

## UG CAP 2013-14

### Frequently Asked Questions

#### 1. What is UG CAP? What is its main advantage?

UGCAP is Centralized Allotment Process for admission to UG Programmes under merit/reservation seats. Through CAP an applicant can access several colleges/Programmes by putting in a single application online. It saves time, money and effort of the candidates seeking admission to UG Programmes in affiliated colleges of MG University. The placement of the candidates in various programmes and institutions will be according to their choice, merit and socially determined norms.

#### 2. What are the different categories of seats which come under the ambit of CAP?

The different categories of seats coming under the ambit of CAP are as follows:

Type of College	Open Quota	Reservation (50%)		
		SC/ST	SEBC	EWS
Government College	50%	20%	20%	10%
Aided College (Forward Community)	50%	20%	Nil	Nil
Aided College (Backward Community)	40%	20%	Nil	Nil
Unaided College/Courses	55% of the 50% of the sanctioned strength	10% of the 50% of sanctioned strength	25% of the 50% of sanctioned strength	10

**3. What are the facilities arranged for online registration and the downloading of allotment memo, apart from that available in the University Main Office?**

Facilities are available at the Akshaya centres, IT @ school projects & information kiosks in affiliated institutions.

**4. Can I remit the fees by way of DD/ cheque/ e-banking at banks?**

No. Application fee can be remitted through integrated online payment mode only. Applicant may use Credit Card/Debit Cards/Internet banking for online payment. Other modes of remittance will not be accepted.

**5. What if a candidate submits application with wrong details?**

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

**6. Can an applicant modify the data after the submission of application?**

All the application details except the applicant's name and category can be modified and can change the college / programme, make addition / deletion of college/ course within the time period prescribed by the university, after the trial allotment.

**7. Can options of Programmes and colleges be rearranged after the first allotment?**

If a candidate wishes so, options can be rearranged after the first allotment. However, candidates are not permitted to add new options after the date data modification.

**8. Is it mandatory to cancel all the remaining higher options if a candidate is satisfied with a given allotment and does not want to be considered again for further allotments?**

If a candidate is satisfied with a given allotment and does not want to be considered for further allotments, he should cancel all the remaining higher

options, failing which, he will be considered for further allotments. 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 previous allotment as well as the new allotment. He / she will not be considered for any further allotments. **Alternatively, all the higher options of the candidate who chooses permanent admission get cancelled automatically.** Hence the above directions are applicable for those who seek to avail higher options and continue to choose temporary admission.

**9. What are the fees to be remitted after getting first allotment?**

The fee due to the university i.e. Rs. 1113/- shall be remitted online through integrated payment gateway, and select the mode of admission – i.e. temporary/permanent. Tuition fee need be remitted only by applicants who secure admission in their first option itself and those students who decide to seek permanent admission by deciding to cancel higher options. Those students who retain higher options need not pay any fee at the institution at the time of admission . However, they should remit the fee applicable to the last allotted option in the institution/ college concerned, before the commencement of the classes, failing which they will be treated as not joined.

**10. Whether the hard copy of the application needs to be submitted to the University?**

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

**11. My name figured in the allotment list, but I could not report to the college/report online within the prescribed time limit fixed by the University. Will I be considered for subsequent allotments?**

Reporting to the college/choosing online admission within the prescribed time limit is mandatory. If an applicant fails to do this, his/her candidature

will be cancelled and he/ she will not be considered for subsequent allotments.

**12. Do I have to report in person for securing admission/confirming allotment?**

Considering the current situation prevailing due to Covid – 19 Pandemic, University have introduced facility for confirming admission/allotment online. The applicant who has been allotted to a particular option need to remit the requisite fee due to the University and opt for “Temporary/Permanent Admission”. The Colleges shall verify the credentials in the online application with the digital documents uploaded along with the application and shall admit/reject the candidate. The candidate who wish to take permanent admission is required to remit tuition fee through any of the online modes facilitated by the colleges concerned.

**13. At the time of admission, should I send the originals of certificates?**

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

**14. The facility for submitting application belatedly (after the last date of submission of application) is available for candidates seeking admission under management/community quota. Is the same facility available for candidates applying through CAP?**

No. The facility for belated submission of application is not provided to candidates applying through CAP.

