance Examination issued by the Commissioner for Entrance Examinations, Govt. of Kerala.

(at)   **M.Sc. Physiology**: B.Sc. Degree in Zoology, Physiology, Nursing, Biotechnology, Microbiology, Biochemistry and Biophysics with 55% marks in Part III of respective subjects.

(au)   **M.Sc. Clinical Nutrition** : B.Sc. Degree from a recognized University in Home Science , Clinical Nutrition & Dietetics, Food and Nutrition, Food Science & Quality Control. Graduates with PG Diploma innutrition and Dietetics are also eligible.

(av)   **MHA**: Any Degree from a recognized University with 50% marks or Post Graduation.

(aw)   **M.Sc. Biostatistics**: Candidates having a minimum of 55% marks in B.Sc. Mathematics/Statistics/Computer Sciences or Computer Applications with Statistics as a Subject. Those candidates with B.Sc. in Life Sciences like Botany, Zoology, Bioinformatics, Biochemistry, Biotechnology, Microbiology, Food Technology, Industrial Microbiology, Pharmacy, Pharmacology, Food Science, M.B.B.S., who have

studied Mathematics as a subject at Plus Two/Pre-Degree are also eligible, provided they have secured at least 55% marks in the qualifying examination. Further those candidates with 55% marks in B.Sc. Electronics or any other B.Sc. degree with statistics and probability as subjects in their curriculum are also eligible for admission.

(ax)   **M.Sc. Environmental Science & Management**: B.Sc. Degree in any one of the Science subjects Botany/Zoology/Chemistry/Physics/Environmental Science/ Environment Management/ Microbiology/ Biotechnology/ Biochemistry /Agriculture / horticulture /Forestry/any branch of Life Science/Geology/ Geography or an equivalent examination or an Engineering degree in Civil/ Mechanical/ Chemical/Environmental branch with an aggregate of 55% marks in the optional subjects.

(ay)   **M.Sc. Food Science and Technology** : Bachelors Degree in Science or Technology having Food Science, Food Technology, Chemistry, Biochemistry, Physics, Botany, Zoology, Home Science, Microbiology or Nutrition as one of the subjects with a minimum of 55% marks in the aggregate. Selection of candidates for the above course will be on the basis of general merit marks in graduation, entrance examination and interview – 50%, 40% and 10% respectively.

Admission to the following courses will not come under the purview of this prospectus/allotment process:

M.B.A., M.C.A., M.S.W., M.Sc. Biotechnology/Microbiology/Applied Microbiology/Bioinformatics/Plant Biotechnology/Biochemistry/Molecular Biology & Genetic Engineering/Toxicology/Genomics & Proteomics/Bio Material & Tissue Engineering/Phyto Medical Science & Technology, M.Sc. Environmental Science & Management, M.Sc. Food Science & Technology / M.Sc. Food Science & Quality Control/Food Technology & Quality Assurance and M.Ed.

Relaxation in Marks in the qualifying examination :

5.3.3.   **Scheduled Caste/Scheduled Tribe Category** : The minimum marks in the qualifying examination for admission to the PG Degree courses of studies is 35%.

5.3.4.   **SEBC Category**: A relaxation of 3% marks in the qualifying examination from the prescribed minimum is allowed.

5.3.5.   **OEC Category:** A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed.

5.3.6.   **Persons with Disability category**: A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed.

6.   PREPARATION OF RANK LIST:

The rank list for PG Degree courses will be prepared on the basis of marks obtained in the qualifying examination in Part III Subjects (including weightage/deduction wherever applicable) unless otherwise mentioned. The rank list will be prepared based on the total marks obtained by the candidates out of 1,000.

