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MAHATMA GANDHI UNIVERSITY

Priyadarsini Hills P. O., Kottayam

ACADEMIC LEGISLATION SECTION

No. 3621/L/Acad.

Dated 23rd July 2010.

ORDERS

(1)

Read:—1. U.O. No. Ac. A1/2/1345/2002 dated 18-7-2002

2. U.O. No. 2059/Ac. A8/2010/A dated 9-6-2010

3. U.O. No. 3290/A1/2010/Acad. dated 3-7-2010

4. Minutes of the Standing Committee meeting of the Academic Council held on 19-7-2010, Item No. O A.3

Centralized Allotment Process for admission to Post Graduate Degree Courses in the affiliated colleges of the University during the academic year 2010-11 and onwards, except in those courses to which Entrance Examinations are conducted by the University and allotment are made by the University, is introduced as stipulated in the U.O. read as 3rd above.

The implementation committees, constituted vide U.O. read as 2nd above prepared the draft regulations for admission to P.G. Programmes. The meeting of the Standing Committee of the Academic Council held on 19th July, 2010 discussed the draft regulations and resolved to recommend to approve by the Academic Council.

Considering the exigency the Hon'ble Vice-Chancellor has invoked the Section 3. 10(17) of the Mahatma Gandhi University Act 1985 and exercising the power of the Academic Council approved the "Mahatma Gandhi University Regulations for Post Graduate Programmes-2010." The Regulations are appended.

Orders are issued accordingly.

(2)

No. 4848/L/Acad.

Dated 1st October 2010.

*Read:—*1. U.O. No. 3621/L/Acad, dated 23rd July, 2010.

2. Item No. 13/Ac. 6/227 of the minutes of the meeting of the Academic Council held on 31-7-2010.

3. Minutes of the meeting of the Syndicate held on 9-9-2010, item No. 1/10.07/3704.

The Hon'ble Vice-Chancellor has invoked the Section 3.10(17) of the Mahatma Gandhi University Act 1985 and exercising the power of the Academic Council approved the "Mahatma Gandhi University Regulations for Post Graduate Programmes-2010", for the immediate implementation of admission process of P G Programmes, vide U.O. read as 1st paper above.

The meeting of the Academic Council held on 31st July 2010 (as approved by the Syndicate at its meeting held on 9-9-2010) has resolved vide item read as 2nd above to accept the action taken by the Vice-Chancellor for the implementation of admission process of P.G. Programmes, by issuing the U.O. read as 1st above.

Orders are issued accordingly.

P. K. RAJAN,
Assistant Registrar (Acad-II),
For Registrar.

**CENTRALIZED ALLOTMENT PROCESS (CAP)
RULES & REGULATIONS—2010**

MAHATMA GANDHI UNIVERSITY REGULATIONS FOR ADMISSION TO POST GRADUATE PROGRAMMES

Preamble

WHEREAS Mahatma Gandhi University has a unique distinction among all the Universities in Kerala in having the largest number of colleges affiliated to it which offer a multitude of courses that stand out by the merit of their content and cater to new generation job oriented courses that have been designed reckoning the development of technology as well as conventional streams of study. Despite the existence of such a broad spectrum of courses, students are not properly informed of that in the absence of adequate mechanism of guidance. As a result students choose wrong courses not suited to their aptitude.

WHEREAS it is considered necessary to implement a Single Window System called “Centralized Allotment Process” (hereinafter referred to as CAP) for admission to Post Graduate Degree Courses (PG Courses) in the affiliated colleges of the University, from the academic year 2010-11 onwards based on the academic and administrative consideration and to streamline the Post Graduate Admission process. Moreover, it can be ensured that the seats earmarked for various reservation categories are exclusively allotted to them. The admission process shall be conducted on-line to achieve transparency and thereby social justice. The CAP is designed such that the applicants need to submit only a single application for seeking admission to a particular course in any affiliated college offering the course under the University. These regulations are made in exercise of the powers provided under Chapter 39 of the Mahatma Gandhi University Statutes 1997 and Section 25 (ii) & (vi) of Mahatma Gandhi University Act 1985.

CHAPTER 1

PRELIMINARY

(A) Short title and Commencement

These regulations may be called “Mahatma Gandhi University Regulations for admission to Post Graduate Programmes-2010”. They shall come into force from the 2010-11 academic year onwards.

