Instructions to Candidates for On-line Registration of Options

Keep ready the following before applying online:

1. Marklist of the plus two/ equivalent examination and Register Number
2. *Date of Birth: copy of S.S.L.C*
3. Mobile Number: Mobile number of applicant/parent/guardian only to be furnished.
4. Vital information regarding the allotment and admissions are being communicated through SMS to the registered mobile number. Therefore, under any circumstances the mobile number of Akshaya centres, internet cafe or other agencies should not be submitted.
5. Remit fee from the applicant's account as refund of fee in the case of failed transactions is credited back to the account from which the payment has been made. Please do not attempt multiple payments in case of a failed transaction and wait for atleast 30 minutes before attempting to another transaction after an unsuccessful attempt.
6. E-mail: Email Id of student/parents/guardian only be entered. Those who do not have an Email-Id may create one and enter. Vital information regarding the allotment and admissions will also be communicated through Email to the registered mail.
7. *Application Fee :* **As per admission notification**
8. Scanned copy of the following in pdf format.

    a. Non-creamy layer/income and caste certificate format for applicants belonging to OEC/SEBC category.
    b. Caste certificate for applicants belonging to SC/ST category.
    c. Certificate in proof of claim for bonus marks for Ex-servicemen/dependant/Jawan, NCC/NSS
9. Prepare the list of colleges/courses according to the applicant's priority. The fee structure for the self- financing programmes will be different from the fee structure of Government/ Aided programme. List of colleges and programmes is available in the website (cap.mgu.ac.in). The fee structure for each year is also published in the admission website.
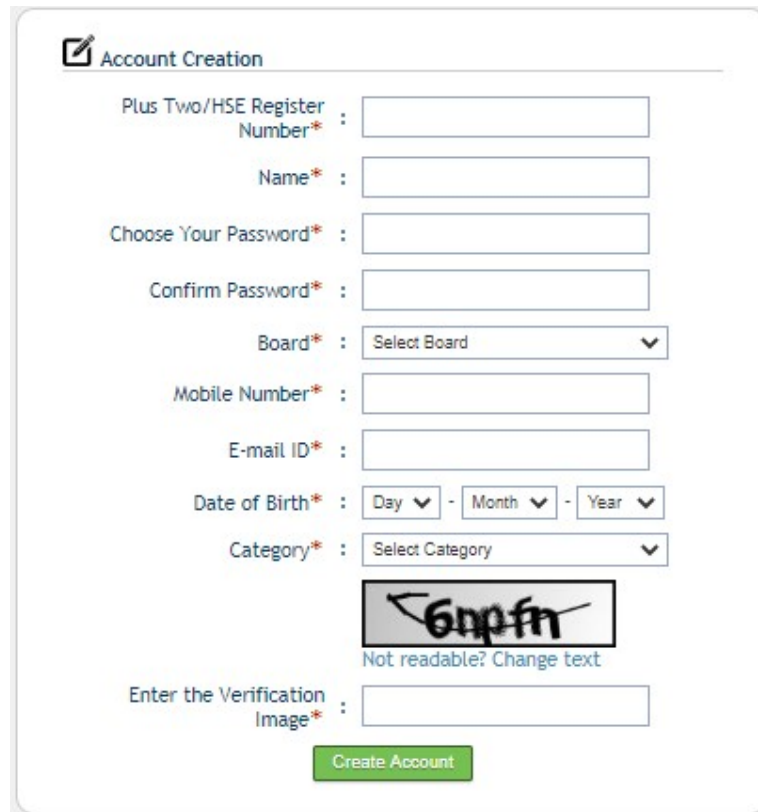
Candidates who are applying online shall follow the instructions given below:

1. Click on the "Account creation" link provided in the www.cap.mgu.ac.in web page
2. Fill in the minimum personal details required with utmost care.
3. Only one account can be created using a single mobile number and email id. All communications like application number and password shall be sent to the registered mobile number and hence candidates should take utmost care while giving mobile number.
4. Create a *'Password'*. (**The password will be used for all future online operations**). **The password created by the candidate should not be disclosed to others who may misuse it**. This may result in tampering with the options and the University will not be responsible for any such eventuality.

5. After the successful creation of account, you will be provided a six digit application number starting with 1. The application number will have to be retained by the candidate for all future online and offline operations.
6. Fill in the application form with personal details, academic eligibility and the options correctly. The applicant can give upto forty options.
7. After satisfying himself/herself that the details entered are correct, the applicants shall remit the application fee.
8. Pay the application fee by clicking on the "PAY NOW" button which will redirect the applicant to the Online Payment Gateway. Applicant can use Debit Card/ Credit Card or Internet Banking facility for making online payment.
9. After remitting the fee, the applicant will be redirected back to the application page.
10. Upload the digital copies of the supporting documents.
11. Take the print out of the confirmation page which will have to be retained by the candidate for future reference.

