

## 2. CLASSIFICATION/CATEGORIZATION OF SEATS

Seats available in the College are classified as Merit Seats, Management Seats and Community Seats.

## 3. RESERVATION OF SEATS

### A. AIDED PROGRAMMES:

Types of Reservation - Out of the total Merit Seats available in the college under various PG Programmes, seats are reserved for different categories under the following main items.

- i. Reservation for International Students
  - ii. Reservation for Nominees
  - iii. Reservation for Persons with Disabilities
  - iv. Special Reservation
  - v. Mandatory reservation
- i. **Reservation for International Students:** An additional 10 percentage of seats (over and above the sanctioned strength) is earmarked for foreign students for each PG programme. International students admission process will be through International Students Admission Committee (ISAC) coordinated by University Center for International Co-operation (UCIC – [www.ucicmgu.org](http://www.ucicmgu.org), email – [ucicmgu@gmail.com](mailto:ucicmgu@gmail.com), Mobile - 9446224240). They can apply either on self 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 (except Govt. of India sponsored 7 scheme) are required to submit the application online (through admission portal [www.ucica.mgu.ac.in](http://www.ucica.mgu.ac.in)) by paying the application fee of US\$ 100 (equivalent Indian Rupees on the date of payment) through international payment facility before the stipulated time (see schedule) attaching the following documents (all in English Version).

- a. Curriculum vitae.
- b. Copies of Degree Certificates, Pass Certificates, mark lists, transcripts of all examinations undergone.
- c. Proof for credibility of the University/Institution where the candidate has undergone the Qualifying examination including the recognition of the institution in Association of Indian Universities/Association of Commonwealth Universities/International Association of Universities or such accredited institutions of Higher learning.

d. Two copies of recent passport size photographs. e. Conduct certificate from the Head of the Institution last studied.

f. Reference letters from two persons from respective countries, who have intimate knowledge of the academic capabilities of the applicant.

g. Medical Certificate from competent Authority from the country concerned.

h. Copy of Passport.

**ii. Reservation for Nominees:**

a. An additional seat for each programme in the College shall be created exclusively for the purpose of accommodating students sponsored by the Union Territory of Lakshadweep (U.O. No. Ac.AI/3/2761/06 dated 20.7.2006). This seat shall not be filled up by other candidates.

b. Reservation of Seats for Malayalee students from Andaman & Nicobar Islands: An additional seat for each programme in affiliated Arts and Science colleges shall be created exclusively for the purpose of Malayalee students from Andaman & Nicobar Islands. This seat shall not be filled up by other candidates (U.O. No. 6199/AI/2016/Acad dated 23.11.2016).

**iii. Reservation for Persons with Disabilities (PD):** 5% of the seats for all programmes, over and above the allotted strength are reserved for persons with disabilities. Such seats shall be reserved for each of the three sections of person with disabilities category (Blind, Deaf and Orthopedically Challenged) with provision for interchange of seats, if candidates are not available in a particular category in a year. 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.

A '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. A relaxation of 5% of marks in the qualifying examination from the prescribed minimum is allowed.

Candidates seeking admission under PD 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 or percentage of disability.

A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed i.e. CGPA of 1.80 for CBCSS (2009), CCPA of 4.5 for CBCSS (2013) applicants

and 45% marks for pre - CBCSS applicants for admission to M.Sc. programmes and CGPA of 1.60 for CBCSS (2009), 4.0 for CBCSS (2013) applicants and 40% marks for pre CBCSS applicants for admission to M.A/M Com programmes.

*\*The selection of candidates under this category will be based on the rank in the inter-se-merit list and not on the basis of the degree of disability.*

*\*\* No reservation of seats is allowed for Blind candidates for Programmes which come under the Faculties of Science/Technology & Applied Sciences.*

**iv. Reservation for Transgender candidates:**

Two seats shall be created over and above the sanctioned strength in all courses in affiliated Arts & Science Colleges exclusively for admitting Transgender students. (G.O.(Ms)No.153/2018 HEdn dated 03.07.2018). However, such students should also apply online and submit the scanned copy of relevant documents (self-attested)

**v. Special Reservation:**

The seats reserved under Sports Quota and Cultural Quota come under this category.

