



MAHATMA GANDHI UNIVERSITY

Priyadarsini Hills P.O., Kottayam

Kerala, PIN 686560



www.mgu.ac.in

PROSPECTUS 2014-15

COMMON ADMISSION TEST
For THE POST GRADUATE PROGRAMMES
IN UNIVERSITY TEACHING DEPARTMENTS



Introduction

Mahatma Gandhi University is one of the four affiliating Universities of Kerala and is situated in the Central Kerala District of Kottayam which is acclaimed as the land of Letters, Latex and Lakes. Set up on the sprawling 110 acre Priyadarshini Hills Campus at Athirampuzha, 13 kms off Kottayam, the University also has ten satellite campuses in parts of Kottayam and the neighbouring districts. Mahatma Gandhi University's academic growth during the past has been phenomenal in terms of the number of academic initiatives launched, curricular revisions undertaken, research grants received, research collaborations entered into, extension activities organized, research papers published, national and international seminars hosted, student support programmes conducted, quality enhancement measures initiated, infrastructural support generated, resource mobilization and distinctions acquired. The University is prominently placed on the international academic map through its entry into the Obama-Singh 21st Century Knowledge initiative for Indo- U.S. academic collaboration as the lone affiliating University besides many other claims. Introduction of a series of merit cum means scholarships like ASPIRE, INSPIRE, THANMA and ACQUIRE is another major feature.

The pioneering efforts by the university to democratize the admission process by utilizing cutting edge technologies have also been widely acclaimed. The University introduced Centralized Allotment Process (CAP) for the PG programmes in the University Statutory Teaching Departments from the year 2012 onwards following the resounding success of the CAP initiatives for UG and PG programmes in the affiliated colleges. As all these initiatives received overwhelming response from the student community, college/department authorities and the general public the University has decided to broaden the reach of the admission process for the PG programmes in the University Teaching Departments by introducing a national level Common Admission Test from the academic year 2014-15 onwards.



CAT-MGU 2014: Schedule

Online candidate registration	7 th May 2014 to 17 th May 2014
Last date for online submission of application	17 th May 2014
Final confirmation of applications after verification by candidates	19 th May 2014
Downloading of Hall Tickets	26 th May 2014
Entrance Examination	7 th June & 8 th June 2014
Publication of Entrance Examination result	25 th June 2014
Publication of Rank list	26 th June 2014
Admission Counselling	7 th to 11 th July 2014
Commencement of classes	14 th July 2014

Schedule for Foreign Applicants

Submission of Advance Copy of Application	17 th May 2014
Last date for submission of original application through the Indian Embassy	8 th June 2014



1 CAT-MGU and CENTRALISED ALLOTMENT PROCESS:

The admissions based on CAT- MGU will be through a Centralized allotment Process. There will be separate Entrance Tests for the various academic programmes offered in the different Schools of the University. The candidates need to register only one application(online) for opting a maximum of 4 academic programmes/ cluster of programmes based on their eligibility. A cluster of academic programmes to which admissions are made from the same rank list will be shown in the online application as a single option. In such cases admission to the individual programme within the cluster will be decided based on the rank position and reservation norms at the time of counseling. If a candidate submits more than one application in CAT- MGU his/her candidature is liable to be cancelled. It is a simple and transparent process of allotment which gives the candidate opportunity to exercise the options of his/her choice conveniently in the order of preference. The allotments will be strictly based on the options exercised, the rank obtained and eligible reservations of the candidate.

1.1 Submission of online application: The candidate should read carefully the Prospectus and the detailed instructions before submitting the online application. The method of submitting the online application is as follows:

Candidates who seek admission should either visit the official portal of the University www.mgu.ac.in and go

to the link CAT- MGU 2014 or go directly to www.cat.mgu.ac.in. The candidate should first create an account in the webpage by typing in the required minimum personal details and by creating a password for future login. The password must be a combination of alphabets, numerals and special characters. It should contain at least 1 special character and 1 digit. The candidate should remember the password set by him/her and it should not be disclosed to anyone who may misuse it for tampering the options. The University will not be responsible for any such eventuality.