6.1.   **M.A. Degree Course** :

Subject to the General principles and the University Rules regarding minimum marks, the ranking for M.A. Degree courses shall be as follows :

6.1.1.   **M.A. English** :

In ranking a weightage of 5% will be added to optional English candidates and this weightage will be added to their percentage marks in Part I or part III, whichever is advantageous to the candidates. For Example, in the case of a candidate who has got 55% marks in Part ZI and 60% marks in Part III (60 + 5 = 65). In the case of another candidate who has got 60% marks in Part I and 55% marks in Part III English, wieghtage of 5% will be added to 60% marks in Part I (60+5=65).
In case there is atie, preference will be given in the following order :

(i)   Marks for Part III English
(ii)   Marks for Part I English
(iii)   Marks for Part II Language
(iv)   Marks for Part III non-English main

6.1.2.   **M.A. in other Languages**

The percentage of marks for Part II in the case of other languages and percentage of marks for Part III or Part IV, as the case may be with regard to those who have taken the languages concerned under Part III or Part IV to be taken into account. to the higher of the two figures, a weightage of 10 marks may be added to those who have studied the languages under Part III or Part IV and the higher of the two resulting figures should be taken as the final ranking marks. A weightage of 10% marks maybe added to those who have studied the language subjects under the Faculty of Oriental Studies under Part III or Part IV.

6.1.3.   **M.A. in Other subjects** :

The candidates will be ranked on the basis of total marks obtained for the optional subjects. A weightage of 10 marks will be given to those who have studied the concerned subjects as optional for the Degree course and those who have studied the subject under Part III for the Degree Course. However it has been decided to give 100 marks as weightage for those who have taken History (not Islamic History) as their optional subject for their Degree course, when tabulating marks for admission for PG Degree course in History.

For admission to M.A. Degree course in Sociology, preference should be given to B.A. Degree holders in Sociology with a minimum of Second Class (50%), fifty per cent of the seats be reserved for the B.A. Degree holders in Sociology subject to satisfying the other conditions prescribed by the University.

6.1.3.a.   **M.A. Economics** : Marks secured for Economics Main is to be taken as weightatge and added to total marks secured.

6.1.3.b.   **M.A. Politics** : A weightage of 100 marks to be given to the candidates who have studied Politics under Part III Main of B.A. degree examination.

6.1.4.   **M.Sc.** : The candidates will be ranked on the basis of total marks obtained for the optional subjects plus the marks obtained in the Optional Main subject.
In the case of candidates who have qualified under three main systems the marks obtained in the three main plus the marks obtained in the concerned main will be used for ranking.

6.2.   **Weightage/Deduction**: Weightage of marks will be given to the candidate as per sub section (a) and deduction will be made as per sub section (b).

Weightage/deduction of marks will be effected as follows :

(a)   5 marks for certificate holders of National Service Scheme (NSS/National Cadet Corps {NCC} for participation in NSS/NCC at the **Degree Level**. <u>Weightage marks may be added to the marks scored by the candidates either to make him eligible for admission to a course of study or for ranking purposes to those who are otherwise eligible for admission. In the case of candidates who get this eligibility by this bonus marks, their ranking marks will be the sum of scored marks and the bonus marks.</u>

Note : (i) In respect of candidates who want to avail bonus marks for NCC the marks will be awarded on the basis of NCC Certificates signed by the Director and issued by the Directorate of NCC to the candidates who have secured at least 75% of attendance after having participated in its activities during the course of study immediately preceding the course for which admission is sought.

(ii) In respect of candidates who want to avail bonus marks for NSS the marks will be awarded on the basis of NSS Certificates signed by the Vice-Chancellor and issued by the University to volunteers who have completed 240 hours of work within a period of two years in the course of study immediately preceding the course for which admission is sought.

(iii) The benefit of bonus marks for purposes of admission can be availed by the candidates only under any one category (either NCC or NSS).

(b)   Deduction will be made from the total ranking marks for those candidates who had availed more than one chance in passing the qualifying examination as detailed below :

Candidates will lose 10 marks for ranking purposes for each additional appearance he/she has taken for completing the qualifying examination.

Note : Number of chances means the number of chances for passing any part of the qualifying examination excluding cancellation.

©   Wherever letter grades are given for the qualifying examination, the candidate should produce the relevant document so that the grades can be converted into actual marks. In the case of grades where marks range is given, the mid value will be taken for computation of index marks.

6.2.1. **Resolving of Tie** : In the case of more than one candidate obtaining equal index marks (including weightage/deduction as per Clause 6.2., if applicable), the candidate who has scored more marks in Part III Main will be placed higher in ranking. If the tie persists, the candidate who has scored more marks in Part I / Part II English will be placed higher in

ranking. In the case of ranking for M.A. English, the conditions in Clause 1.1. will be applicable. If the tie still persists, the age of the candidates will be taken into account, the older being placed higher in the ranking. Even after this exercise, if the tie persists, the alphabetical order of the first name of the candidates will be taken into account.