Hardcopies of the filled in application shall not be, repeat, shall not be   sent to the University

Step 1:- Log in www.cap.mgu.ac.in and click on **Admission to UG degree Programmes 2021-2022** a form will be shown as given below. Provide all the required fields. There are three categories SC/ST, Others and Lakshadweep Muslims. Make sure that the correct category is selected.

CANDIDATE REGISTRATION SCREEN - 1

Step 2:- Confirmation of account creation. Note down the application number.

Step 3:- Proceed to fill the personal and academic details as shown in the Screen segments

1: Account creation ✔ 2: Personal & Academic details ✖ 4: Fee payment ✖ 5: Certificate upload ✖ 6: Final submission ✖

Personal & Academic | Option Registration | Fee Payment | Upload Certificate | Final Submission

Personal Information

ℹ
- All Fields Marked in ✱ are Mandatory.
- Name of Applicant Is Not Editable.The name is same as you have entered in Account Creation Form.

Name of Applicant	✱:-	TEST
Register Number	✱:-	123456
Date of Birth	✱:-	26 - Sep - 1992
Religion	✱:-	Hindu
Community	✱:-	Ezhava(EZ)/Thiyyas/Billava
Caste	✱:-	Ezhavas including Ezhavas,Thiyas,
Sex	✱:-	○ Male ● Female ○ Transgender

PERSONAL AND ACADEMIC

		Subjects Studied	Marks Secured	Maximum Marks
First Language	✱:-	English	80	100
Second Language	:-	----Select----		
Optional Subject 1	✱:-	Mathematics	70	100
Optional Subject 2	✱:-	Physics	85	100
Optional Subject 3	✱:-	Chemistry	75	100
Optional Subject 4	:-	Biology	86	100
Optional Subject 5	:-	-----Select-----		

ℹ
- Candidates Applying for BA Arabic, BA Sanskrit and BA Tamil has to select this column and others should select 'Not Applicable'.For BA Sanskrit (General and Special Subjects), candidates who have passed plus two or equivalent examination recognized by this University and having working knowledge in Sanskrit and studied Sanskrit at SSLC or equivalent examination. For BA Tamil, candidates who have passed plus two or equivalent examination recognized by this University and having working knowledge in Tamil and studied Tamil at Plus Two or equivalent examination. For BA Arabic, candidates who have passed plus two or equivalent examination recognized by this University and having working knowledge in Arabic and studied Arabic at Plus Two or equivalent examination.

Whether you have working knowledge in Arabic/ Tamil/Sanskrit and studied Arabic/Tamil at Plus Two level or Sanskrit at SSLC or equivalent examination/ Whether you claim age relaxation for BPE.   :-   Not Applicable

Save & Next >>   Reset

PERSONAL AND ACADEMIC DETAILS PAGE

Step 4. Choose programmes of your choice. More combinations can be given by clicking Add One More Option .Pink colour indicates that the course is self-financing. Candidates can add up to forty options. Click on "Save Options" after entering the options.

Personal & Academic | **Option Registration** | Fee Payment | Upload Certificate | Final Submission

✔ Your Personal And Accademic Profile Saved Sucessfully.

rearrangement/deletion of options click "Save Options" button to save your option details.

ℹ
- In this page you can rearrange/delete your course college options.You can delete options if you don't need that option.
- After all operations in this page you must click "Save options" button to save the details.
- Options and Colleges displayed below are according to your eligibility.

Option Registration

Option No	Programme	College	
*Option1	B.A Economics Model I	Alphonsa College, Pala	
Option2	B.A English Language and Literature Model I	B.C.M. College, Kottayam	✖
Option3	B.A Economics Model I	Cochin College, Cochin	✖
Option4	B.A Hindi Language and Literature Model I	NSS Hindu College, Changanacherry	✖
Option5	B.Com Model II Computer Applications	Cochin College, Cochin	✖
Option6	B.Sc Chemistry Model I	B.C.M. College, Kottayam	✖

Add One More Option

Save Options   Reset Options

OPTION REGISTRATION

Step 5:- Remit the fee through the Online Payment Gateway made available in the online application. Any other mode of payment will not be accepted.

In case there is a payment failure due to technical issues beyond our control, please wait for 30 minutes before attempting to another payment.

Step 6:- Upload the certificates in pdf format not exceeding 200kb.

Step 7:- Screen segments of Final Submission. Details provided can be previewed and edited before final submission. Data once submitted cannot be modified. Options can be modified during the specified period.