When the account is generated the candidate will be shown his/her application number. This Application Number must be remembered for future login. Then he has to enter the remaining application details.

A scanned copy of the recent passport size photograph of the candidate (below 30kb of file size) also has to be uploaded along with the application. After selecting the programmes the registration fee has to be paid. The candidate should review all the details of the application furnished by him/her before making payment of registration fee. The registration fee can be remitted only by online payment system. Credit/Debit/Cash cards and Internet Banking facilities can be used for making payment. The details of registration fee will be as follows:

For General Candidates: Rs 500/- per each programme/cluster of programmes listed as a single option.

For SC/ST Candidates from Kerala: Rs 250/- per each programme/cluster of programmes listed as a single option.



After remitting the fee and ensuring the correctness of the application once again the candidate should click the **Final Submit** button.

The candidate details as received by the University will be published later for verification by the applicants. If required the details (except name, category and number of options) can be modified at this time.

1.2 Admit Cards: The candidates shall logon to their home page in the admission portal and download their Admit Cards on the scheduled dates. Any change in the schedule will be intimated by the University through its official website and National Dailies.

1.3 Entrance Test Centres: There will be test centres in Thiruvananthapuram, Kottayam, Kochi, Kozhikode and Kasargod. The Centres outside the State will be Bangalore, Chennai, Hyderabad, Delhi and Mumbai. The applicants can opt a maximum of 3 centres on a preferential basis. However the centre/s opted by an

applicant is/are only his/her option/s. Actual centre will be allotted by Mahatma Gandhi University which will be final. In most cases the centre opted by the applicant will be allotted. But the University may allot a different Centre either due to preponderance or shortage of applicants. The exact venue, date and time of the Entrance Examination will be there in the Hall Ticket which has to be downloaded by the

applicant from their home page in the University admission website.

1.4. Facility for online registration:

- Candidates can register their applications online within the time schedule specified, using any computer having internet facility.
- Candidates who do not have access to Internet facility can utilize the services of the facilitation centres in all the affiliated colleges under the jurisdiction of the University, University's Information Centres and Akshaya Centres.
(provision **(b)** is applicable only to Kerala students)

2 PG Programmes and Eligibility for Admission

The University has created a reputation of its own in the field of post graduate teaching and research in its teaching Schools/departments. Some of the research programmes carried out have received national and international recognition. Several research scholars of different schools have won state and national awards on the basis of their research. A large number of research schemes sponsored by the UGC, DST, CSIR, ICSSR, BRNS, TWAS, etc. have been successfully completed and/or are being pursued. The University has been accredited in the B category (CGPA 2.90) by the National Assessment and Accreditation Council (NAAC). The PG programmes in the schools are conducted under the Credit and Semester System. The Schools have academic tie-ups with several prominent foreign universities. The University has a high-tech Central Library, 21 departmental libraries and 4 study centres.

2.1 Statutory Teaching Schools of the University

2.1.1 School of Chemical Sciences: The School, since its inception, has been making a steady progress in all spheres of activity and has academic programmes spread in four broad divisions namely; Division of Inorganic Chemistry, Division of Organic Chemistry, Division of Physical Chemistry, and Division of Polymer Science. The MSc programmes provide a unique opportunity for the students to take up a research project in any of the National Laboratories or R & D institutes of their choice as part of their fourth semester course. This project work provides excellent exposure and instills confidence in the students, enabling them to make the right choice in their career in science after completing the Masters Program.

Programmes: 1) M Sc Chemistry (Inorganic Chemistry) 2) M Sc Chemistry (Organic Chemistry) 3) M Sc Chemistry (Physical Chemistry), 4) M Sc Chemistry (Polymer Chemistry)

Eligibility: B Sc degree in Chemistry with Mathematics and Physics as subsidiaries with not less than 50% marks or CGPA of 2 in Part III.

