MAHATMA GANDHI UNIVERSITY, KERALA

No.46051/PR 1-1/2020/PR 1   Dated: 05.07.2024

NOTIFICATION

PRIVATE REGISTRATION UNDER GRADUATE PROGRAMMES

2024-25

1. It is hereby notified that applications for Undergraduate Programmes (Full Course) by **Online Submission** and for all other Undergraduate Programmes (Non Full Courses) in the prescribed form are invited for Private Registration and Examination for the Academic Year 2024-2025.

> **FOR ONLINE SUBMISSION OF APPLICATION (UG FULL COURSE ONLY)**
> Refer Appendix-I

Undergraduate Programmes under New CBCS (Model I) Scheme: Refer 'Appendix-II' hereunder for Detailed Instructions.

FULL COURSES				
Sl. No.	Course	Mode of submission of application	Mode of Fee Payment	Examination
1	B.A./B.Com. Full course (CBCS Only)	By Online Submission only	PAYMENT INTEGRATED ONLINE APPLICATION through the link 'Online UG Private Registration Full Course 2024' available in www.mgu.ac.in	The 1st & 2nd Semester examination of UG private full courses will be conducted along with the 2nd semester examinations of regular college students and the 3rd, 4th, 5th & 6th Semester examinations will be conducted along with the Regular College Students.
2	B.A./B.Com. for Professional Graduates (CBCS Only)			
3	B.A. for B.Com. Graduates (CBCS Only)			

FOR SUBMISSION OF APPLICATION
(UG NON-FULL PROGRAMMES/COURSES)
Refer Appendix II

Order No.**6962/ACA3/2023/m.g.u.;d**ated:22.06.2023 (Available at www.mgu.ac.in > Admission 2024 > UG Private Registration> UG PR Order 2024-25)

NON - FULL COURSES (UNDER CBCS 2017 SYLLABUS ONLY)				
Sl. No.	Course	Mode of application	Mode of Fee Payment	Examination
1	**II,III,IV,V and VI Semester B.A./B.Com (stream change)**	In the prescribed form only	Fee Remittance through the MGU E-Payment portal **http://epay.mgu.ac.in**	Semester Examinations are conducted on Annual basis i.e. 1st and 2nd semester examination at the end of second semester, 3rd &4th semester at the end of fourth semester and 5& 6 Semester examinations at the end of sixth semester
2	**B.Com. Additional Optional/Elective**			
3	**II language change for B.A/B.Sc/B.Com. graduates**			
4	**II language change for B.A/B.Sc/B.Com. failed candidates**			
5	**Additional degree for B.A/B.Sc. graduates**			
6	**Optional/Faculty change for B.A/B.Sc. failed candidates or discontinued candidates**			
7	**Faculty change for B.Sc/B.A discontinued candidates or candidates failed in additional/ second language, core , complementary course**			
8	**Additional degree for postgraduates**			
9	**Common Course I & II Registration for B.Com Graduates**			

2. The Subjects under the different faculties for which Private Registration is allowed for B.A./ B.Com. UG Programmes are:

Faculty of Language and Literature

   a) B.A. Malayalam

b) B.A. English

c) B.A. Hindi

d) B.A. Arabic

e) B.A. Sanskrit

Faculty of Social Science

a) B.A. History

b) B.A. Economics

c) B.A. Political Science

d) B.A. Islamic History

e) B.A. Sociology

f) B.A. Philosophy

Faculty of Commerce

a) B.Com Co-Operation

b) B.Com Finance & Taxation

c) B.Com Travel & Tourism

3. For the B.A./B.Com UG Programmes, the candidates will be permitted to choose only those Complementary courses/Second languages/Additional Language (Common course)/Optional under the Core, as per the list furnished hereunder;

1. B.A. Malayalam

2. B.A. English

3. B.A. Hindi

4. B.A. Arabic

5. B.A. Sanskrit

6. B.A. History

7. B.A. Economics

8. B.A. Political Science

9. B.A. Islamic History

10. B.A. Sociology

11. B.A. Philosophy

12. B.Com. Co-operation

13. B.Com. Finance and Taxation

14. B.Com. Travel and Tourism

4.   HOW TO APPLY:

4.1.   For the online submission of UG Programmes **(Full course)** open the University Website **www.mgu.ac.in** and click on the button **'Admission 2024'** and then on the link **Online UG Private Registration Full Course 2024**

4.1.1   The application forms for offline registration to the **UG Non Full Courses/Programmes** listed above are available at www.mgu.ac.in> Admission 2024> UG Private Registration> UG Private Registration -**Non Full Course Application forms**.