(B) Applicability

These regulations are applicable to all PG courses in the affiliated colleges of the University (Government/Aided/Self-Financing) except those PG courses, admission to which is based on entrance examinations and courses come under the faculty of Fine Arts.

These regulations are made in supersession of all Regulations and University orders in force on the date of commencement of these regulations in so far as the areas and matters provided under these Regulations and in respect of areas and matters not provided under these regulations the existing regulations and University Orders shall continue to be in force.

(C) Definitions

In these regulations, unless the context otherwise requires, the words and phrases noted shall have the same meaning as defined under the M.G. University Act, 1985 and M. G. University Statutes 1997.

CHAPTER 2

1. *Classification/Categorization of Seats.*—Seats available in Govt./Aided/Self-financing affiliated colleges and Self Financing courses in Aided Colleges are mainly classified as Merit seats/Community seats (applicable only in aided colleges) and Management seats.

1.1 *Details of seats that come under the ambit of Centralised Allotment Process:*

- (i) *Government Colleges.*—Total seats available in government colleges.
- (ii) *Aided Colleges.*—Open quota seats, seats earmarked for SC/ST candidates, persons with disabilities.
- (iii) *Unaided Colleges/Unaided courses conducted in Aided Colleges.*—50% of the total seats including seats reserved for SC/ST/SEBC/OBX/OBH and PWD.

1.2 The remaining seats under community quota (Aided Colleges only)/management quota (Aided and Unaided Colleges and Unaided Courses conducted in Aided Colleges)/sports and cultural quota (all affiliated Colleges) shall be filled by the educational agency.

2. Reservation of Seats

2.1 *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:

- (i) Reservation for nominees
- (ii) Reservation for Persons with Disabilities
- (iii) Special Reservation and
- (iv) Mandatory Reservation

2.1 *Reservation for Nominees.*—An additional seat shall be created in affiliated Arts and Science Colleges exclusively for the purpose of accommodating students sponsored by 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. (U.O. No. Ac.A1/3/2761/06 dated 20-7-2006). Such students should apply directly to the colleges concerned.

2.1.1 *Reservation for Persons with Disabilities (PWD).*—The applicants under this quota will be selected on the basis of existing rules (such students should apply in the CAP).

3% of the seats are reserved for candidates with disabilities for all courses. 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.

‘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 attach with their application form, an attested copy of the ‘Certificate of disability’ issued by a District Medical Board or bodies of higher status, certifying the degree of percentage of disability.

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

The total number of seats of all PG Courses in a college shall be pooled together and three percent of the same will be set apart for PWD applicants on the basis of eligibility.

2.1.3 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.

2.1.4 *Special Reservation.*—The seats reserved under Sports Quota and Cultural Quota come under this category. Such students should apply directly to the colleges concerned. They can also apply in CAP to be considered in the general allotment.

The following norms are prescribed for admission under this quota.

- (i) One seat for every 20 seats for M. A., M.Sc., M.Com. Courses.
- (ii) 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.
- (iii) Where the number of seats is still less than 15 after such pooling, all P. G. Courses may be pooled together.

- (iv) 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.

The following guidelines shall be followed in determining merits in sports and athletics for admission to the P G courses

Points shall be awarded to the 1st (winner or the Winning Team), Second (Runners up or Runners up team), third (third place) and participation as :

<i>Category</i>	<i>1st</i>	<i>2nd</i>	<i>3rd</i>	<i>Participation</i>
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

- 2.15 *Reservation of seats under cultural Quota.*—One seat for every 20 seats for M.A., M.Sc., M.Com. Courses. 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 number of seats is still less than 15 after such pooling, all PG courses may be pooled together. A minimum of one seat may be given if there are no sufficient seats.

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

<i>Level</i>	<i>Points of Participation</i>			
	<i>1st</i>	<i>2nd</i>	<i>3rd</i>	<i>4th</i>
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

- (i) A person can score points only in one category.
- (ii) The highest score will be counted.
- (iii) Where bracketed, scores in other categories will be counted.
- (iv) Where still bracketed, person who was the University Athletic Champion will be given 3 extra points.
- (v) Performance in any year during the Degree course in Mahatma Gandhi University will be taken into consideration.
- (vi) He/She must be available for University events unless specifically exempted by the Vice-Chancellor/Director of Physical Education, Mahatma Gandhi University.

