

Mhathma Gandhi University, Kottayam

Centralized Allotment Process For

Admission to Undergraduate Programmes (Honours)

Instructions to Candidates for On-line Registration of Options

Candidates who are applying online shall follow the instructions given below:

1. Click on the “Account creation” link provided in the cap.mgu.ac.in web page
2. Fill in the minimum personal details required with utmost care.
3. Only one account can be created using a single mobile number and email id. All communications like application number and password shall be sent to the registered mobile number and hence candidates should take utmost care while giving mobile number.
4. Create a ‘Password’. (The password will be used for all future online operations). The password created by the candidate should not be disclosed to others who may misuse it. This may result in tampering with the options and the University will not be responsible for any such eventuality.
5. After the successful creation of account, you will be provided a eight digit application number starting with 25. The application number will have to be retained by the candidate for all future online and offline operations.
6. Fill in the application form with personal details, academic eligibility and the options correctly. The applicant can give upto forty options.
7. After satisfying him/her that the details entered are correct, the applicants shall remit the application fee online.
8. Pay the application fee by clicking on the “PAY NOW” button which will redirect the applicant to the Online Payment Gateway. Applicant can use Debit Card/ Credit Card or Internet Banking facility for making online payment.
9. After remitting the fee, the applicant will be redirected back to the application page.
10. Upload the digital copies of the supporting documents.
11. Take the print out of the confirmation page which will have to be retained by the candidate for future reference.

Procedure for Applying to Sports/Cultural Quota Seats

1. 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.
2. In the case of sports quota, select the sports /cultural event applicable to the candidate and details corresponding to the category.
3. Upload the digital copy of the relevant document
4. Register options
5. Submit the application

Procedure for Applying to PD Quota Seats

1. After the final submission of application to merit seats, candidates who wish to apply for PD quota seats may choose the option corresponding to PD quota.
2. In the case of PD quota, select the disability category applicable to the candidate and details corresponding to the category.
3. Upload the digital copy of the disability Certificate
4. Register options
5. Submit the application

Procedure for Applying to Community Merit Quota Seats

1. 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.
2. 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.
3. Upload the digital copy of the community certificate issued by the competent revenue authority
4. Register options
5. Submit the application

Refer M.G.University Prospectus (UG) 2025 for further queries.....