4.2   **Rules & Regulations** regarding Private Registration for UG Programmes (Full course) under CBCS Scheme are given hereunder as **Appendix II**. Application forms for Private

Registration and Semester Examinations are available at www.mgu.ac.in> Admission 2024> UG Private Registration>**UG Private Registration -Non Full Course Application forms** which can be used for applying for Private Registration other than Full Course. However, they shall remit the cost of application forms given on the top of each application form along with other fees.

5.   The printouts of application obtained after online registration/the filled in application forms should be accompanied by a self addressed stamped envelope for Rs.52/-of the size 24x32 cm to return the certificates by registered post. Candidates are advised to keep one copy of the duly filled in /downloaded application after online registration in their custody for future reference.

Candidates are also advised to keep scanned copies of their certificates before submitting the originals to University.

6. The application forms should be sent **by Registered post only** to

The Assistant Registrar (Private Registration)

Mahatma Gandhi University

Silver Jubilee Pareeksha Bhavan,

Tapal & Despatch Section, 4ᵗʰ Floor, Room No. 512,

Priyadarshini Hills P.O., Kottayam - 686560.

7. **Submission of Application form (Online & Offline) begins on 11.07.2024**

The **last date** for the online submission for UG Programmes **(Full Course)** and submission of filled in application for all UG **Non Full Courses** in the University Office is as follows:

a	Without fine	11.07.2024 - 31.08.2024
b	With a fine of Rs.1225/-	01.09.2024 - 20.09.2024
c	With a Superfine of Rs.2440/-	21.09.2024 - 30.09.2024

8. All correspondence regarding Private Registration should be addressed to The Controller of Examinations.

9. Telephonic enquiries regarding Private Registration may be made to the following number:

0481- 2733624 & 2733681 **pr4@mgu.ac.in** **pr3@mgu.ac.in**	**B.A. Admission enquiries for Kerala State board +2 Students.**
	B.A. Additional Degree Admission enquiries
	B.A. Regular to Private Admission enquiries
	Second Language Change Admission
	B.A. Faculty Change Admission enquiries
0481- 2733624 & 2733681 **pr4@mgu.ac.in** **pr3@mgu.ac.in**	**B.Com Admission enquiries for Kerala State board +2 Students.**
	B.Com Additional Degree Admission enquiries
	B.Com Additional Elective Admission enquiries
	B.Com – Regular to Private Admission enquiries

0481- 2733205 pr1@mgu.ac.in	B.A./B.Com Admission enquiries for NIOS/CBSE/ICSE/Other State Board +2 Students
0481-2733628 ea1@mgu.ac.in	Exam Time Table related enquiries
0481-2733206, 2733555, 2733208, ee1@mgu.ac.in ee2@mgu.ac.in,ee3@mgu.ac.in	B.A. Consolidated Marksheet & Provisional Certificate related enquiries
0481-2733690, 2733524, 2733605, eg1@mgu.ac.in , eg3@mgu.ac.in,eg5@mgu.ac.in	B.Com Consolidated Marksheet & Provisional Certificate related enquiries
0481-2733672 pd3@mgu.ac.in	Degree Certificate related enquiries

The enquiries at any other numbers will not be entertained.

10. The Core Course/Second Language/Additional Language (Common Course)/Complementary Course chosen, will in no case be permitted to get changed before the completion of the course.

11. **Candidates are permitted to rectify mistakes, if any, occurred during the online submission process. The request for such corrections along with a correction fee MGU E-Receipt for Rs.615/- shall be submitted to the Private Registration sections within 15 days from the last date for receipt of filled in application in the University office as per the notification.**

12. **B.Com** Candidates are permitted to change their **Optional** up to one month before the commencement of III Semester examination, by remitting the prescribed fee. Similarly **B.A./B.Com** candidates are also permitted to change their **Open Course** up to one month before the commencement of IV/V Semester examination by remitting the prescribed Fee (Refer Rules & Regulations below).