2.1.2 School of Pure and Applied Physics:

The School of Pure and Applied Physics was established in 1983 along with the establishment of Mahatma Gandhi University. Within this period of time it has developed into one of the premier research and postgraduate centres of Kerala. The School is conducting an M.Sc. programme with specializations in Materials Science, Astrophysics, Applied Electronics and Theoretical Physics. UGC

has identified the School as a centre of Potential research department through SAP-DRS program and BSR program.

Programmes: 1) M Sc Physics with Specialization from Astrophysics, Material Science, Applied Electronics, Theoretical Physics

Eligibility: B Sc degree in Physics with Mathematics as subsidiary with not less than 50% marks or CGPA of 2 in Part III.

2.1.3 School of Biosciences: The School of Biosciences (SBS) is focusing on high quality education and training in advanced areas of Life Sciences. The dedicated faculty of the School along with the high quality curriculum provide ideal platform to shape the younger talents to explore their scientific potential. The Department was established in 1983 as Department of Basic Medical Sciences, as one of the first five Departments of the university; offering M.Sc. Microbiology and B.Sc. MLT. M.Sc. Biochemistry course was later introduced in 1989. The School was renamed as School of Biosciences in 1990. Other M.Sc. programmes like the M.Sc. in Biophysics, M.Sc. in Biotechnology and M.Phil in Biosciences were introduced in 1992.

Programmes: 1) M Sc Biochemistry 2) M Sc Biotechnology 3) M Sc Microbiology 4) M Sc Biophysics

Eligibility: B Sc degree in Botany, Zoology, Biochemistry, Biophysics, Microbiology, Biotechnology, Chemistry or Physics with not less than 50% marks or CGPA of 2 in Part III.

2.1.4 School of Environmental Sciences:

The School came into existence in 1995 as a centre of learning in the frontier of areas of environmental sciences. It is one of the premier departments for advanced environmental studies under Mahatma Gandhi University. The major mandate of the school is to develop appropriate technologies and skilled human resources for conservation of nature, pollution prevention, sustainable utilization and management of natural resources for development.

Programme 1): M Sc Environment Science and Management

Eligibility: B Sc degree in any of the following optionals; Botany, Zoology, Chemistry, Physics, Geology, Geography, Life Science, Environment Science, Environment Management, Microbiology, Biotechnology, Biochemistry, Plant or Animal Science, Agriculture, Fisheries, Aquaculture, Horticulture, Forestry, B Tech in Civil/ Mechanical/ Chemical/ Environmental or equivalent examination with not less than 50% marks or CGPA of 2 in Part III.

Programme 2): M Sc Environment Science and Disaster Management

Eligibility: B Sc degree in any subject with not less than 50% marks or CGPA of 2 in Part III.



2.1.5 School of Letters: In the domain of language and literature, the School of Letters offers interdisciplinary areas of specialization such as comparative literature, literary/cultural theory, theatre/performance studies,

translation studies, women's writing and cinema studies.

Programme 1): M A Malayalam

Eligibility: Bachelor's degree in the subject concerned with not less than 45% marks (or CGPA of 1.8) in Part III or degree in Arts/Science with a minimum of 50% marks (or CGPA of 2) in Part II Malayalam.

Programme 2): MA English

Eligibility: Bachelor's degree in the subject concerned with not less than 45% marks (or CGPA of 1.8) in Part III or degree in Arts/Science with a minimum of 50% marks (or CGPA of 2) in Part I English.

2.1.6 School of International Relations and Politics: The teaching-learning process at School of International Relations and Politics is shaped by a view of higher education as a process of developing a critical faculty on questions of polity, governance, culture, economy and international society so that the students will become involved learners. The School provides wide-ranging opportunities for students and faculty to interact with each other as persons, to learn from each other in a cooperative community, an important aspect of which is collaborative student/faculty research.