Rounding of marks of 0.5 and above to the highest figure shall not be done while calculating the percentage of marks for minimum eligibility

---

HOW AND WHEN TO APPLY :

7.1.   There is only a single application form for applying for admission to all the P.G. Degree Courses in various affiliated colleges. If a candidate submits more than one application his/her candidature is liable to be cancelled.

7.2.   **Application fee :**

The application fee will be as follows :
For General candidates   : Rs.100/-
For SC/ST candidates   : Rs.50/-

The application fee is to be remitted in notified branches of State Bank of Travancore (please see Annexure II) using the special chalan of LBS Centre available with the Bank. An amount of Rs.10/- will have to be paid as service charge to the bank. List of branches of bank where fee can be remitted will be notified separately.

Note :   1.   The application fee once remitted will not be refunded under any circumstances.
2.   A candidate who does not belong to SC/ST community will be treated as a "General" candidate for this purpose.

7.3.   **Availability of Application Forms** :

Application form and acknowledgement card can be obtained from the Centres listed in Annexure III on submitting the original chalan from SBT. Application form and the acknowledgement card will have the application number printed on it and a security key embedded in a box. The candidate shall scratch the box to get the security key. The candidate is requested to maintain strict confidentiality of his/her security key to protect his/her interest.

7.4.   **Submission of Applications** :

There will be two stages in the submission of applications, both of which are mandatory.
   a. On-line Registration of personal and academic data as well as options for courses and colleges.
   b. Submission of the manually filled application form (obtained from the Centre) with all necessary supporting documents as per clause 7.6.

7.4.1.   **On-line Registration of Personal and Academic Data** :

For online registration of personal and academic data, the candidate must visit the web site, *www.mguniversity.edu* and click on the link "Admission to PG Degree Course 2010". A candidate must have his/her Application Number and Security Key to perform on line registration of personal and academic data. He/She will have to initially log in to the webs site using the '**Application Number'** and '**Security Key'**. Then the candidate will have to create and submit '**Password**" which must be made up of numerals or alphabets or a combination of both. On successful submission of the password, the candidate will be taken to a page. Here the candidate has to enter and submit the personal and academic data. A '**Registration ID'** will be provided (by Computer) to the candidate on completing the on line registration of personal and academic data. The detailed instructions will be given in the website.

7.4.2.   **Eligibility, Time Schedule and Procedure for Online Registration of Options**.

7.4.2.1. Eligibility for registering options: The candidates, registering their options, should satisfy all the eligibility conditions with regard to nativity and academic qualifications stated in the Prospectus. However, options of only those candidates who find place in the rank list will be processed for allotment.

7.4.2.2. <u>The options for college(s) and course(s) can be done while filing online registration of personal and academic data or subsequently within the last date of submission of application.</u>

7.4.2.3. **Facility for Registering Options** : Candidates can register their options within the time schedule specified, from any computer having Internet facility. Candidates who do not have access the Internet facility can use the service provided free of cost, at the Facilitation Centre arranged by the L.B.S. Centre (**see Annexure IV**) for the list of Facilitation Centres). The facility will be withdrawn once the time schedule is over and the candidates will not have access to this facility after the same. A candidate who does not register his/her options, within the time schedule announced, will not be considered for allotment. No extension of time will be granted for registering options under any circumstances.

7.4.2.4. **Registering of Options**: Options have to be registered only through the website www.mguniversity.edu. Based on their eligibility, candidates should register their options in their 'Home Page' for the courses and colleges, within the stipulated time, for being considered for allotment. Candidates can access the website and follow the instructions given therein to register their options.

The steps involved in registering options are summarized below :
- ❖ **Accessing the website**
- ❖ **Logging on to the candidate's Home Page**
- ❖ **Registering of Options**
- ❖ **Saving the Options registered**
- ❖ **Viewing the list of Options registered**
- ❖ **Logging off from the Home page**.

> **Applications of candidates who do not register their personal and academic data online and who do not give their options online within the time schedule will not be considered for allotment. Options submitted by FAX, e-mail, Post, Courier, Hand delivery etc. will not be considered for allotment**.