13. Candidates applying for private registration for UG Programmes under CBCS shall study the curriculum of CBCS (Model-I) and the same is available in the Rules & Regulations given under Appendix II.

For detailed Scheme and Syllabus of CBCS (Model-1) please visit www.mgu.ac.in

14. **Fee once remitted will not be refunded. Fees remitted before the last date prescribed alone will not be considered as a claim for acceptance of application**.

15. Candidates who obtain Readmission for a course should register for the next immediate regular examination of the year to which the candidate was admitted. He/She cannot register for a supplementary examination in his/her first attempt.

16. Candidates who have passed the qualifying examination from Mahatma Gandhi University alone will be allowed to register under private registration scheme for Non Full Courses listed at the beginning of this notification. (Please Refer Order No. **6962/ACA3/2023/m.g.u.;** Dated:22.06.2023 (Available at www.mgu.ac.in > Admission 2024 > UG Private Registration > UG PR Order 2024-25)

17. Candidates applying for private registration should give only their residential address in the column provided for the purpose in the application form and also in the self-addressed cover. **Communications in the address of the parallel institutions in which they are studying will not be entertained**.

18. Interim request to return the documents submitted will be considered only if the application is submitted by registered post. Rs. 615/- will be charged against retrieval of documents prior Registration.

19. The Centre of Examination and subject selected by the candidate and type of registration should be superscribed both on the private registration application and on the envelope.

20. Transfer Certificate and the qualifying certificates will be returned to the applicant after private registration is granted.

21. Candidates should note down the details of the fee remitted for further reference. They are also advised to take the attested photocopies of the original documents submitted by them including a copy of the filled up application.

22. Candidates applying for Private Registration **should ensure that their name entered in the Transfer Certificate/Pass Certificate/Application etc. is the same as entered in their SSLC Book/10th Certificate**. If any corrections in this regard should be made before submitting the application.

23. All candidates (except UG Full Course candidates) should affix passport size photograph duly attested on the Private Registration order form.

24. **The application submitted by UG (Full Course) Programme candidates without Online Registration will be summarily rejected**.

25. FOR DETAILED GUIDELINES FOR ONLINE SUBMISSION OF UG FULL COURSE, REFER APPENDIX-I AND FOR ALL OTHER DETAILED INSTRUCTIONS, PLEASE REFER 'GENERAL RULES & REGULATIONS REGARDING PRIVATE REGISTRATION' GIVEN AS 'APPENDIX-II'

Dr. C M SREEJIT
Controller of Examinations

Copy to:

1. The PRO - for arranging wide publicity through Press/
AIR/Doordarshan and other Malayalam Channels
2. P.S. to V.C./ P.V.C./ P.A. to Registrar/ FO/ CE

3. All AR/ DR/JR (Exams)

4. Monitoring Cell

5. EG Sections/Tapal III Section

6. The Ac.AI/III/IX Sections/ PR Sections/Enquiry

7. University satellite centre, Nedumkandam

8. Content Management Section/IT Cell

9. Stock File/File Copy

Appendix - I
REQUIREMENTS AND GUIDELINES FOR APPLYING ONLINE FOR UG PRIVATE REGISTRATION 2024 (FULL COURSE ONLY) IN MAHATMA GANDHI UNIVERSITY

Requirements:

1. **Computer system:**

The computer system used for applying online should have the necessary updated versions and facilities.

2. **Email ID:**

Candidate should possess a valid email id. **Email id is mandatory for applying Private Registration 2024. Candidates should strictly provide their email ids for future correspondence .**

3. **Mobile Phone Number:**

Candidate should provide two valid mobile phone numbers and their email ids. Give a 10 digit number of you and your parent's mobile phone. The number should not be prefixed with country code or Zero. The mobile phone number and mail ids provided by you facilitates the office to communicate any special information through messages or by calling.