**15. a) Do seats under Community Quota come under the purview of CAP? b) Can a person who belongs to a community other than the community which runs an aided college apply for a degree programme under community quota? c) What is the criterion for applying under community quota?**

a) No, the seats under community quota are filled by the respective managements. b) No. Only applicants belonging to the community which runs the aided college can apply under community quota. c) The selection of the candidate under the community quota is on the basis of merit marks plus bonus marks, if any.

**16. How can I apply for admission to a seat under Management Quota?**

Admission to seats under management quota does not come under the purview of CAP. Candidates who wish to apply to seats under management quota shall apply directly to the college concerned. However, such candidates should apply through CAP initially and submit the copy of the application/CAP application number to the colleges where the candidate wish to apply for Management quota.

**17. I am a person with disability. I would like to know whether there is any reservation of seats for the above category and if so, the mode of submitting application?**

5% of the seats are reserved for persons with disabilities. Applicants seeking admission under this category shall apply online through CAP. University shall publish the ranklist from which the admission is done at the college level.

**18. I am a person proficient in sports & games and cultural activities. I would like to know whether I will get the benefit of reservation?**

2 seats in each programme for sports & games and 1 seat in each programme for cultural activities are reserved for persons proficient in

these activities. Candidates seeking admission under these categories shall apply through CAP.

- 19. I am a person belonging to SEBC category and my annual family income is above Rs 8 lacs. Am I eligible for reservation of seats under SEBC category?**

Only candidates whose annual family income is below Rs 8 lacs are eligible for reservation of seats under SEBC category. Such candidates should submit Non-Creamy layer Certificate from the revenue authority concerned.

- 20. I am an OEC candidate. Is there any reservation for OEC category?**

Number specific percentage of reservation has been fixed for OEC candidates. However, they can be considered against vacant SC/ST seats subject to the condition that their annual family income is below Rs.8 lacs.

- 21. Can SC/ST applicants from other States/Union Territories avail of the benefit of SC/ST reservation in educational institutions in this state?**

The benefit of SC/ST reservation in educational institutions in Kerala state is limited to the list of SC/ST candidates approved by the govt of Kerala (See prospectus for admission to UG Programmes through CAP).

- 22. I am an applicant who resides in the Union Territory of Lakshadweep. Can I avail of the benefits of SC/ST/SEBC reservation? Is there any special reservation for Lakshadweep candidates?**

Please see the answer to Qn No. 21. This is applicable to SEBC category also. An additional seat for each programme in Arts & Science Colleges shall be created for the purpose of accommodating students sponsored by the UT of Lakshadweep. This seat shall not be filled by other candidates. Candidates who wish to avail of this benefit should approach the Head of the Institution concerned.

- 23. Is there any ceiling of income for SC/ST candidates for claiming reservation, as in the case of SEBC candidates?**

In the case SC/ST candidates, no income limit is prescribed for claiming reservation.

- 24. If a candidate who belongs to reservation category secures admission under open merit quota, will he be required to produce community/income certificate at the time of joining the Programme?**

Candidates belonging to reservation category who secure admission under open merit quota need not produce community/income certificate at the time of joining the programme.

- 25. Can all candidates apply for seats under EWS Category?**

Only candidates belonging to forward communities can apply for seats under EWS category. 10% of the total seats in government colleges/Self financing Programmes are reserved for applicants belonging to Economically Weaker section. For availing the benefit of reservation under this category the annual family income of the applicant shall not exceed the prescribed limit i.e. four lakhs as stipulated in GO (MS)No. 128/2020/H Edn dated 20/03/2020.

- 26. Has mark relaxation been granted to any community/ category enjoying reservation of seats?**

Mark relaxation is granted to the following community/ category enjoying reservation of seats:-

<b>Community/Category</b>	<b>Relaxation in Marks</b>
SC/ST candidates	need a pass only
OBC Candidates	3% relaxation
OEC candidates	5% relaxation
SEBC Candidates	3% relaxation
P.H. Candidates	5% relaxation

- 27. What is the criterion for filling up the vacant seats of SC/ST candidates?**

Please peruse the Clause 4.2 (a,b,c) of prospectus of UG admission through CAP.