(vii) The above candidates should also apply under the Centralised Allotment Process, if they are to be considered for general allotment.

(viii) The Principals after admitting the eligible candidates under sports and cultural quota should inform the University with details of admission so as to enable the University to deduct the No. of seats from the General Merit.

3. Mandatory Reservation

3.1 (A) *Government Colleges*—Leaving the seats set apart for Persons with disabilities, the remaining seats for each course will be distributed as per the G.O.(Ms.) No.107/08/H.Edn. dated 30-8-2008. Such students should apply in CAP for admission in Government Colleges.

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

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. 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. 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.

3.1.2 (B) *Aided affiliated Colleges*—The seats for each course will be distributed as per the existing pattern given below:

SI. No.	Seat Reservation	Forward Community Colleges	Backward Community Colleges
1	Open Quota	50 per cent	40 per cent
2	Scheduled Caste	15 per cent	15 per cent
3	Scheduled Tribe	05 per cent	05 per cent
4	Community Quota	10 per cent	20 per cent
5	Management Quota	20 per cent	20 per cent

The seats under community quota shall be reserved for students of the community to which the college belongs and seats shall be filled on the basis of merit and the seats under management quota shall be filled by the management from among candidates of their choice. For admission to Serial No. I to III students should apply in CAP.

3.1.3 (C) *Self Financing Affiliated Colleges/Self Financing courses in Aided Colleges.*— In Unaided Colleges and Self Financing courses conducted in Aided Colleges, 50% of the total seats shall be filled by the management from among candidates of their choice provided they satisfy the eligibility conditions. The remaining seats (50%) shall be filled as detailed below. For admission to seats under merit quota, students should apply in CAP.

<i>Seat Reservation</i>	<i>% of Reservation</i>
Open Quota	65
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

4. *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 application, with supporting documents as required.
- (ii) The claims for Mandatory Reservation once made in the Application form cannot be altered by the candidate under any circumstances.

4.1.1 *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 per annum (Rupees Four lakhs and fifty thousand only per annum) are eligible for reservation under this category. The certificate 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 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.

4.1.2 *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. 4.5 lakhs alone are eligible for such seats.

4.2 *Other General Rules for Mandatory Reservation*

4.2.1 The seats reserved for SC/ST shall be renotified twice if such seats are remaining vacant. Those seats may be filled up from candidates belonging to OEC and in their absence, candidates belonging to SEBC.

4.2.2 *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 3-7-2007. They should provide Community Certificate from the Village Officer in the Application form.

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

5. Eligibility for Admission

- 5.1.1 Academic eligibility should be satisfied as on the last date of submission of academic data.
- 5.1.2 If an applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she had indulged in ragging, admissions may be refused or he/she shall be expelled from the educational institution.
- 5.1.3 (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 requirements for admission to PG Degree Courses are :
- M.A. Courses.**—In the case of those subjects for which applicants who have taken other subjects as optional and are declared qualified to seek admission 75% of the total seats would be reserved for those who have taken the subject as Optional (Main) concerned under Part III for the B.A. Degree Course.
- (a) **M.A. English.**—Graduates with English under Part III (model I, II & 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 (out of a total of 300 marks) and not less than 45% marks in Part III including subsidiaries. The stipulations of Part I English will not apply to B.A. English Model II and B.A. English Model III Communicative English (Three Main System). Students of B.A. Communicative English (Single main) can be admitted on the basis of Part I English marks alone.
- (b) **M. A. Sanskrit (General).**—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% marks. Weightage of 10% shall be given to the candidates who have studied Sanskrit (General) as optional.
- (c) **M. A. Sanskrit (Nyaya).**—Graduates with Sanskrit (General/Special) 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% marks. Weightage of 10% shall be given to the candidates who have studied Sanskrit (Nyaya) as optional.
- (d) **M. A. Sanskrit (Vedanta).**—Graduates with Sanskrit (General/Special) 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% marks. Weightage of 10% shall be given to the candidates who have studied Sanskrit (Vedanta) as optional.
- (e) **M. A. Sanskrit (Sahitya).**—Graduates with Sanskrit (General/Special) 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% marks. Weightage of 10% shall be given to the candidates who have studied Sanskrit (Sahitya) as optional.
- (f) **M. A. Sanskrit (Vyakarana).**—Graduates with Sanskrit (General/Special) 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% marks. Weightage of 10% shall be given to the candidates who have studied Sanskrit (Vyakarana) as optional.
- (g) **M. A. 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. Weightage of 10% shall be given to the candidates who have studied Malayalam as optional.