4. **Photograph:**

For applying online, the candidates must have scanned/digital image of his/her photograph in *jpeg* format. The specification of photograph image should be as follows:

a) Size of the photograph should be passport size **taken within 6 months**

b) Photograph must be in color with a light color background, white is preferable

c) Face of the candidate should be **straight and clear**

d) Photo wearing dark glasses will be rejected

e) Scanned image file should be in jpg (jpeg) format only

f) Dimensions of the photograph should be **150 pixels width and 200 pixels height**

g) Size of the image file should be between **15 kb and 50 kb**.

h) **If the face in the photograph is unclear, your application is liable to be rejected.**

5. **Fee receipts**:

5-a)Mode of Payment for **Online** submission of Application for **UG Full Courses.**

Mode of Fee Payment
PAYMENT INTEGRATED ONLINE APPLICATION through the link 'Online UG Private Registration Full Course 2024' available in **www.mgu.ac.in**

MG University has provided a '**Payment Integrated Online Application System'** for the Academic year 2024-25. Candidate should remit the fees ONLY THROUGH THE ONLINE INTEGRATED PAYMENT SYSTEM built-in the 'Online UG Private Registration Full Course 2024' link available in MG University website www.mgu.ac.in, at the time of Online Registration itself. There is provision for Payment of Fee Online through Credit/Debit Cards/Net Banking by using online payment Gateway Integrated. **After successful completion of Online Payment students will be provided with an Application number and a Transaction ID.**

5-b)Mode of Fee Payment for **Offline** Submission of Applications for **U.G. Courses other than Full Courses** (i.e. Registration through prescribed Application Forms)

Mode of Fee Payment
Fee remittance through the M.G.U E-Payment portal **http://epay.mgu.ac.in**

Candidate should download the application form from the website, duly fill it and submit it along with necessary supporting documents. Fee should be remitted through the E-Payment portal of MG University – http://epay.mgu.ac.in. Students are advised to take a print out of the *E-Receipt* once the transaction is complete and attach it along with the Application form. The details of *E-Receipt* such as Challan number, date and amount should be entered in the Application form.

    For Assistance please contact the email address given below.
        Email: itcellhelp@mgu.ac.in
   Technical Complaints related to ONLINE APPLICATIONS/PAYMENT
   For detailed instructions please visit – http://epay.mgu.ac.in

The fee structure is given below :

Registration fee					
Sl. No.	Items	Amount (₹)	Remarks	Total Amount	(₹)
1	Private Registration fee+ Application fee(1830+70)	1900		*1+2=*	2635/-
2	Affiliation fee	735			
3	Matriculation Fee (295+45)	340	If not matriculated in MG University	1+2+3=	2975/-
4	Recognition fee +Application fee(190+45)	235	Applicable only for NIOS, Other state board Candidates	1+2+3+4=	3210/-
5	Fine (Applications from 01.09.2024 **to**	1225	If applicable		3860/- or 4200/- or

	20.09.2024				4435/-
6	Super Fine (Applications from 21.09.2024 **to** 30.09.2024	2440	If applicable		5075/- or 5415/- or 5650/-

	Examination fee				
	• Per paper 70 + C.V. Camp fee @ 50 per paper (max.300) + Mark list fee 70 per Semester + application form fee (1&2 Semester) 45 + OQP Printing charge 35 per Semester				
7	Examination fee I Semester	870	For B.Com	7+8=	1740/-
8	Examination fee II Semester	870			
9	Examination fee I Semester	750	For B.A.	9+10=	1500/-
10	Examination fee II Semester	750			

6. **Original Certificates:**

Candidates should possess the following original documents before the online registration.

- Original pass certificate of the qualifying examination/original provisional certificate+ Mark list of the qualifying examination

 Note:-All Applicants ,Who have passed their plus two examination from CBSE/ Council for ISCE , should produce Pass Certificate besides <u>Mark list</u>, Transfer Certificate & Migration Certificate.

- Original Transfer Certificate
- Original migration certificate(If the qualifying examination is not Kerala State plus two or Pre-degree in Mahatma Gandhi university)
- Eligibility certificate(if the qualifying examination is of NIOS, or other State Boards)
- Cancellation Memo(If the candidates have already registered for any other Course)
- One self attested copy of 10th Certificate.

Note: Eligibility certificate should be obtained (through online application only) from The Registrar, Mahatma Gandhi University, Kottayam.

Please visit http://certificates.mgu.ac.in ; Phone Number-0481 2733503(AcD Section)

<u>**Guidelines**</u>

- Open the University Website **www.mgu.ac.in** and click on the button *Admission 2024* and then click on the link *Online UG Private Registration Full Course 2024.*
- Then a page containing the guideline will be available. Click on the link *'Click here to*

Register'.