Programmes: 1) M A Politics & International Relations, 2) MA Politics & Human Rights, 3) MA Politics (Public Policy & Governance)-UGC sponsored Programme

Eligibility: Bachelor's degree in Economics/ Politics/ History/ Law with not less than 45% marks (or CGPA of 1.8) in Part III or degree in English/ Sociology/ Anthropology/ Psychology/ Geography/ Philosophy/ Commerce with not less than 50% marks (or CGPA of 2) in Part III or graduates in Science

2.1.7 School of Gandhian Thought and Developmental Studies: The School of Gandhian Thought and Development Studies was set up in 1983 as one of the founding departments of Mahatma Gandhi University. The School has been selected by the UGC for Special Assistance Programme (SAP).

Programmes: 1) MA Gandhian Studies 2) MA Development Studies

Eligibility: Bachelor's degree in any subject with not less than 45% marks (or CGPA of 1.8) in Part III.

2.1.8 School of Social Sciences: School of Social Sciences provides interdisciplinary higher learning in areas like, socio-linguistic philosophy, political sociology, political economy, ethnography, economic anthropology, social history, social theory, social empowerment and transformation research and human ecology.

The interdisciplinary structure, composition and academic practice of the school have enabled it in securing several international recognitions.

Programmes: 1) MA History 2) MA Anthropology

Eligibility: Bachelor's degree in the faculty of Social Sciences with not less than 45% marks (or CGPA of 1.8) in Part III.

2.1.9 School of Behavioural Sciences: School of Behavioural Sciences, established in 1988, is one of the rare university departments in India that conducts higher education programmes, research and extension activities on mental health and Disability Rehabilitation. The school was selected as a centre of excellence by NACO in 2006. Rehabilitation is a Multi-disciplinary process. School of Behavioural Sciences is an interdisciplinary department having the branches:- Medicine, Nursing, Special education, Psychology and Rehabilitation Sciences. The school aims to bring out professionals and researchers who have a holistic view and integrated approach to work in the area of mental health and disability rehabilitation.

Programme 1): M Sc Disability Studies and Rehabilitation Sciences

Eligibility: Bachelor's degree in Arts with not less than 45% marks (or CGPA of 1.8) in Part III or any Science degree with a minimum of 50% marks (or CGPA of 2) in Part III.

Programme 2): M Sc Psychology

Eligibility: BA/B Sc Psychology with not less than 50% marks (or CGPA of 2) in Part III.

2.1.10 School of Computer Sciences: School of Computer Sciences was founded in 1990 with an objective to meet the increasing demand for high-quality IT Professionals. The School has been able to create a reputation in the field of post-graduate

learning and research in frontier areas of computer science. The School has produced a good number of well trained IT professionals and computer scientists and many of whom are well placed in premier organizations in India and abroad. The School offers Post-Graduate and Research Programmes in Computer Science.

Programmes: M Sc Computer Science

Eligibility: B Sc degree in Computer Science/ Computer Application/BCA or any other B Sc degree with Computer Science as the main subject with not less than 50% marks (or CGPA of 2) in Part III.

2.1.11 School of Tourism Studies: The School of Tourism Studies established in 2010 is envisaged as a Centre of Higher Learning in the fast growing areas of Tourism and Hospitality. The school was founded with an objective to generate skilled personnel with abroad range of applied, technical, interpersonal, analytical and communication skills in tourism leadership.

It integrates teaching, research and strong industry expertise for the sustainable development of the tourism industry. The School maintains a well equipped library, digital class rooms, Language Lab and e-Tourism Lab which ensure dynamic learning experience.

Programmes: Master of Tourism Management (with specialization 1) in Aviation Management, 2) Tour Operations and 3) Health Tourism).



Eligibility: Bachelor's degree (including professional degrees) with not less than 50% marks (or CGPA of 2) in any discipline of this University or any other University recognized by Mahatma Gandhi University.

2.1.12 School of Indian Legal Thought: School of Indian Legal Thought was established in 1989 with a mission to provide comprehensive and integrated programmes of legal education.

Programme: L.L.M.

Eligibility: L.L.B. with not less than 50% marks (or CGPA of 2) in the aggregate.

