

BASELIUS COLLEGE, KOTTAYAM
PG Admissions 2024 - 25
Instructions to the Applicants for Online PG CAP Registration in
Baselius College, Kottayam

- Applicants are requested to go through the PG CAP Prospectus of Mahatma Gandhi University and Baselius College, made available in the websites the University and the College respectively.
- Click on the "**Registration**" link provided in the Main Menu of <https://cap.mgu.ac.in/pgcap2024/> web page and choose '**CAP Regular Allotment**'.
- Fill in the minimum personal details required with utmost care while account creation. Aadhaar Number is mandatory for account creation.
- Only one account can be created using a single mobile number and email id. All communications like application number and password shall be sent to the registered mobile number and hence candidates should take utmost care while giving mobile number.
- Create a '**Password**'. (The password will be used for all future online operations). The password created by the candidate should not be disclosed to others who may misuse it. This may result in tampering with the options and the University will not be responsible for any such eventuality.
- After the successful creation of the account, you will be provided an eight digit application number starting with 2. The application number will have to be retained by the candidate for all future online and offline operations.
- Login with the application number and password and fill the application by providing the required personal details, academic eligibility and scores and the programme which the applicants want to choose in Baselius College correctly.
- While academic profile registration applicants are requested to provide details regarding graduated year, university of graduation, stream, register number, chances taken to pass under graduate examination etc... **Students who have graduated from universities other than Mahatma Gandhi University, Kottayam, Kerala are requested to produce an eligibility/ equivalency certificate during admission.**
- **Applicants graduated from MG/ Kerala / Kannur universities under grading scheme are directed to enter academic scores in grade alone. Applicants graduated from Calicut university and other universities are asked to select Conventional Mark System and enter the percentage equivalent of their scores as per the grade card / mark list.**
- Claims for Mandatory Reservations must be made by a candidate at the time of submission of application, with supporting documents as required. The claims for mandatory reservation once made in the Application form cannot be altered by the candidate under any circumstances.
- No PG Aided programme in Baselius College has seats under the EWS reservation. EWS benefit during admission is available only to the stipulated number of seats in the M Com (Self Financing) programme. Those who claim this benefit are requested to produce an Income and Asset Certificate issued by a competent revenue authority.

- Applicants falling under SC/ST category claiming reservation benefits and OEC category claiming fee relaxation benefits are requested to produce a caste certificate and non creamy layer certificate respectively. Those General / OBC category applicants claiming fee relaxation benefits under the low-income category are directed to produce an income certificate of annual income less than one lakh rupees from a competent revenue authority. Candidates seeking admission under Differently Abled candidates seeking admission under PD quota should submit the “Certificate of disability” (a minimum of 40% disability), issued not earlier than 5 years prior to the submission of application, by the District Medical Board or bodies of higher status, certifying the degree of percentage of disability. The Permanent Disability Card issued by the State Government is also considered.
- Those NCC and NSS certificate holders, Ex- servicemen applicants and widows and children of Jawans and Ex-service men claiming Bonus Marks are requested to produce the certificates to prove their claim. Ex-Servicemen and dependents of jawan must produce a certificate issued by Zilla Sainik Welfare Board for claiming bonus marks. This benefit shall be available only to army, navy and air force wings of the army.
- Upload the digital copies of the supporting documents including under graduation grade card / mark list.
- After satisfying him/her that the details entered are correct, the applicants shall remit the application fee online.
- Pay the application fee by clicking on the "PAY NOW" button which will redirect the applicant to the Online Payment Gateway. Applicant can use Debit Card/ Credit Card or Internet Banking facility for making online payment
- After remitting the fee, the applicant will be redirected back to the application page.
- Take the print out of the confirmation page which will have to be retained by the candidate for future reference.

Procedure for Applying to Sports/Cultural Quota Seats

- After the final submission of application to merit quota seats, candidates who wish to apply for sports quota/cultural quota seats may choose the option corresponding to sports quota/cultural quota.
- In the case of sports quota/cultural quota, select the sports/cultural event applicable to the candidate and details corresponding to the category.
- Upload the digital copy of the relevant document
- Register programme and college options
- Submit the application

Procedure for Applying to PD Quota Seats

- After the final submission of application to Merit quota seats, candidates who wish to apply for PD quota seats may choose the option corresponding to PD quota.
- In the case of PD quota, select the disability category applicable to the candidate and

details corresponding to the category.

- Upload the digital copy of the disability Certificate
- Register programme and college options
- Submit the application

Procedure for Applying to Community Merit Quota Seats

- The seats under community quota in Baselius College shall be reserved for students of the Christian Orthodox community and such seats shall be filled on the basis of merit through CAP allotment. Candidates should apply through the separate link given in CAP portal for admission to Community Merit Seats.
- After the final submission of application to Merit quota seats, candidates who wish to apply for Community Merit quota seats may choose the option corresponding to Community Merit quota.
- In the case of Community Merit quota, select the community applicable to the candidate. Please note that community merit seats are available in aided colleges alone.
- Upload the digital copy of the community certificate issued by the competent revenue authority
- Register programme and college options
- Submit the application

Management Quota

- The seats under management quota shall be filled by the management.
- Those who seek admissions under Management quota have to submit college specific application after getting registered in the University CAP portal. Management Quota applications shall be available in the college office and College Website. (To download management quota form click on the link <https://baselius.ac.in/management-quota-application-forms/>)
- Applicants have to submit a print out of CAP registration and UG grade card / mark list along with the college application.

Separate application form shall be submitted for MCom. (self financing) programme

Available Programmes and Seat Strength of each Programme

Sl. No	Post Graduate Programme	Seats
1	M.A Economics	15
2	M A English	20
3	M Sc Chemistry	20
4	M Sc Physics	12
5	M Sc Data Analytics	15
6	M Com Finance & Taxation (Aided)	15
7	M Com Finance & Taxation (Self Financing)	20

Contact us

For enquiries related to management quota admissions, contact;
Dr. Annie Cheriyan Bursar, Baselius College - +91 9446125298
For enquiries related to the college level admission, contact;
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Dr. Sheeba Joseph, Joint Nodal Officer - 9495655004
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For university level enquiries, contact;
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