- Then the page used for the registration will be available.
- Carefully read each item and fill the items without spelling mistake.
- **Items with the red star are mandatory fields.**
- **Do not use Special Characters in the keyboard while filling the online Application.**
- The Applicant should be very careful while selecting the Centre of Examination, Course, Main / Elective/Complimentary Subject, Second language/Common Course-II, Open course and also all other details. The data provided here will be used for processing the application. Any mistake in filling this page or providing false/incomplete/wrong information may end up in the rejection of the application.

Details to be filled by the candidate through online registration portal is given below.

Course Details:

1. ***Select Course***-Carefully Select one of Courses from the list –

B.A. Malayalam	B.Com Co-Operation
B.A. English	B.Com Finance & Taxation
B.A. Hindi	B.Com Travel & Tourism
B.A. Sanskrit	
B.A. Arabic	
B.A. History	
B.A. Economics	
B.A. Political Science	
B.A. Islamic History	
B.A. Sociology	
B.A. Philosophy	

2. ***Centre of Examination-***Carefully Select the centre of examination.
3. ***Complementary Course selected***-Select the Complementary course.
4. ***Second Language/Common Course-II selected-***Select any one of the following i) Malayalam or ii) Arabic or iii) Tamil or iv) Hindi, v) Sanskrit vi) Syriac (**Sanskrit is allowed only for BA Sanskrit) (For BA Arabic, Arabic or Tamil is allowed as second language).**
5. ***Open course***-Select any one open course from the list (Note: The list generated contains selectable list of open courses depending on the main subject of their course.)

Personal Details:

6. ***Select Photo***-Click on the browse button. Then Select the file of the photograph saved and click open. If the photograph posses the requirements then it will be uploaded and the preview will be shown on the page.
7. ***Name of the candidate*** –Enter the Name ***as same as in the 10th Certificate*** in Capital Letters. Use Space to separate initials.
8. ***Sex*** -Click on the item male or female to select the sex.

9. *Date of birth*- Click on the red marked tool on the right side of date of birth box. Then select Year, Month and date of birth. **Date of Birth should be same as in the *10th Certificate.***

10. *E mail*-Enter the valid email id of the candidate carefully.

11. *Mother Tongue*-Select the mother tongue from the list.

12. *Place of Birth*-Then Select state of Place of birth and enter name of District, Place and Taluk.

13. Enter the name of Father *as same as in the 10th Certificate* in Capital Letters.

14. Enter the **Occupation of Father**.

15. Enter the **name of mother *as same as in the 10th Certificate*** in Capital Letters.

16. Enter the **Occupation of mother, if any.**

17. *Permanent Address* –Enter the name of Home, then hit enter key ,then enter the name of place and hit enter key, then enter the name of post office in Capital letters, and finally enter the name of District.

18. *Pin code*-Enter 6 digit pin code of the post office of permanent Address.

19. *Same as above*-If the communication address is same as that of the permanent address, then tick the box 'Same as above'.

20. If the communication address is different from the permanent address, then Enter the *communication address* in the box provided.

21. *Mobile Number*- Carefully Enter the 10 digit mobile phone number of the applicant or his/her parent. The number should not be prefixed with country code or Zero.

22. *Alternate Mobile Number* -Provide another valid mobile phone number. The number should not be prefixed with country code or Zero.

23. *Religion*- Select the Religion of the Applicant

24. *Caste*-Then Select the Caste. The Caste is displayed in alphabetical order. If you cannot find a particular caste name, then the corresponding general category can be selected.

25. *Category*-Then Select the Category .

26. *Deaf & Dumb*- If the Applicant is Deaf & Dumb (40% or more), then select 'Yes'. Please attach the copy of the valid Medical Certificate in this regard.

Examination Details:

27. *Name of the University/Board*-Select the Name of board of the plus two examination. If the Name of board is National Institute of Open schooling /Other State board, then the Eligibility Certificate number and date of certificate should be entered in the box shown as below. Click on the date tool to pick the date.

28. *Name of Examination*-Select the name of examination.

29. *Register Number*-Please refer the plus two pass certificate to get the register number. Then enter the number correctly.