2.1.13 School of Management & Business Studies:

School of Management and Business Studies was established in 1999 with the objective of moulding enterprising youth into career-oriented and competent management professionals. The School has a good Placement record in national and international organizations.

Programme: M.B.A.

Eligibility: Bachelors Degree in any subject with not less than 50% marks (CGPA of 2) in the aggregate OR Masters Degree in any subject.

2.2. International & Inter University Centre

International & Inter University Centre for Nanoscience and Nanotechnology: The Centre was established in 2009 with a view to equip young talents across the world to meet the growing global demand in nanotechnology based jobs in industries and academia and to promote research and discovery by international collaboration in the area of nanoscience and nanotechnology.

Programmes: 1) M. S. in Nanoscience & Nanotechnology (4 semesters)

Eligibility: M. Sc. in any area of Science or B Tech/BE in any discipline in Technology/ Engineering with 50% marks.

2) Integrated M. Sc. Ph. D. (5 years including 2 years' Masters Degree)

Eligibility: B. Sc. in any area of Science with 50% marks.

2.3. Inter School Centre

Dr. KN Raj Study Centre for Planning & Centre- State Financial Relations: Dr. KN Raj Study Centre for Planning & Centre-State Financial Relations was established in 2012.

Programme: M.A. Economics

Eligibility: Bachelors degree in Economics

Mathematics/Statistics under 10+2+3 pattern of education with atleast 45% marks (or CGPA of 1.8) in Core and Complementary subjects or equivalent degree from an institution approved by Mahatma Gandhi University.



3 General Rules for Admission

3.1 All the admissions will be provisional in nature until the candidates submit the original certificates/documents in proof of academic eligibility before the concerned University authority. If a candidate fails to furnish the relevant certificates on or before the last date announced by the University for the same his/her admission will be cancelled.

3.2 If an applicant for admission is found to have indulged in ragging in the past or if it is noticed later, admissions shall be denied or he/she shall be expelled from the educational institution.

3.3 After the Seat Allotment process there will be provision for the admitted students to transfer from one academic programme to another subject to their eligibility and the University norms in this regard.

4 Common Admission Test (CAT)

An Entrance Test shall be conducted for the selection of candidates. All candidates except foreign students seeking admission shall attend the Entrance Test. However native candidates for M.B.A. who have MAT/CMAT Score at national level are also exempted from the Entrance Test. The Common Entrance Test is of 90 minutes duration for all the programmes except those in the School of Pure and Applied Physics and IIUC for Nanoscience & Nanotechnology). The test will comprise of objective type multiple choice questions for all the PG programmes except for the PG Programmes in School of Letters, School of Tourism Studies, and School of Indian Legal Thought for which both multiple choice questions and descriptive type questions will be asked. The syllabus and other details of the test pertaining to each School are shown below:

4.1 School of Chemical Sciences: Entrance Test will be based on BSc Chemistry syllabus of Mahatma Gandhi University

4.2 School of Pure and Applied Physics: Entrance Test will be based on BSc Physics (Main) and Mathematics (subsidiary) syllabus of Mahatma Gandhi University. The duration of the Test will be 2 hours

4.3 School of Biosciences: Entrance Test will be based on the subjects Botany, Zoology, Microbiology, Biotechnology, Biochemistry, Biophysics, Chemistry and Physics at B Sc level based on M.G. University syllabus.

4.4 School of Environmental Sciences: Entrance Test will be based on subjects of basic sciences at degree level, general aptitude and general awareness on Environmental Sciences.

4.5 School of Letters: Entrance Test will consist of questions to assess the aptitude for literary/theatrical studies. The question paper will contain essay type questions, short answer questions and objective type questions.

4.6. School of International Relations and Politics: Entrance Test will consist of questions on current affairs.

4.7 School of Gandhian Thought and Developmental Studies: Entrance Test will consist of questions from related subjects.

4.8 School of Social Sciences: Entrance Test will consist of questions for assessing the interdisciplinary aptitude as well as the knowledge in one's own discipline for the qualifying examination.