- 28. I am an SC/ST candidate and I was not able to apply online in time. Will I get a chance to apply online again?**

If vacant seats exist after I and II allotments, vacancies shall be re-notified twice and special facility for online allotment shall be provided to SC/ST candidate who had not applied hitherto.

- 29. I am an SEBC applicant who secured allotment through CAP. The income certificate in my possession was issued to me 2 years back. Will it suffice if I produce this certificate at the time of reporting to the college?**

The income certificate should not have been issued earlier than 12 months prior to the submission of application.

- 30. Is any handicap mark for qualifying examination by availing more than one chance is effected while calculating index mark?**

A handicap mark of 5 will be deducted from the total rank marks for each additional appearance the applicant has taken for completing the qualifying examination.

Handicap Mark/s **shall not be** deemed as marks awarded for physical/mental disability of any kind of the applicant concerned. Handicap mark is the mark deducted from the marks of an applicant on account of acquiring the eligible qualifications in subsequent chances following the regular chance in which he or she ought to have acquired the eligible qualification.

- 31. I have passed Vocational Higher Secondary Examination and applied for degree programme. I would like to know whether the**

**marks secured in the vocational papers are taken into account for the calculation of Index Marks?**

Marks secured for the vocational papers are not taken into account for the calculation of Index Marks.

**32. I am in possession of NCC/NSS certificates for the participation in NCC/NSS activities. Can I claim bonus marks for both activities?**

Bonus marks are allowable only for one activity.

**33. Are ex- servicemen applicants and widows and children of Jawans and ex- servicemen seeking admission to Degree programmes eligible for bonus marks?**

Bonus of 15 marks shall be awarded to the above categories.

**34. Is the allotment of second language done through CAP?**

Second language will be allotted at the time of admission by the college/ institution concerned on the preference of the candidate and availability at the college.

**35. Which categories of students are exempted from producing eligibility certificate at the time of joining the degree programme?**

Students who passed examination conducted by other state boards have to produce eligibility certificate at the time of joining degree programme. Students who have passed examination from CBSE, CISCE and Kerala State Higher Secondary Board are exempted from producing eligibility certificate.

**36. Which papers of Plus Two are taken into account for the calculation of weightage of marks for admission to B Com degree programme?**

Commerce, Commercial Correspondence and Commercial Geography, Accountancy, Book-Keeping and Accountancy, Economics, Life Insurance and Salesmanship, Banking with Secretarial Practice, Business Studies, Mathematics, Computer Science/Computer Application, Informatics Practice, Management, Informatics Practice & Management.

**37. Is mutual transfer permissible under CAP?**

Mutual transfer is not permitted under the system of CAP

**38. I am a blind applicant. Can I pursue studies under the Faculty of Science?**

Blind applicants are not allowed to pursue studies under the faculty of science.

**39. While calculating minimum eligibility for admission, is rounding of marks to the highest figure allowable?**

No rounding of marks is permitted while calculating minimum eligibility for admission.

**40. Is there any age bar for applying for Programmes that come under the purview of CAP?**

There is no age bar for applying to Programmes that come under the purview of CAP.

**41. What is the procedure for breaking tie of index marks?**

If the index marks of more candidates happened to be the same, then for breaking the 'tie' the following criteria shall be followed one after another in the order given below:

1. The candidate who has scored higher marks in the concerned elective subject shall be placed senior in the rank list. For B Com programme, Business Studies (Commerce) shall be considered as the Elective subject.
2. The candidate who has scored higher marks for Part III subjects (or the Subjects other than languages, if part is not specified) taken together shall be placed senior in the rank list.
3. The candidate who has scored higher marks in Part I (English if Part is not specified) shall be placed senior in the ranklist.
4. The candidate who has scored higher marks in Part II (Second Language if Part is not specified) shall be placed senior in the ranklist.
5. By giving residential weightage (at District/State Levels).

6. Preference shall be given to candidates who are elder, and the age difference shall be calculated in completed years only, rounding down fractions. (As candidates having difference in age less than one year happens to be admitted in the same class).