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- (h) **M. A. Hindi.**—B. A. with Hindi (Model I/II) 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. Weightage of 10% shall be given to the candidates who have studied Hindi as optional.
- (i) **M. A. Arabic.**—B.A. with Arabic (Model I/II) 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. Weightage of 10% shall be given to the candidates who have studied Arabic as optional.

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 Language, since the content of Language & Literature of Part I & II of these degree programmes is not sufficient enough to pursue a PG Programme.

- (j) **M. A. Philosophy.**—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. Weightage of 10 marks shall be given to the candidates who have studied Philosophy as optional. 75% of the total seats would be reserved for B.A. Philosophy (Main-Model I/II) candidates.
- (k) **M. A. History.**—All Graduates (Model I/II) 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. Weightage of 10 marks shall be given to the candidates who have studied History as optional. 75% of the total seats would be reserved for B.A. History (Main Model I/II) candidates.
- (l) **M. A. Politics.**—All Graduates (Model I/II) 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. A weightage of 5 marks to be given to the candidates who have studied any of the papers namely Politics, Political Science, Political Theory, Political Philosophy either as Part III main/subsidiary/elective/allied/complementary of B.A. degree examination. Weightage of 10 marks shall be given to the candidates who have studied Politics as optional. 75% of the total seats would be reserved for B.A. Politics (Main Model I/II) candidates.
- (m) **M. A. Economics.**—Graduates (Model I/II) 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. Marks secured for Economics Main is to be taken as weightage and added to total marks secured. Weightage of 10 marks shall be given to the candidates who have studied Economics as optional. 75% of the total seats would be reserved for B. A. Economics (Main Model I/II) candidates.
- (n) **M. A. 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. Weightage of 10 marks shall be given to the candidates who have studied Psychology as optional. 75% of the total seats would be reserved for B. A. Psychology (Main) candidates.
- (o) **M. A. 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. Weightage of 10 marks shall be given to the candidates who have studied Sociology as optional. Weightage of 10 marks shall be given to the candidates who have studied Sociology as optional. 75% of the total seats would be reserved for B.A. Sociology (Main) candidates.
- (p) **M. A. Islamic History.**—All graduates in the Faculty of Social Sciences with not less than 45% marks in Part III main subject concerned including subsidiaries. Weightage of 10 marks shall be given to the candidates who have studied Islamic History as optional. 75% of the total seats would be reserved for B.A. Islamic History (Main) candidates.
- (q) **M.Sc. Mathematics.**—B.Sc. Mathematics (Model I/II) 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).