4.9 School of Behavioural Sciences: Entrance Test will consist of questions in an interdisciplinary manner based on the syllabus of the qualifying examination.

4.10 School of Computer Sciences: Entrance Test will consist of two parts: Part I: questions from Computer Science, and Part II: questions to assess logical reasoning and numeral ability.

4.11 School of Tourism Studies: Entrance Test will carry objective type questions for 80 marks, i.e., English Language(30 marks), General Knowledge and Current affairs(30 marks), and Travel Geography(20 marks) and a descriptive general short essay question carrying 20 marks

4.12 School of Indian Legal Thought: Entrance Test will consists of questions concerning the following branches of law- Constitutional Law, Administrative Law, Jurisprudence, Fundamentals of Civil & Criminal Law, General Principles of Interpretation and Current Legal Developments.

4.13 School of Management & Business Studies:

The pattern and duration of the Entrance Test will be as per the guidelines of AICTE. There will be questions based on English grammar and composition, mathematical comprehension, test of reasoning and general knowledge.

4.14 International & Inter University Centre for Nanoscience and Nanotechnology:

Entrance Test will be of 2 hours duration; one hour test for assessing basic eligibility comprising questions from +2 level Science subjects, and one hour test for assessing in-depth knowledge of the candidates in their specialized subject.

4.15 Dr. KN Raj Study Centre for Planning & Centre-State Financial Relations:

Entrance Test will be based on the syllabus of B.A. Economics programme of Mahatma Gandhi University.

5. PREPARATION OF RANK LIST:

The rank list for the PG programmes will be prepared based on

- A) the marks scored in the Entrance Test (converted to 1000), and
 - B) the bonus marks/ weightage marks.
- A+B shall be the index marks.

The rank list will be published after the announcement of the Entrance Test results.



6. Resolving of Tie : In the case of more than one candidate obtaining equal index marks the candidate who has scored more marks in Entrance Test will be placed higher in ranking. If there is still a tie, the age of the candidates will be taken into account, the older being placed higher in the ranking.

7. Counselling for Admission: The rank lists and the lists of eligible candidates for admission as per merit and reservation will be published separately in the University portal. The eligible candidates will be invited for a counselling by the University. Those who fail to report for counseling will be treated as Not Joined and further claim for admission from these students will not be entertained. The candidates should produce the following documents in original at the time of counselling.

- (i) Certificate to prove date of birth.
- (ii) Transfer Certificate (TC) from the Institution last attended and Conduct Certificate.
- (iii) Mark lists of Qualifying Degree examination and Provisional/Degree Certificate (if results are announced).
- (iv) Equivalency Certificate for the Qualifying Examination, if applicable
- (v) Migration Certificate, if applicable.
- (vi) Caste and Income Certificate, if applicable
- (vii) Any other documents required to be produced.

After the counseling the University will issue an Allotment Memo to the candidate. The concerned Department/School after verifying the above documents shall admit the candidate and make necessary updations in the CAT-MGU portal. The original certificates of all the admitted students shall be kept in the respective schools. On getting allotment in a higher option, the student should get the certificates back from the School and submit the same to the newly allotted institution.

8. Confirmation of Admission: As the allotment is based only on the Entrance score and the information furnished by the candidate online, the eligibility should be confirmed before the closing of admission. The Head of the institution should verify the details furnished in the allotment memo issued from the University and online application in respect of the candidate by comparing the same with the original documents produced by the candidate before the deadline announced by the University for the same. Any discrepancy which results in the invalidation of the allotment should be reported to the University and admission should be denied in such cases.

9. SEAT ALLOTMENT PROTOCOL

9.1 All the candidates included in the Rank lists are eligible for allotment under Open Merit. Seats in the mandatory reservation categories will be filled only after all the State Merit seats (Open

Merit) are exhausted. That means at first all the candidates will be offered Open Merit seats depending on their merit. 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 in the hierarchy of quotas.