30. *Month & Year*-Please refer the plus two pass certificate to get the month & year. Then select month & year correctly. *(Note:-If the month & year of passing plus-two examination is after the date of U.G.Notification of 2024, then such applicants are not eligible to apply for the private registration 2024.)*

31. *Name of Language & subjects*-Then Enter the name of Language studied in the plus two examinations in the box provided. Also enter the name of other subjects in the second box provided.

Education Details:

32. *School/College*-Please Enter the name of School/College the applicant last studied. Do not use the special Characters while filling the name of school/College.

33. *Course Name*-If the last examination attended is not of plus two examinations, then enter the name of course name last studied here.

34. *University-* If the last examination attended is not of plus two examinations, then Select the university/Board of the course last studied here

35. *If the board of plus two examination is CBSE/Council for ISCE/NIOS / Other State Boards /University other than M*G University, then Migration Certificate Number and date of the certificate will be asked. Enter the migration certificate number. Select and click the date tool.

36. *Whether the candidate has been matriculated for the last studying course*-If the applicant's last studied course is of Mahatma Gandhi University, then Select ' Yes' here. Then Year of Matriculation will be asked. Enter the Year of registering the course.

37. *Number and Date of the private Registration memo already issued if any*-If the applicant has registered as private candidate for any UG Courses earlier in Mahatma Gandhi university, then only give number and date of PR Memo issued here.

Payment Details:

1) Mode of Payment for Online submission of Application for UG Full Courses.

Mode of Fee Payment

PAYMENT INTEGRATED ONLINE APPLICATION through the link 'Online UG Private Registration Full Course 2024' available in **www.mgu.ac.in**

MG University has provided a '**Payment Integrated Online Application System'** for the Academic year 2024-25. Candidate should remit the fees ONLY THROUGH THE ONLINE INTEGRATED PAYMENT SYSTEM built-in the *'Online UG Private Registration Full Course 2024'* link available in MG University website **www.mgu.ac.in**, at the time of Online Registration itself. There is provision for Payment of Fee Online through Credit/Debit Cards/Net Banking by using Online payment Gateway Integrated. After successful completion of Online Payment students will be provided with an Application number and a Transaction ID.

2) Mode of Fee Payment for Offline Submission of Applications for UG Courses other than Full Courses (i.e. Registration through prescribed Application Forms)

Mode of Fee Payment

Fee remittance through the M.G.U E-Payment portal **http://epay.mgu.ac.in**

Candidate should download the application form from the website, duly fill it and submit it along with necessary supporting documents. Fee should be remitted through the E-Payment portal of MG University – **http://epay.mgu.ac.in**. Students are advised to take a print out of the *E-Receipt* once

the transaction is complete and attach it along with the Application form. The details of *E-Receipt* such as Chellan number, date and amount should be entered in the Application form.

For Assistance please contact the email address given below.

Email: itcellhelp@mgu.ac.in ; Phone Number: 0481-2733551

Technical Complaints related to ONLINE APPLICATIONS/PAYMENT

For detailed instructions please visit – *http://epay.mgu.ac.in*

<u>Documents Details:</u>

38. Then click the documents ready to be sent with hard copy of online application.

Note:-The List of Documents is given below.Please carefully read the list and send the documents needed in order to avoid the defect in your application.

No	Board /University of Plus two Examination	Documents Needed
1	Board Of Higher Secondary Examination, Kerala	Printout of application obtained after online registration, Pass Certificate, Transfer Certificate, Self Addressed 353 mm x 250 mm Size Cover Stamped Rs.52/-, One Self Attested Copy of Xth Certificate
2	Board Of Vocational Higher Secondary Examination	
3	Kerala State Open School	
4	Pre-Degree of Mahatma Gandhi University, Kerala	
5	DCP of Board of Technical Education, Kerala	
6	Central Board Of Secondary Education	Printout of application obtained after online registration, Pass Certificate, Transfer Certificate, Mark list, Migration Certificate, Self Addressed 353 mm x 250 mm Size Cover Stamped Rs.52/-, One Self Attested Copy of Xth Certificate
7	Council For The Indian School Certificate Examination	
8	Pre-Degree of University of Kerala, Kerala	Printout of application obtained after online registration, **Pass Certificate**, Transfer Certificate, Migration Certificate, Self Addressed 353 mm x 250 mm Size Cover Stamped Rs.52/-, One Self Attested Copy of Xth Certificate
9	Pre-Degree of University of Calicut, Kerala	
11	National Institute of Open Schooling & Other State Boards	Printout of application obtained after online registration, Pass/Provisional Certificate, Mark list, Migration/Transfer Certificate, Mark list, Migration Certificate, Eligibility Certificate, Self Addressed 353 mm x 250 mm Size Cover Stamped Rs.52/-, One Self Attested Copy of Xth Certificate

39. **Then security image** will be asked. Read the letters of the image and then enter the same letters in the box provided. If the text is not readable, then click on change text.