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- (r) **M.Sc. Physics.**—B.Sc. Physics (Model I/II)/Electronic Equipment maintenance with not less than 55% marks in the optional subject concerned including subsidiaries.
- (s) **M.Sc. Non Conventional Physics.**—B.Sc. Physics (Model I/II)/Electronic Equipment maintenance with not less than 55% marks in the optional subject concerned including subsidiaries.
- (t) **M.Sc. Physics (Material Science).**—B.Sc. Physics (Model I/II)/Electronic Equipment maintenance with not less than 55% marks in the optional subject concerned including subsidiaries.
- (u) **M.Sc. Applied Physics.**—B.Sc. Physics (Model I/II)/Electronic Equipment maintenance with not less than 55% marks in the optional subject concerned including subsidiaries.
- (v) **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 Mathematics 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. In the case B.Sc. Mathematics Main candidates, the marks secured for statistics shall be converted to 600 for the calculation of index marks.
- (w) **Branch III: M.Sc. Chemistry.**—B.Sc. Chemistry Main (Model I/II) Petrochemicals with not less than 55% marks in the optional main subject concerned including subsidiaries.
- (x) **Branch IV A: M.Sc. Analytical Chemistry.**—B.Sc. Chemistry Main (Model I/II) Petrochemicals with not less than 55% marks in the optional main subject concerned including subsidiaries.
- (y) **Branch V A: M.Sc. Applied Chemistry (Oils, Fats, and Aromatics).**—B.Sc. Chemistry Main (Model I/II) Petrochemicals with not less than 55% marks in the optional main subject concerned including subsidiaries.
- (z) **Branch V B: M.Sc. Applied Chemistry (Pharmaceutical Chemistry).**—B.Sc. Chemistry Main (Model I/II) Petrochemicals with not less than 55% marks in the optional main subject concerned including subsidiaries.
- (aa) **Branch IV B: M.Sc. (Polymer Chemistry).**—B.Sc. Chemistry Main (Model I/II) Petrochemicals with not less than 55% marks in the optional main subject concerned including subsidiaries.
- (bb) **M. Sc. Botany.**—B. Sc. Botany (Model I/II) with not less than 55% marks in the optional main subject concerned including subsidiaries. Botany-Biotechnology (double main) with not less than 55% marks.
- (cc) **M. Sc. Zoology.**—B. Sc. Zoology Main (Model I/II) Biological Techniques & Specimen preparation with not less than 55% marks in the optional main subject concerned including subsidiaries. Zoology and Industrial Microbiology (double main) with not less than 55% marks.
- (dd) **M. Sc. Geology.**—B. Sc. Geology Main, Geology and Water Management with not less than 55% marks in the optional main subject concerned including subsidiaries.
- (ee) **M. Sc. Home Science Branch X(A) - Child Development.**—For admission to the PG Programme in Child Development, the applicant must have passed B.Sc. Home Science/Family and Community Science Model I & II/B.Sc. Food Science and Quality Control Degree 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.
- (ff) **M. Sc. Home Science Branch X(B) -Family Resource Management.**—For admission to the PG Programme in Family Resource Management, the applicant must have passed B.Sc. Home Science/Family and Community Science Model I & II/B.Sc. Food Science and Quality Control Degree 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.
- (gg) **M. Sc. Home Science Branch X(C) - 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/ Family and Community Science Model I & II with not less than 55% marks in Part II. Graduates in Biochemistry or Zoology with PG Diploma in Nutrition 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.

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- (hh) **M. Sc. Home Science Branch X(D) - Family & Community Science.**—For admission to the PG Programme in Family & Community Science, the applicant must have passed B.Sc. Home Science/Family and Community Science Model I & II and B.Sc. Food Science and Quality Control Degree 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.
- (ii) **M. Sc.: Home Science Branch X(E) - Food Service Management and Dietetics.**—For admission to the PG Programme in Food Service Management & 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 Degree of Mahatma Gandhi University or any statutory University recognized by Mahatma Gandhi University with not less than 55% marks in Part III in the graduate level.
- (jj) **M. Sc. Clinical Nutrition and Dietetics.**—B. Sc. From a recognised University in Clinical Nutrition & Dietetics, Food & Nutrition, Food Science & Quality Control & Food Technology. Family & Community Science graduates with PG diploma in Nutrition and Dietetics are also eligible. Weightage of 45 marks will be given to those who have passed B. Sc. with Clinical Nutrition & Dietetics.
- (kk) **M. Sc. Computer Science.**—B.Sc. Degree with Mathematics/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 the qualifying degree examinations.
- (ll) **M. Sc. I. T.**—B.Sc. Degree with IT /Mathematics/ Statistics/ BCA/B.Sc. Computer Science with not less than 55% marks in optional (Main & Subsidiaries).
- (mm) **M. Sc. Operations Research and Computer Applications.**—Any degree in Science/Computer Science/Computer Application/Engineering with Maths/Statistics as one of the subjects with not less than 55% marks.
- (nn) **M.Sc. Applied Statistics with Computer Applications.**—Any degree in Science/Computer Science/Computer Application/Engineering with Maths/Statistics as one of the subjects with not less than 55% marks.
- (oo) **M.Sc. Electronics.**—B.Sc. Degree in Physics/Instrumentation/ Electronics/Electronics with Computer Maintenance/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.
- (pp) **M.Sc. Aqua culture & fish Processing.**—B. Sc. degree in Industrial fish and fisheries, aquaculture, Zoology, Botany, Life Sciences, Fishery Science with not less than 55% marks in the optional subject concerned including subsidiaries.
- (qq) **M.Com.**—B.Com. (Model I/II/III) with not less than 45% marks under Part III or BBA/BBM of this University with not less than 45% marks.
- (rr) **MLI Sc.**—45% Marks for BLI Sc, 5% relaxation in marks for SC/ST candidates.