**A. Reservation of seats under Sports Quota:**

Age Limit - Upper age limit for applying through sports quota is 25 years.

The following norms are prescribed for admission under sports quota.

- i. One seat for every 20 seats for M.A., M.Sc., M.Com Programmes with permission for interchangeability
- 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. Where the number of seats, after pooling, exceeds multiples of 20, an additional seat can be earmarked, if the excess number is 15 or more.
- iii. Where the number of seats is still less than 15 after such pooling, all PG programmes may be pooled together.
- iv. After such pooling, if the number of seats exceeds multiples of 20 an additional seat can be earmarked if the excess number is 15 or more.
- v. A minimum of one seat may be given if there are no sufficient seats.

The applicant for admission to the Sports quota should have represented at least the College in the Inter Collegiate Competitions. Preference shall be given to Sportsmen who have represented the State/University over the sportsmen who have represented the District/College. Performance in any year during the Under Graduate Programme only will be taken into consideration. The following guidelines shall be followed in determining merit in sports and games for admission to the PG programmes.

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:

### POINTS FOR VARIOUS CATEGORIES

Sl.No.	Item	Points
1.	Representing India in approved world Championships/Olympics and winning Gold Medal	200
2.	Representing India in approved world Championships/Olympics and winning Silver Medal	195
3.	Representing India in approved world Championships/Olympics and winning Bronze Medal	190
4.	Representing India in approved world Championships/Olympics	185
5.	Representing India in Commonwealth games/ Asian Games/Asian Championship etc.and Winning Gold medal	180
6.	Representing India in Commonwealth games/ Asian Games/Asian Championship etc.and Winning Silver medal	175
7.	Representing India in Commonwealth games/ Asian Games/Asian Championship etc. and Winning Bronzemedal	170
8.	Representing India in Commonwealth games/ Asian Games/Asian Championship etc.	165
9.	Representing India in World University games and winning a Gold medal	160

10	Representing India in World University games and winning a Silver medal	1 5 5
11	Representing India in World University games and winning a Bronze medal	1 5 0
12	Representing India in World University games	1 4 5
13	Representing India in Regional Championship such as SAF Games and winning a Gold medal	1 4 0
14	Representing India in Regional Championship such as SAF Games and winning a Silver medal	1 3 5
15	Representing India in Regional Championships such as SAF Games and winning a Bronze medal	1 3 0
16.	Representing India in Regional Championship such as SAF Games	125
17.	Representing Kerala State in National Championship for Senior/Youth and Winning Gold medal	120
18.	Representing Kerala State in National Championship for Senior /Youth and Winning Silver Medal	115
19.	Representing Kerala State in National Championship for Senior/Youth and Winning Bronze Medal	110
20.	Representing Kerala State in National Championship for Senior /Youth championship	105
21.	Representing a University in All India/South Zone Inter University Competition and Winning a Gold medal	100
22.	Representing a University in All India/South Zone Inter University Competition and Winning a Silver medal	95
23.	Representing a University in All India/South Zone Inter University Competition and Winning a Bronze medal	90
24.	Representing Kerala State in South Zone Championship for Senior/Youth and Winning Gold Medal	85
25.	Representing Kerala State in South Zone Championship for Senior/Youth and Winning Silver Medal	80
26.	Representing Kerala State in South Zone Championship for Senior/Youth and Winning Bronze Medal	75
27.	Representing Kerala State in South Zone Championship for Senior/Youth	70