PLEASE CHECK WHETHER ALL MANDATORY DATA ARE FILLED/SELECTED

Then press Register or Register/Continue button

If the mandatory fields are not filled then error message will be displayed. Read the error message carefully and fill the data required. If the required data is to be entered then a green background will be displayed in that part.

If the data are completely filled then a message box will be displayed..

CHECK WHETHER THE DETAILS ARE SAME AS YOU OPTED

Clicking Ok Button, the candidate will be registered for those candidates other than those of NIOS and Other State Boards. Click Cancel button to edit the details.

For those candidates who have passed their Plus Two examinations from NIOS and Other State Board, additional form for APPLICATION FOR THE RECOGNITION OF EXAMINATION OF OTHER UNIVERSITIES/ BODIES will be displayed.

40. Then enter the Subjects taken for the Plus two Examination in the box provided.

41. Select Private/Regular according to the nature of the Plus two course Studied.

42. Enter the length of course of plus-two examination in the box provided in terms of months or years.

43. Enter the Reason for seeking admission to the university as 'Private Registration to UG Course 2024'.

44. Select Yes/No button according to the Documents ready to be attached with the hard copy of the online applications.

45. Press the button **REGISTER**. If the details are incomplete then a message box specifying the data required will be shown. A green background will be shown against data required. Please fill the data required.

Then a page showing the guideline for further action needed will be displayed with the details.

THE APPLICATION NUMBER WILL BE DISPLAYED ON THIS PAGE.

PLEASE NOTE THIS APPLICATION NUMBER and the details such as Centre, Course, Second language/Common Course-II, Open course FOR FURTHER REFERENCE.

Find the button at the bottom of the page **DOWNLOAD NOW**

Clicking on that button, the .pdf file containing Private registration application, Application for recognition (If applicable) will be generated.

Then save the .pdf file and take print out of all these application forms in A4 Size white paper in **photo quality.**

(An Email will be sent to the candidate's mail box. If the .pdf file is not saved and not printed, then open this mail and use the link or the link available in the first page of the online registration)

Note: If the page showing the pdf file of the applications is unexpectedly closed or the computer system is unexpectedly turned off ,then applicant can download the pdf file of already registered application using the link 'Click Here to download already registered application' available on the first page of online registration. **To use this link, the application number, date of birth of the applicant is to be used as user id, password respectively.**

Note: Candidates are permitted to rectify mistakes, if any, occurred during the online submission process. The request for such corrections along with correction fee E-Receipt for Rs. 615/- shall be submitted to the Private Registration sections within 15 days from the last date for receipt of filled in Application in the University Office as per the Notification.

> Applicants are directed to read the hard copy of the private registration applications obtained after the online private registration and then should fill the declaration given at the end of the private registration application in his/her own hand writing ,specifying the centre of the examination, name of course, Second language in the declaration. Then applicant should put his/her full signature in the below of the declaration. Applicant should put his/her signature in the spaces provided in the private registration form, application for recognition (only for NIOS & Other State Boards).

The applicant need not paste the photograph above the printed photograph before self attestation. The photographs shown in the downloaded applications are to be self attested.

Then send the following documents via **Registered post only** in A4 size cover to

> **The Assistant Registrar (Private Registration)**
> **Mahatma Gandhi University**
> **Silver Jubilee Pareeksha Bhavan**
> **Tapal & Despatch Section, 4th Floor, Room No.512**
> **Priyadarsini Hills P.O., Kottayam-686560.**

The name of Course, Exam Centre, Application Id, Name of University of Qualifying Exam should be superscribed on the cover.