Relaxation in Marks in the qualifying examination:

- 5.1.4 *Scheduled Caste/Scheduled Tribe Category.*—The minimum marks in the qualifying examination for admission to the PG Degree courses of studies is 35%.
- 5.1.5 *SEBC Category.*—A relaxation of 3% marks in the qualifying examination from the prescribed minimum is allowed.
- 5.1.6 *OEC Category.*—A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed.
- 5.1.7 *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/bonus marks/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.

7. *Bonus Marks.*—The Bonus marks will be awarded as follows:

- (a) Bonus of 5 marks awarded to NCC and NSS candidates for admission to all courses. NCC candidates the bonus marks will be awarded on the basis of NCC certificates signed by the Director and issued by the Directorate have secured at least 75% attendance after having participated in its 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, 5 marks to 'B' Certificate holders and 'C' Certificate holders in proof of 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 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) Bonus of 15 marks shall be awarded to the Ex-servicemen applicants and widows and children of Jawans and Ex-servicemen seeking admission to the P. G. Courses. Applicants to this category should invariably produce along with the application form an attested copy of certificate 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 he/she is the son/daughter of ex-service man or an ex-service man himself/herself. 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 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) Bonus marks shall be added only if the candidate has obtained the prescribed minimum qualifying marks in the qualifying examination while calculating the index marks.

8. *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:*

- 8.1 Candidates will lose 5 marks for ranking purposes 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.
- 8.1.2 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.

9. *Calculation of Index Marks:*

9.1 *M.A. English.*—Percentage of marks obtained under Part I (B.A./B.Sc.) English or Percentage of marks obtained under Part I (B. A./B.Sc.) English or percentage of marks obtained under Part III English (main/core/major only), whichever is higher, less handicap plus a weightage of 10% marks scored for the main/core/major/Part I as the case may be (standardized to a total of 600 marks), in the case of those who have taken English as optional under Part III for the B. A. model I/II Degree Courses. The weightage will be 5% only in the case of model III B. A. Communicative English (Three Main System). The following are the main/core/major papers of model III B. A. Communicative English (Three Main System).

1. Phonetics
2. History of English Literature
3. English Poetry
4. English Essay & Fiction
5. English Drama
6. Literary Criticism.

9.2 *M.A. in Other Languages.*—Percentage of marks obtained under Part III (B.A./B.Sc.) in the language concerned or percentage of marks under Part III in the case of those who have taken language concerned as optional, whichever is higher less handicap marks plus weightage of 10% marks in the case of those who have taken the language concerned as optional under Part III for the B.A. course. The marks obtained for the main alone will be taken in to account in calculating the percentage of marks for the language concerned as optional under Part III.

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- 9.3 *M.A. in Other Subjects.*—Total marks obtained for the optional main/core subjects under Part III less handicap marks plus weightage of ten marks in the case of those who have taken subjects concerned as optional under Part III for the B.A. Degree Course.

The total marks obtained by candidates who have passed Model II Vocational Degree Courses under Part III will be the total marks of core subject, vocational content and complementary/allied subject to be brought to thousand and the marks obtained should be calculated accordingly.

Calculation of Index Marks:

- A. Total marks obtained for main/subsidiaries—Out of 1000 (Model I)

OR

Total marks obtained for Core + Vocational + Complementary—Out of 1000 (Model II).

- B. Total marks for main or for Core subjects—Out of 600.

A + B shall be Rank Mark.

- 9.4 *M.Sc. Courses.*—In the case of those subjects for which applicants who have taken the subjects as optional and are declared qualified to seek admission. Total Marks obtained for the Part III of B.Sc. Degree Examination relating to the optional subjects, main and subsidiary put together less handicap marks plus the marks obtained for the main subject, theory and practical, if any.

The total marks obtained by candidates who have passed Model II Vocational Degree Courses under Part III will be the total of core subject, vocational content and complementary/allied subject to be brought to 1000 and the marks obtained should be calculated accordingly.

- A. Total marks obtained for the main/subsidiaries out of 1000 (Model I)

OR

Total marks obtained for the Core + Vocational + Complementary out of 1000 (Model II).

- B. Total marks obtained for the Main or for core subject out of 600

A + B shall be the rank merit.