Personal Details of Applicant (Edit)

Application Number	:- 317891
Name of the Applicant	:- TEST
Registration Number	:- 123456
Name of Father/Guardian	:- TEST FATHER
Sex	:- Female
Date of Birth	:- 26-09-1992
Nationality	:- Indian
Annual Income	:- 400000
Religion	:- Hindu
Caste	:- Ezhavas including Ezhavas,Thiyas,Ishuvan,Illuvan and Billava

EDIT BEFORE SUBMISSION

Details of Options Registered (Edit)

Option No	Programmes Selected	Colleges Selected
1	B.A Economics Model I	Alphonsa College, Pala
2	B.A English Language and Literature Model I	B.C.M. College, Kottayam
3	B.A Economics Model I	Cochin College, Cochin
4	B.A Hindi Language and Literature Model I	NSS Hindu College, Changanacherry
5	B.Com Model II Computer Applications	Cochin College, Cochin
6	B.Sc Chemistry Model I	B.C.M. College, Kottayam

DECLARATION

1. I hereby declare that I have read the various clauses in the Prospectus for Admission to U.G. Degree Programmes, 2020-21 in the Affiliated Colleges of Mahatma Gandhi University and the instructions carefully and I agree to abide by them.
2. I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and that in the event of any information being found false or incorrect or ineligibility being detected before or after the admission , action can be taken against me by the Mahatma Gandhi University.

☑ I have read the above declaration and I agree

SUBMIT YOUR APPLICATION

FINAL SUBMIT BUTTON

Steps for applying to Sports/Cultural/PD Quota seats

Step 1 : Click on the linkthat appear after final submission of application to merit quota seats

My Messages

- Print confirmation page
- Click here to view your Profile
- Click here to apply for Sports/Cultural/PD quota

Step 2 : Select the sports/cultural event/nature of disability and upload supporting documents

1: File Upload ✔   2: Option selection ✘   3: Final submission ✘

File Upload | Option Registration | Final Submission

ⓘ • Certificate should be uploaded in pdf format with size not exceeding 200KB

Events

Sl.No	Select Category	Event of Participation/Nature of disability	Position/% of disability	Year of Participation	Created any Record?	Upload Certificate in proof of participation/prize/record
*1	Sports Quota	Senior/ Junior National Com	First	2020	Yes	Choose File No file chosen View

Add Additional Event

| Category under which | | Athletics | | Swimming | |

Step 3 : Select the college-programme combination/options

After rearrangement/deletion of options click "Save Options" button to save your option details.

- In this page you can rearrange/delete your course college options.You can delete options if you don't need that option.
- After all operations in this page you must click "Save options" button to save the details.
- Options and Colleges displayed below are according to your eligibility.

Option Registration

Option No	Programme	College	
*Option1	----------SELECT COURSE---------- ⌄	----------SELECT COLLEGE---------- ⌄	
Option2	----------SELECT COURSE---------- ⌄	----------SELECT COLLEGE---------- ⌄	✖
Option3	----------SELECT COURSE---------- ⌄	----------SELECT COLLEGE---------- ⌄	✖
Option4	----------SELECT COURSE---------- ⌄	----------SELECT COLLEGE---------- ⌄	✖
Option5	----------SELECT COURSE---------- ⌄	----------SELECT COLLEGE---------- ⌄	✖
Option6	----------SELECT COURSE---------- ⌄	----------SELECT COLLEGE---------- ⌄	✖

Step 4: Submit the application finally

Sports/Cultural/PD Details

Event Order	Event Category Selected	Event of Participation/Nature of disability	Positions/ % of disability	Year of Participation	Record
1	Sports Quota	Senior/ Junior National Competitions	First	2020	Yes

Details of Options Registered

Option No	Programmes Selected	Colleges Selected
1	B.A Animation and Visual Effects	De Paul Institute of Science & Technology, Angamaly

DECLARATION

1. I hereby declare that I have read the various clauses in the Prospectus for Admission to U.G. Degree Programmes, 2019-20 in the Affiliated Colleges of Mahatma Gandhi University and the instructions carefully and I agree to abide by them.
2. I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and that in the event of any information being found false or incorrect or ineligibility being detected before or after the admission , action can be taken against me by the Mahatma Gandhi University.

☐ I have read the above declaration and I agree

SUBMIT YOUR APPLICATION

Please do not wait for the last date/closing time to apply so as to overcome any technical issues that may arise during the process.

IMPORTANT
Please note that you cannot Edit/Modify your application once you click SUBMIT Button. Please ensure that all aspects of the application are correct before submitting it.