9.2 A candidate coming under reservation category and getting allotment on the basis of his merit in the Open quota in a School where a specified number of seats are kept reserved for the reserved category will be deemed to have been admitted in the Open category and NOT in the reserved category. While computing the percentage of reservation also the above candidate will be treated as Open category candidate and not as reserved category candidate.

10. Bonus marks

The Bonus marks will be awarded as follows:

- a. A bonus of 5 marks will be awarded to NCC and NSS candidates for admission to all courses. For NCC candidates the bonus marks will be awarded on the basis of the NCC certificates signed by the Director and issued by the Directorate provided the candidates have secured at least 75% attendance after having participated in NCC activities during the course of study immediately preceding the course for which admission is sought. An additional bonus mark of 3 will be given to 'A' certificate holders and 5 marks each to 'B' and 'C' Certificate holders for their high proficiency.
- b. In respect of NSS candidates the bonus marks will be awarded on the basis of NSS certificates signed by the Vice-Chancellor or the Pro-Vice-Chancellor and issued to volunteers who have completed 240 hours of work within a period of 2 years in the course of study immediately preceding the course for which the admission is sought.
- c. A bonus of 15 marks will be awarded to the Ex-servicemen applicants and widows and children of Jawans and Ex-service men seeking

admission to the P.G. Courses. Applicants in this category should invariably produce the certificate in support of their claim at the time of admission. The certificate should be obtained not earlier than six months from the last date of submission of application from the military authorities or state/Zilla Sainik Welfare Officer to the effect that the applicant is the son/daughter of ex service man or an ex service man himself. The certificate should clearly show that the benefit of reservation has not been granted earlier to any member in the family. In the absence of the above certificate the claim will not be considered.

- d. The benefit of bonus marks can be scored by a candidate only under one category i.e. ; either NSS or NCC.
 - e. The method of adding bonus marks to the Entrance score for the calculation of index marks is described in Clause 5.
 - f. 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:
 - g. A handicap mark of 5 will be deducted from the total rank marks for each additional appearance he/she has taken for completing the qualifying examination. *Number of chances means the number of chances for passing any part of the qualifying examination excluding cancellation.*
11. Wherever letter grades are given for the qualifying examination, the candidate should furnish corresponding grade points or marks and the relevant documents concerning grade conversion at the time of admission.

12. Reservation of Seats

12.1 Types of Reservation: Out of the total Seats available for each programme in the University Departments, seats will be reserved for the different constituents of the following main categories:

- i. Reservation for Persons with Disabilities
- ii. Special Reservation
- iii. Mandatory Reservation

12.2 Reservation for Persons with Disabilities (PD):

The students who seek admission in this category **should submit their application(online) through CAT-MGU and qualify themselves in the Entrance Test.** 3% of the total seats for each programme is reserved for this category. Within the 3% mentioned above one third of the seats will be earmarked 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.

'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.

If the number of seats in a University Department for a programme is very small, all the seats for the different programmes in a Department are pooled together to calculate PD quota seats. These seats are liable to be shifted to different academic

programmes in the Department based on the option of the most eligible candidates in the category.

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.

These candidates will also be considered for the general allotment if no seats are available in the PD quota. For the same reason they **should not submit separate application for the general allotment.**

12.3 Special Reservation: The seats reserved for candidates belonging to the following categories come under this group.

a) Economically Backward among Forward Communities(EBFC):

7.5% of seats shall be reserved for this category. Applicants who wish to claim this reservation **should submit their applications through CAT- MGU and qualify themselves in the Entrance Test.** These candidates will also be considered for the general allotment if no seats are

available in EBFC Reservation category. For the same reason they should not submit separate application for the general allotment. If eligible candidates for EBFC Reservation are not available all such vacant seats shall be converted to Open Merit seats. If the number of seats in a University Department for a programme is very small, all the seats for the different programmes in a Department are pooled together to calculate the EBFC reservation seats.