- 9.5 *M.Com.*—B.Com. Model I: Percentage of marks obtained in Part III of B.Com./BBM/BBA less handicap marks.
B.Com. Model II (Vocational)/B.Com. Office Management: Marks obtained for core subject/Commerce Subject shall be converted to 1400.
B.Com. Model III: Marks obtained for Commerce subjects excluding the marks of project work and reports shall be converted 1400.
BBA: Total Marks obtained excluding the marks of English, Social Project, Management Project, Viva shall be converted to 1400.
BBM: Total Marks obtained excluding the marks of English, Industrial training and Project report and Comprehensive shall be converted to 1400.

- 9.6 *M L I Sc.:* Based on the B L I Sc. marks.

10. *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 9.1 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.
11. 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.
12. *Centralised Allotment Process:*
- 12.1 There is only a single application form for applying for admission to all the P.G. Degree Courses in various affiliated colleges for considering them in the Merit seats. If a candidate submits more than one application his/her candidature is liable to be cancelled. However, candidates seeking admission through communal merit/management quota/sports quota/cultural quota should submit separate applications to the respective colleges also. The above candidates should also apply under the Centralised Allotment Process, if they are to be considered for general allotment.

12.2 *Application fee:*

The application fee will be as follows :

For General candidates — Rs. 100

For SC/ST candidates — Rs. 50

Availability of Application forms and distribution of the same may be notified at the time of admission.

12.3 *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 (downloaded from the website, *www.mguniversity.edu*) with all necessary supporting documents.

12.4 *On-line Registration of Personal and Academic Data.*—For on-line registration of personal and academic data, the candidate must visit the website, *www.mguniversity.edu* and click on the link “Admission to PG Degree Course 2010-11”. 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 website 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.

12.5 *Eligibility and Procedure for Online Registration of Options.*

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

12.5.3 The options for college(s) and course(s) can be done while filing on-line registration of personal and academic data or subsequently within the last date of submission of application. No extension of time will be granted for registering options under any circumstances.

12.5.3 *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.

12.5.4 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.

12.5.5 *Processing of options and allotments.*—Before the Trial Allotment, the accepted personal and academic data and reservation claims will be published for verification by the candidates.

12.5.6 *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.

12.5.6 *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.

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- 12.5.7 *Remitting of Fee.*—The prescribed fee due to the University will have to be remitted by the candidate to the account specified by the University 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.
- 12.6.1 Candidates shall not remit the fee in any other form like Demand Draft, Cheque etc.
- 12.6.2 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.
- 12.6.3 SC/ST/OEC candidates, who get allotment, shall remit a token amount of Rs. 110 (as part of Caution Deposit). They shall not remit this amount in the form of Demand Draft, Cheque etc.
- 12.7 *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.
- 12.7.1. 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 from 1 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.
- 12.7.2 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.
- 12.7.3 *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 lose the existing allotment as well as the new allotment. He/She will not be considered for any further allotments.
- 12.7.4 The facility for deletion/re-arrangement of options will be available during the notified period only.
- 12.8 *Second/Further Allotments and Remittance of Fee:*
- 12.8.1 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.
- 12.9 *Other rules related to allotment.*
- 12.9.1 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 lose that allotment and will not be considered for any further allotments.
- 12.9.2 Candidate will not be allotted to a seat, not opted by him/her.
- 12.9.3 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.
- 12.9.4 *Any request to retain the existing allotment after a further allotment (based on the higher options registered) will not be considered under any circumstances.*
- 12.9.5 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).

13 *Post Allotment Activities*

13.1 *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 required to be produced by the Head of Institution.

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.

13.2 *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.

13.3 *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.

13.4 *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.

14. *Seat Allotment Protocol:*

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

14.2 *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.

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

15. *Fee:*

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

15.2 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 3-7-2007]. 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 22-9-2006].

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- 15.3 *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 3-7-2007. They should provide Community Certificate from the Village Officer along with the Application Form, in order to avail this benefit.
- 15.4 *SC/ST/OEC candidates will have to pay the 'Caution Deposit' as per rules.*
16. *Payment of Fee:*
- 16.1 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.
- 16.2 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.
17. *Other Items:*
- 17.1 The whole process of allotment to the PG Courses will be done by the Mahatma Gandhi University.
- 17.2 University will not entertain any request for change of any date fixed in the Centralised Allotment Process/ Admission from time to time.