

# **ADMISSION RULES AND GUIDELINES -2020**

## **GENERAL RULES**

1. The candidates seeking admission to UG/P/G programmes should register their names through the Centralized Allocation Process (CAP) of the Mahatma Gandhi University, Kottayam. Candidates are required to go through the prospectus issued by the university carefully and familiarize themselves with all the relevant information relating to the admission process
2. The entire admission process of the college is strictly based on the university and government instructions and guidelines.
3. The entire admission process is administered by following the Covid -19 protocol.
4. Applicants seeking admissions in Management and Community quota must register their names in the University CAP portal.
5. Candidates who wish to apply to seats under management quota and Community Quota shall apply directly to the college through online using the college website. However, such candidates should apply through CAP initially and submit the copy of the application/CAP application number to the college. The CAP application number is essential for online registration of Management and Community Quota under **Pavanatma Admission Portal 2020**.
6. The verification of the credentials filled in the online application shall be conducted by the college based on the digital copies of the supporting documents uploaded by the candidates at the time of applying online. The confirmation of admission shall be strictly based on the verification of original documents on a date prescribed by the University/College after considering the situation due to the contagion.
7. Fill in the application form with personal details, academic eligibility etc. Candidates should select the quota under they are seeking admission.
8. Management Quota Seats are available for all courses ie, both for Aided and Unaided (Self Financing) Programmes but Community Quota are available only for Aided Programmes. Only applicants belonging to the community which runs the institution can apply under community quota. The selection of the candidate under the community quota is on the basis of merit marks plus bonus marks, if any.
9. Academic eligibility should be satisfied as on the last date of submission of academic data. In the case of candidates who have passed examinations of other Boards/Institutes/Governments, except CBSE/CISCE, they shall be admitted only if these examinations have been declared equivalent to the qualifying examinations of MG University. No candidate shall be admitted to the degree programme unless he/she possess the qualifications and minimum requirements thereof as described in the university prospectus. The detailed information's about academic eligibility is available in the UG CAP prospectus 2020 in the university website [www.cap.mgu.ac.in](http://www.cap.mgu.ac.in) .

## **BACHELOR OF ARTS (BA) DEGREE PROGRAMMES**

Admission to all BA Degree Programmes under the faculties of Language & Literature, Fine Arts and Social Sciences shall be open only to candidates who have passed Plus Two or equivalent examination or an examination recognised by this University as equivalent thereto.

### **I. Programmes under Faculty of Language and literature**

1. BA English Language and Literature Model I
2. BA Malayalam Language and Literature Model II

### **II. Programmes under Faculty of Social Sciences**

1. BA Economics Model I
2. BA History Model-II

## **PROGRAMMES UNDER FACULTY OF SCIENCE**

### **1.B.Sc. Chemistry Model I**

Candidates shall be required to have passed the Plus Two/equivalent examination with Chemistry as one of the optional subjects at Plus Two level.

### **2. B.Sc. Mathematics Model II (Computer Science)**

Candidates shall be required to have passed the Plus Two/equivalent examination with Mathematics as one of the optional subjects or Mathematics as one of the subjects in Commerce group.

### **3.B.Sc. Physics**

Candidates shall be required to have passed the Plus Two/equivalent examination with Physics as one of the optional subjects at Plus Two level.

### **4.B Voc DTP and Printing Technology (Vocational Programme)**

Candidates shall be required to have passed the PlusTwo /equivalent examination recognised by the University in any stream.

## **PROGRAMMES UNDER FACULTY OF COMMERCE**

### **1. B.Com. Model I Finance and Taxation**

Admission to the B.Com Degree Programmes shall be open only to candidates who have passed the Plus Two or equivalent examination recognized by this University with Book-Keeping and Accountancy and any two of the following subjects, viz., (1) Commerce (2) Commercial Correspondence and Commercial Geography (3) Economics (4) Life Insurance with Salesmanship (5) Banking with Secretarial Practice (6) Business Studies (7) Mathematics (8) Computer Science/

Computer applications (9) Informatics Practice & Management , (10) Informatics Practice , (11) Management, (12) Accountancy as optional under Part III of the Examination. OR Have passed Plus Two or equivalent examination recognized by this University with other subjects under Part III optional subjects provided they have secured 45% of the aggregate marks.

## **2. B Voc Business Accounting and Taxation (Vocational Programme)**

Candidates shall be required to have passed the Plus Two /equivalent examination recognized by the University in any stream.

10. Candidates are required to go through the prospectus issued by the university carefully and familiarize themselves with all the relevant information relating to the academic eligibility, bonus marks, indexing of marks etc.

### **RULES APPLICABLE FOR ONLINE APPLICATION –MANAGEMENT QUOTA AND COMMUNITY QUOTA**

Candidates who are applying online shall follow the instructions given below:

1. Candidates should register for admissions in Management Quota and Community Quota for the academic year- 2020-21 in online through **Pavanatma Admission Portal 2020** available in the college website [www.pavanatmacollege.org](http://www.pavanatmacollege.org) on or before the last date stipulated in the admission schedule of the Mahatma Gandhi University, Kottayam .

2. Click on **ADMISSION 2020** provided in the college website [www.pavanatmacollege.org](http://www.pavanatmacollege.org)

3. Fill in the basic details like Name, Mobile No., Email.i.d of the candidate.

4. Then choose the quota in which the candidates seeking admission – MQ or CQ

5. The candidate's login id and password will be mailed to their registered Email address.

6. The candidate will receive the following Message

“Success! You have been successfully completed the first stage of our application process. You can complete your application process at your convenient time **with in the stipulated last date of application** using the login id and password mailed to your registered email id (xxxxxxx@gmail.com) if not there please check in spam folder.”

7. The candidate can fill up the contact information.

8. After completing the CONTACT INFO, the candidate can enter the details of parents.

9. Those who are eligible for bonus marks under NCC, NSS, EX-SERVICE must upload their credentials.

9. Then the candidate must enter the fields relating to their qualifying educational details or academic records for the programme.

10. After satisfying him/her that the details entered are correct, the applicants shall remit the application fee online. Application fee can be remitted through integrated online payment mode prescribed in college website/Pavanatma Admission Portal. Applicant may use Credit Card/Debit Cards/Internet banking/UPI for online payment. Other modes of remittance will not be accepted.

#### Application Fee

1. The fee for application to Community Quota is Rs.55/- (Fifty Five Only).

2. The fee for application to Management Quota is Rs.155/- (Fifty Five Only).

11. After the successful creation of account, you will be provided an application number.

12. The Application number will have to be retained by the candidate for all future online and offline operations.

13. After remitting the fee, the applicant will be redirected back to the application page. Take the print out of the Confirmation Page which will have to be retained by the candidate for future reference.

14. Applicants who report for admission at the colleges concerned (on the date intimated by the University in light of the current situation due to Covid -19 Pandemic) with all the documents for completing the verification process.

15. Verification of the digital copies of the documents/original documents will be done at the time of admission and also at the time of registration for the examination. If, at any point of time, the candidate is found to have furnished incorrect details, his/her candidature will be cancelled.

16. Originals of certificates should not be sent to the college at the time of admission considering the current situation of Covid -19 Pandemic. Only digital copies of certificates need be uploaded at the time of applying online for Management and Community Quota. Original certificates shall be produced at the time and date fixed by the University considering the situation due to the contagion.

PRINCIPAL