b) Foreign Students Quota: An additional 10 percentage of seats or 2 seats, whichever is higher is earmarked for foreign students for each PG programme in the University Teaching Departments. **Foreign Students are exempted from the requirement of entrance test.** They can apply either on self-financing or through the Indian Council for Cultural Relations (ICCR) attached to the Ministry of External Affairs, Government of India. The ICCR offers a number of scholarships to enable International students to pursue higher studies in Universities and other recognized institutions of higher learning in India. The international students are required to submit the application (offline) directly to the Director of the concerned University Department by paying **US\$ 100** by way of Demand Draft/Pay order/ any other instrument (which does not involve collection charges on the part of the University) in favour of **Finance Officer, Mahatma Gandhi University.** There is no online registration facility for foreign students. They can download the application form from the university website, fill it up and send an advance copy of the application along with the document/s in proof of fee remittance to **Registrar, Mahatma Gandhi University,**



Kottayam- 686 560, Kerala, India within stipulated time(see schedule).

The original application along with copies of certificates mentioned below shall be routed through the Embassy of India in the respective country.

- Curriculum vitae.
- Copies of mark lists / transcripts of all examinations undergone.
- Two copies of recent passport size photographs.
- Conduct certificate from the Head of the Institution last studied.
- Reference letters from two persons who have intimate knowledge of the academic capabilities of the applicant.
- Copy of Passport.

Students from Nepal do not require a student visa for studying in India. But they should forward a copy of the Nepal citizenship card to the Embassy of India in Kathmandu for verification and for onward transmission to Mahatma Gandhi University.



12.4. Mandatory Reservation :

The break-up of mandatory reservation will be as follows:

Mandatory Reservation Categories	% of Reservation
Ezhava, Thiyya & Billava	8
Muslims	7
Latin Catholics other than Anglo Indians	1
Other Backward Christians	1
Other Backward Hindus	3
Kudumbi	1
Scheduled Caste	15
Scheduled Tribe	7.5

12.4.1 CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED

(i) Claims for Mandatory Reservations must be made by a candidate at the time of submission of online application, and original certificates and supporting documents in proof of the claim should be produced at the time of Counselling.

(ii) The claims for **mandatory** reservation once made in the online Application cannot be altered by the candidate under any circumstances.

12.4.2 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.

b) 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. 6 lakhs per annum (Rupees Six lakhs only per annum) are eligible for reservation under this category. The caste and income certificates should be not earlier than 12 months prior to the submission of application. Only the claims of the candidates of those communities that are included in Annexure I of the Prospectus will be considered.

Candidates belonging to Ezhava, Muslim, Other backward Hindus, Latin Catholic other than Anglo Indians/SIUC, Other backward Christian communities, and

Kudumbi claiming reservation under SEBC Quota should invariably produce both '**Community**' and '**Income Certificates**' obtained from the concerned Village Officer. The above certificates should be produced at the time of admission counseling. Candidates whose annual family income is above Rs. 6 lakhs are not eligible for reservation.

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

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

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. 6 lakhs** alone are eligible for such seats.

12.4.4. OTHER GENERAL RULES FOR MANDATORY RESERVATION :

a) If the seats reserved for SC/ST are remaining vacant after the first counselling such vacancies will be re-notified. If SC/ST seats remain vacant even after the process noted above such seats will be filled up in the following manner:

b) The unfilled SC/ST vacancies shall be filled from candidates belonging to OEC, and in their absence from candidates belonging to SEBC. If the seats still remain unfilled, the same will be given to open quota.

12.4.5. 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 the PG programmes 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 concerned.**

13. FEE

13.1 Fee for the PG programme offered in the University Departments will be mentioned in the allotment slip.

13.2. 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 who are 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 through SEBC reservation are also exempted from payment of fee. (As per G.O.(Ms) No.50/2006/SCSTDD dated 22.09.2006).

13.3. 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 in order to avail this benefit.

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

14. PAYMENT OF FEE ;

14.1. The fee for a course allotted to the candidate should be paid in the prescribed method within the stipulated time.

14.2. Excess fee, if any, collected from the 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.

The Hon'ble Supreme Court of India has directed that if any incident of ragging comes to the notice of the authority, the student concerned shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution.

REGISTRAR