7.4.2.5.   Any candidate, who wishes to register his/her options, should have the 'Application number', 'Security Key' and the 'Password' which he/she has created, readily available with him/her. The candidate must also have access to Internet facility. The candidate can approach the Facilitation Centres for registering options, if necessary.

7.4.2.6.   All options available to candidate, based on the courses he/she is eligible for, can be registered through a single registration. Options to all eligible courses/colleges will have to be registered as per his/her relative order of preference in different subjects taken together using the numbers 1,2,3 and so on. The most preferred option among all options available in the various streams may be registered using the number 1, the next preferred using the number 2 and so on.

7.4.2.7.   A candidate can register all the available options if he/she desires so. However, it is not compulsory that he/she should exercise all the options.

7.4.2.8.   Candidates can insert/delete/rearrange options once registered, any number of times, within the last date and time specified for submission of application. the options registered can be deleted by entering the number '0' against that particular option and by clicking the 'Update' button. to insert anew option, the candidate may give the preference number for that option and click the 'Update' button. To change the preference of an existing option, new preference number should be entered in the box against the corresponding option and the 'Update' button clicked. The other options (except the one changed) will be automatically re-numbered and displayed. Deleting/Changing of preference of options must be done one at a time, clicking the 'Update' button each time. It will not be possible to make a further change without clicking the update button after any attempt in deleting/changing preference number. A candidate must ensure that options have been registered as desired by him/her. The candidate must take a print out of the option list before logging out.

7.4.2.9.   The options in the 'home page' of the candidate at the time specified for closing of registration of options will alone will be considered for processing.

> **Candidates shall take utmost care in finding out the exact codes of colleges and courses of their choice from the list given in Annexure I while registering their options online.**

7.4.3.   **Instructions for filling the application form (Manually)**:

(a)   The detailed instructions for filling manually the application form are given in Annexure V of the Prospectus.

(b)   Application should be complete in all respects. A Candidate will be considered for admission, only if he/she has furnished the relevant

Certificates prescribed in the Prospectus, in proof of eligibility and in support of any claim for reservation, under any category.

1.	The data entered during online registration alone will be used for processing. Hence the entries made against each item during online registration should tally with the corresponding entries in the application form. Any mistake in entering/providing false/incomplete/wrong information will affect the candidate's eligibility for admission or claim for reservation under any category. It is obligatory that the candidate should fill in all the items in the application form and in the online registration format correctly.
2.	The application Number and Registration ID must be entered in the boxes provided in the application form, failing which the application will be summarily rejected.

7.5. **Certificates/Documents to be submitted with the application :**

To Prove Nativity:

a. For Keralites :

In the case of candidates who have undergone college studies in Kerala, a course certificate from the Head of the educational institution last attended in Kerala, certifying that the candidate has undergone his/her studies in Kerala for not less than 3 (three) years within a continuous period of 12 (twelve) years, immediately prior to the completion of the bachelor's Degree or equivalent examination.

OR

A certificate from the village officer/Tahsildar to show that he/she or his /her father/mother was born in Kerala

OR

Certificate from the village officer/Tahsildar to the effect that the candidate has been a resident of Kerala state for a period of five years, within a continuous peorid of twelve years.

OR

The true copy of the relevant page of the Secondary School Leaving Certificate showing the place of birth in Kerala of the candidate

OR

The true copy of the relevant page of the Secondary School Leaving Certificate showing the place of birth in Kerala of either of the parents of the candidate with corroborative certificate to establish the relationship between the parent and the candidate

OR

21

The true copy of the relevant page of the passport issued by the Government of India of the candidate showing place of birth in Kerala with corroborative certificate to establish the relationship between the parent and the candidate

OR

The true copy of the Certificate of birth from the authority competent to register birth (Panchayats/Municipality/Corporation) showing the candidate's or either of the parent's (in which case corroborative evidence to establish the relationship between the parent and the candidate is necessary) place of birth in Kerala, to be issued by a competent officer of the registering authority.

OR

A Certificate from Govt./Competent Authority showing that the parent of the candidate is anal India Service Officer allotted to Kerala Cadre.

(b) **For Non-Keralites**:

A true copy of the Certificate of nativity from the concerned revenue authority or local body.