28.	Representing University in All India / South Zone Inter University Championship	65
29.	Representing State in all India Rural Sports/ women's Sports and Winning a Gold Medal	60
30.	Representing State in all India Rural Sports/ women's Sports and Winning a Silver Medal	55
31.	Representing State in all India Rural Sports/ women's Sports and Winning a Bronze Medal	50
32.	Representing Kerala State in All India Rural Sports/Women's Sports	45
33.	Representing District in Inter-District Championship for Seniors/Youth and Winning a Gold Medal	40
34.	Representing District in Inter- District Championship for Seniors / Youth and Winning a Silver Medal	35
35.	Representing District in Inter-District Championship for Seniors/ Youth and Winning a Bronze Medal	30
36.	Representing District in Inter-District Championship for Seniors/Youth Students selected for KSSC Sports hostel scheme	25
37.	Representing a college in the Inter Collegiate championship and Winning a Gold Medal	20
38.	Representing a college in the Inter Collegiate championship and Winning a Silver Medal	15
39.	Representing a college in the Inter Collegiate championship and Winning a Bronze Medal	10
40.	Representing a college in the Inter Collegiate Tournament	05

The selection of candidates under the category will be based on the proficiency in sports/games.

- 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, Priority will be given in the order of merit i.e.; 1st, 2nd, and 3rd place respectively.

- v. Those with a more number of achievements in the same level will be placed above the others (more number of 1st places, more number of 2nd places and soon).
- vi. Individual achievements will be ranked above team achievements.
- vii. A new record is created; he/she will be given priority.
- viii. If the tie could not be resolved by any of the above mentioned sports achievements, the index marks based on the qualifying examination shall be considered for breaking the tie.
- ix. Performance in any year during the Under Graduate Programme will be taken into consideration.
- x. The students admitted in Sports quota shall mandatorily be available to represent the University in the Inter University competitions unless specifically exempted by the Vice-Chancellor/Director of Physical Education, Mahatma Gandhi University.

### Addendum

- i. Approved World competitions mean the competitions organized by the International Apex Bodies of the concerned discipline and in which the national Teams are sponsored by the National Apex Bodies and cleared by Sports Authority of India/ Government of India.
- ii. The National Championship means the championships conducted by the National Apex Bodies of the concerned discipline. District Competition means revenue district competition conducted by district association in respective sports.
- iii. Individual games /event means a game/event in which individual performs alone.
- iv. When a candidate has number of achievement in a sports /different discipline his/ her best achievement will be taken in to consideration.
- v. For team events, colleges should upload the events they wish to choose in the beginning of each academic year

**NOTE:** Those who seek admission through sports quota, shall apply online and upload necessary documents at the time of applying online. Applicants shall be able to choose programmes based on the events chosen by the colleges/ team preferences of the colleges and the rank list will be prepared and published accordingly.

**\*If vacancies arise due to discontinuation of candidates under Sports quota, the next eligible candidate in the Rank List shall be admitted. No candidates under any circumstances shall be allowed to apply after the last date specified for the sports quota admissions as the seats are deducted from general merit quota seats.**

**B. Reservation of seats under Cultural Quota:**The following norms are prescribed for admission under cultural quota.

- i. One seat for every 20 seats for M.A., M.Sc., M.Com Programmes with permission for interchangeability
- 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. Where the number of seats, after pooling, exceeds multiples of 20, an additional seat can be earmarked, if the excess number is 15 or more.
- iii. Where the number of seats is still less than 15 after such pooling, all PG programmes may be pooled together.
- iv. After such pooling, if the number of seats exceeds multiples of 20 an additional seat can be earmarked if the excess number is 15 or more.
- v. 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:

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

In the absence of applicants who do not secure 1st, 2nd and 3rd and 4th places candidates with 'A' grade shall be considered. The selection of candidates under the category will be based on the proficiency in cultural events only.

Candidates who possess 'A Grade'

- A person can score points only in one category.
- The highest score will be counted.
- Where bracketed, scores in other categories will be counted.
- Where still bracketed, person who was the University athletic champion will be given 3 extra points.
- Performance in any year during the Degree course in Mahatma Gandhi University will be taken into consideration.



- He/She must be available for University events unless specifically exempted by the Vice-Chancellor/Director of Physical Education, Mahatma Gandhi University

vi. **Mandatory Reservation:**The seats for each course will be distributed as per the existing pattern given below.

**A: Aided Programmes**

Sl No.	Seat Reservation	Seat Distribution (in Percentage)
1	Open Quota	50
2	Scheduled Caste	15
3	Scheduled Tribe	05
4	Community Quota	10
5	Management Quota	20

The seats under community quota are reserved for members of **Madhya Kerala Diocese; Church of South India** and such seats shall be filled on the basis of merit. The seats under management quota shall be filled by the management from among candidates of their choice.

**B. Self-Financing Programmes**

In the self-financing programmes 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 distributed and filled as below

Distribution of 50% seats earmarked under Merit category	Percentage of Reservation
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

The open quota seats will be filled purely on the basis of merit irrespective of the category/community to which the candidate belongs.

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

Claims for Mandatory Reservations must be made by a candidate at the time of submission of application. The claims for mandatory reservation once made in the Application form cannot be altered by the candidate under any circumstances.

- i. **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/Edndated 2.5.1966, as amended from time to time. The names of the castes and communities under SEBC are given in Annexure.
  - a. Candidates belonging to Socially and Educationally Backward Classes as per G.O. (P) 02/2017/BCDD dated 08.03.2017, who belong to the non-creamy layer are eligible for reservation under this category. The non-creamy layer certificate should have been issued 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 appended in the Prospectus will be considered.
  - b. Candidates belonging to Ezhava, Muslim, Other backward Hindus, Latin Catholic other than Anglo Indians and Other backward Christian communities, claiming reservation under SEBC Quota should invariably produce both ‘Community’ and ‘Income Certificates’/non-creamy layer certificate obtained from the Village Officer concerned. The self-attested copy of the above certificates should be attached with the application. Candidates who belong to the non-creamy layer are eligible for reservation. The seats unavailed by SEBC category candidates will be allotted under open quota.
- ii. **Claim for Reservation under Kerala Scheduled Castes/Kerala Scheduled Tribes Quota:**Candidates claiming reservation under Kerala Scheduled Castes/ Kerala Scheduled Tribes Quota should obtain caste/community certificate from the revenue authorities concerned. The names of castes and communities are given in Annexure. The candidates who are reconverted to Hinduism from Christianity of Scheduled caste origin should produce community certificate from Village Officer along with a copy of the gazette notification. 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

revenue authorities concerned. Those OEC candidates whose annual family income is upto Rs.6 lakhs alone are eligible for such seats.

- iii. **Other General Rules for Mandatory Reservation:** The seats unavailed by the SC candidates will be diverted to ST candidates and vice versa. The unavailed seats reserved for SC/ST shall be re-notified through print media. If such seats are remaining vacant even after re-notification, the unfilled vacancies shall be filled from candidates belonging to OEC, and in their absence candidates belonging to SEBC. The seats that further remain unfilled shall go to open quota.

## 5. ELIGIBILITY FOR ADMISSION

Academic eligibility should be satisfied as on the last date for submission of academic data. No candidate shall be admitted to the PG Degree programme unless he/she possesses qualification and minimum requirement thereof. 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.

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

OR

Candidates who have passed Degree examination with Double or Triple main subject + or candidates who have passed the Degree Examination in Vocational or Specialized Programmes are also eligible for admission. However, they have to submit copy of the Equivalency/Eligibility Certificate from Mahatma Gandhi University, stating that, their Qualifying Examination is recognized for seeking admission to the relevant P.G. Degree Course(s) as applicable, at the time of admission. This provision is not applicable in the case of those applicants who have passed their qualifying examination from MG University.