7.5.2.   **To claim Communal Reservation**:   Only Keralites are eligible for Communal Reservations.

(a)   Community and Income Certificates to be obtained for claiming reservation under SEBC quota, and OEC claim for Merit Seats.

(b)   Community Certificate for claiming reservation under SC/ST, for Merit seats.

7.5.3.   **To claim reservation under 'Persons with Disabilities'**:   Medical Certificate from the District Medical Board as stipulated in Clause 3.1.2.

7.5.4.   **To claim reservation under community quota seats** :   Community Certificate obtained from revenue authority.

7.5.5.   *To claim any fee concession/Scholarship : Candidates belonging to 'Keralite' category as defined in Clause 5.1(i), who are not eligible for communal reservation benefit and who wish to be considered for any fee concession/scholarship/any other benefit based on the family income, that may be announced by the Government/College/ Admitting authority at any time after the submission of application, should submit the income Certificate from the concerned authorities at the time of submission of application itself, to avail of such concessions. Income Certificates produced after admission of application form will not be considered for granting any such concession.*

Note :   Certificate without the signature of the issuing authority or that are incomplete will be treated as defective and such Certificates will not be considered for granting any claim.

7.6.   **Enclosures to be submitted with the filled in application form :**

(i)   Acknowledgement card duly filled in.

(ii)   Self attested copy of the relevant page of SSLC or equivalent Certificate to prove date of birth.

(iii) Self attested copies of all parts of Degree Examination and Degree/Provisional Certificate.

(iv)   Self attested copy of Medical Certificate obtained not earlier than 12 months prior to the last date of submission of application from the District Medical Board in the case of 'Persons with disabilities' [PWD].

Important :

Documents/Certificates/Mark lists furnished after the last date of submission of the application will not be entertained under any circumstances.

No opportunity will be given to incorporate any details after the last date of submission of application.

The filled in application form along with copies of the required Certificates (refer Clause 7.5) shall be forwarded to **"The Director, LBS Centre for Science and Technology, Nandavanam, Palayam, Thiruvananthapuram-695 033"**, or handed over to the Facilitation Centres (See Annexure IV) before the time and date notified. The list of applications received will be published in the website www. mguniversity.edu.

Candidates are requested to keep the Security Key, Password and Registration ID strictly confidential, to protect their interest.

Late or defective applications will not be considered under any circumstances.

8.   CENTRALISED ALLOTMENT PROCESS :

8.1.   Processing of options and allotments

8.1.1.   Before the Trial Allotment, the accepted personal and academic data and reservation claims will be published for verification by the candidates.

8.1.2.   **Trial allotment**: A Trial Allotment will be conducted to give an idea about the chances of getting allotment to a course and college based on the options registered and the rank of the candidate. The trial allotment does not guarantee that the candidate will get allotment in a college or course.

8.1.3.   **First Allotment :** After the Trial Allotment and the period earmarked for revising options, the first Allotment list will be published in the website www. mguniversity.edu. on the date to be notified. The allotment list will show the personal details, the college and the course to which the candidate is allotted to and the fee to be remitted. A provisional Allotment Memo will be displayed in the website and the candidate shall take a print out of the same to be produced in the bank for remitting the required fee.

8.2.   Remitting of Fee :

8.2.1.   The prescribed fee for the course will have to be remitted by the candidate to the account of the Director, LBS in any notified branch of the bank (list of selected bank branches, will be notified in due course) as per the time schedule prescribed. Once the candidate remits the fee, a fee receipt will be issued by the bank, which shall be produced at the college at the time of admission.

8.2.2.   Candidates shall not remit the fee in any other form like Demand Draft, Cheque, etc.

8.2.3.   Those candidates who do not remit the fee on or before the date specified and in the specified method vide Clause 8.2.1. will lose their current allotment as well as the eligibility for further allotments.

8.2.4.   SC/ST/OEC candidates, who get allotment, shall remit a token amount of Rs.100/- (as part of Caution Deposit) as described under Clause 8.1. They shall not remit this amount in the form of Demand Draft, Cheque etc.

> Fee remitted by way of Demand Draft/Cheque etc. will not be accepted under any circumstances. Fee shall be remitted only through the notified branches of the bank. (Please refer clause 8.2.1.)

8.3.   **Cancellation/re-arrangement of options after the first allotment:** Candidates who remit the fee as per the first allotment within the prescribed time limit will have the facility to cancel/re-arrange their higher options before the second allotment during a specified period.

8.3.1.   After the first allotment, the options below the 'allotted one' of the candidates will automatically be removed from the option list of the candidate. For example, if a candidate had registered 40 options in all, and if he/she is allotted his/her 20th option, all options from 21 to 40 will be automatically removed from the option list. Options from1 to 19 will remain valid and will be considered for future allotments. He/she may delete/rearrange any options among the remaining options as per his/her desire. But the candidate will not be permitted to register any fresh option to the existing ones.

8.3.2.   Existing options registered by candidate, available in the Home Page, can be deleted by entering the number '0' against that particular option and by clicking the 'Update' button. To change the preference of an existing option, the new preference number should be entered in the box against the corresponding option and the 'Update' button clicked. the other options (except the one changed) will be automatically re-numbered and displayed. Deleting/Changing of preference of options must be done one at a time, each time clicking the 'Update' button. It will not be possible to make a further change without clicking the update button after any attempt to deleting/changing preference number.

8.3.3.   **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 lost the existing allotment as well as the new allotment. He/She will not be considered for any further allotments.

8.3.4.   The facility for deletion/re-arrangement of options will be available during the notified period only.

8.4.   Second/Further Allotment and Remittance of Fee :

8.4.1.   The Second/Further Allotment list will be published on the date to be notified. A candidate who gets an allotment in any stage will have to remit the prescribed fee for the course allotted, through the method specified in Clause 8.2.1.

If a candidate has a different allotment than the one accepted in the previous allotment, the fee for which is higher than that remitted as per the previous allotment, he/she will have to remit the difference in fee through the same method as prescribed in Clause 8.2.1. The amount to be remitted in this manner will be shown in the Allotment Memo of the Candidate.

If the fee for the course allotted in the current allotment is less than or same as the fee remitted as per the previous allotment, no further remittance is to be made by the candidate. Excess amount remitted by the candidate, if any, will be refunded, after the completion of the whole process.

Note :   The date of reporting to the college concerned for taking admission will be notified in due course.

8.5.   Other rules related to allotment

8.5.1.   All options registered by the candidate will be processed. If a candidate gets allotted to particular course and college, based on his/her option, he/she is bound to accept it by way of remitting the required fee vide Clause 8.2.1., failing which, he/she will lost that allotment and will not be considered for any further allotments.

8.5.2.   Candidate will not be allotted to a seat, not opted by him/her.

8.5.3.   A candidate is bound to accept an allotment as per the priority of options registered. If he/she gets allotment in the subsequent phase, based on higher options against arising/future vacancy, he/she has to surrender the seat already occupied by him/her.

8.5.4.   <u>Any request to retain the existing allotment after a further allotment (based on the higher options registered) will not be considered under any circumstances</u>.

8.5.5.   Failure to report for admission by candidate in the allotted college at the stipulated time and date will result in the forfeiture of his/her chance for admission to that course/other courses/further allotment(s).

9.   POST ALLOTMENT ACTIVITIES

9.1.   Reporting at the College :   Candidates need report for admission before the Principal concerned only when the announcement regarding the same is made by the Mahatma Gandhi University.   He/she should report with the following documents in original.

(i)	The Allotment Memo received online.
(ii)	Receipt of fee remitted in the bank.
(iii)	Certificate to prove date of birth.
(iv)	Transfer Certificate (TC) from the Institution last attended and Conduct Certificate.
(v)	Mark lists of all parts of the Degree examination and Provisional/Degree Certificate.
(vi)	Eligibility Certificate from Mahatma Gandhi University, in case of candidates who have passed their qualifying examination from other Universities.
(vii)	Migration Certificate, if applicable.
(viii)	Any other documents require to be produced by the Head of Institution.

9.2.   Fees other than the one already paid vide Clause 8.4.1. as applicable to the course/institution, will have to be remitted by the candidate at the time of taking admission in the college.

> The candidate is specifically instructed not to share his/her Security Key and Password to the authorities of institutions concerned at the time of joining.

9.3.   **Verification of Documents**. The Principal/Head of the College or Institution shall be personally responsible for verification of original documents and satisfaction of the correctness of the records produced by the candidate at the time of seeking admission in the College/institution. The University will also verify the records produced by the candidates who got admission.

9.4.   **Failure to report for Admission:** Candidates who do not take admission on the prescribed date in the allotted college will lose their admission. They will not be considered for further allotments.

9.5.   **Cancellation of Higher Options after joining a College** : Candidates who join the college on the date specified can cancel their remaining options fully or partially or change the priority of their remaining options before the date specified as per the procedure specified in Clause 8.3. A candidate, not interested in any further allotments, must cancel all his/her options before the specified date, failing which, the options will remain live and will be considered for further allotments, if any.

10.   SEAT ALLOTMENT PROTOCOL

10.1.   **Admission & Allotment in Colleges**: Allotment of seats in all colleges will be college/institution wise.

10.2.   **Allotment in Colleges to Candidates with multiple claims under Mandatory Quota :** All candidates included in the Rank lists are eligible for allotment under State Merit (SM). Candidates might be entitled for other reservation quotas also under Mandatory Reservation. For example, a candidate may have the benefit of SEBC reservation (EZ/MU/BH/LC/BX) or Scheduled Caste (SC) or Scheduled Tribe (ST) claim. The seats will be offered on the hierarchy of quotas.

The hierarchy in order is as follows :

(i)   State Merit (SM) – All candidates included in the Rank Lists are eligible for allotment under State Merit.

(ii)   Communal Reservation (SEBC/SC/ST).

A candidate without SEBC/SC/ST reservation benefit will be considered only against the 'State Merit' seats wherever available at the time of allotment. Such candidates will be allotted a seat as per the availability of seats.

10.3.   **Allotment under reservations for Persons with Disabilities**: Candidates may be eligible for reservation benefits under 'Persons with Disabilities' in Govt. and Aided Colleges. Such allotments will be made to the colleges where the seats have been identified.

11.   FEE

11.1.   Fee for the various courses in Government/Aided/Self Financing Colleges for the admission to 2010 batch will be mentioned in the allotment slip.

11.2.   Candidates belonging to SC/ST communities allotted against merit seats or against the seats reserved for them are exempted from payment of fee. Candidates belonging to OEC admitted against merit seats or against the un-availed seats of SC/ST are exempted from payment of fee (As per G.O.(Ms) No.14/2005/SCSTDD dated 5.4.2005 & G.O.(Ms) No.36/07/SCSTDD dated 03.07.2007). Candidates belonging to OEC admitted to Government seats through SEBC reservation are also exempted from payment of fee. (As per G.O.(Ms) No.50/2006/SCSTDD dated 22.09.2006).

11.3.   **Claim for fee concession to OEC Candidates :** Candidates belonging to Other Eligible Communities (OEC) are exempted from payment of fee at the time of allotment to Post Graduate Courses under Government/Community quota irrespective of annual family income as per G.O.(Ms) No.36/07/SCSTDD dated 03.07.2007. They should provide Community Certificate from the Village Officer along with the Application Form, in order to avail this benefit.

11.4.   **SC/ST/OEC candidates will have to pay the 'Caution Deposit' as per rules.**

12.   PAYMENT OF FEE ;

12.1.   The fee for a course allotted to the candidate will have to be paid in the prescribed method only within the stipulated time, at specified branches of the bank notified (refer clause 8.2.1.). If a candidate moves to another course, the fee for which is higher than the fee applicable for the course allotted earlier, the balance will have to be remitted. Candidates getting fresh allotment also will have to remit the fees applicable. The fee so collected from the candidates will be transferred to the University.

12.2.   Excess fee, if any, collected from candidates will be refunded. The amount of fee/excess fee collected will be refunded to the candidates only after the closing of admissions for the year. The candidates need not submit any individual request in this regard. No interest will be paid to the candidate on the balance amount due to him/her.

13.   OTHER ITEMS

13.1.   The whole process of allotment to the PG Courses 2010-11 will be done by the Director, LBS, under the supervision of the Mahatma Gandhi University.

13.2.   The Mahatma Gandhi University/LBS Centre will not entertain any request for change of any date fixed in the Centralised Allotment Process/Admission from time to time.

_____