1. **Printed application obtained after online Private Registration (Signed and Photo to be self attested)**
2. **Printed recognition application. (Signed)(Only for NIOS and other state board candidate)**
3. **Original Pass Certificate/Provisional Certificate+ Mark List**
4. **Original Transfer Certificate/Migration cum Transfer Certificate**
5. **Original Migration Certificate (If Applicable)**
6. **Original Eligibility Certificate (If Applicable)**
7. **Self attested copy of 10th certificate.**
8. **Self addressed A4 size cover stamped Rs.52/-.**

Note: In order to facilitate the process of the application, **the documents may be arranged as**

follows before sending.

Set-1:

1. Downloaded Private Registration Application

2. One Self attested copy of 10th Certificate.

3. Migration certificate (If applicable)

4. Self addressed 353 mm x 250 mm size cover stamped Rs. 52/-.

Set-2:

5. Printed recognition application. (only for NIOS and other state board candidate)

6. Eligibility certificate (only for NIOS and other state board candidate)

7. **Original Pass certificate/Provisional certificate of Plus two & Mark list of plus two (if any)**

8. **Transfer certificate/Migration cum Transfer certificate.**

Staple/Pin Set1, Set2 together and put into a 353 mm x 250 mm Size cover and send via **Registered post only** to

> **The Assistant Registrar (Private Registration)**
>
> **Mahatma Gandhi University**
>
> **Silver Jubilee Pareeksha Bhavan**
>
> **Tapal & Despatch Section, 4th Floor, Room No. 512**
>
> **Priyadarsini Hills P.O, Kottayam-686560.**

APPENDIX-II

MAHATMA GANDHI UNIVERSITY GENERAL RULES & REGULATIONS REGARDING PRIVATE REGISTRATION FOR UNDERGRADUATE PROGRAMMES

1. **Single Registration under the CBCS (Semester Scheme)**

a. Candidates will be allowed to appear for B.A./B.Com. Degree Examination under the CBCS (Semester scheme) implemented vide സ.ഉ.നം. **6347/എൽ/അക്കാദമിക്/2017, തീയതി: 28.10.2017**, as Private candidates without undergoing the regular course of study by attending a college affiliated to the University, provided that the subjects offered for the examination do not involve practicals. (As per U.O.12579/AIII/3/2022/MGU,Dated 12/12/2022,students are permitted to write the UG examinations in Malayalam (Except in Languages).

b. There shall be single registration for a Programme. Candidates who have appeared for the examination after being registered as Private Candidates but have failed in the examination may appear for the next session of examination without registering again as Private Candidates. Such candidates shall, however, be required to register to the concerned examination on payment of the prescribed fee.

c. **EXAMINATIONS: As per U.O. Numbers:-**

   1. **3038/AcA3/2019/MGU; Dated 01.07.2019**
   2. **4890/AcA3/2019/MGU; Dated 16.10.2019**
   3. **5099/AcA3/2019/MGU; Dated 22.10.2019**

4.**12579/ACA3/2022/MGU; Dated:12.12.2022**

UG FULL COURSE

For UG private full courses, semester wise examination along with Regular College students will be conducted from second semester onwards. At the end of second semester, separate examination will be conducted for the first semester UG private full course students alone, i.e.

- The 1st &2nd Semester examination of UG private full course will be conducted along with the 2nd semester examinations of regular college students and
- The 3, 4, 5 & 6 Semester examinations of UG private full courses will be conducted along with the Regular College Students.

UG NON FULL COURSES

For the UG private Non full courses, Examinations of both semesters will be conducted annually at the end of the Academic year. i.e. the 1st and 2nd semester examination at the end of second semester. 3rd and 4th semester at the end of fourth semester and 5th and 6th Semester examinations at the end of sixth semester.

2. Selection of Subjects

a. Candidates shall be permitted to choose only those Core courses, Complementary courses, Common courses and Optional course under the Core Course of the Undergraduate Programme as under III 'Courses offered'.

b. Candidates shall be permitted to choose only those Complementary courses which are permitted for the Core course chosen by them as under III 'Courses offered'.

3. Correction/Change of Optional Course/Common Course-II (Additional Language)**/Open Course:**
Candidates are permitted to correct/change their optional Course/Common course, Additional Language/Open Course/II Language already chosen.

3.1 B.Com candidates are permitted to _correct/change their optional_ as follows:

a. **Upto one month** prior to the I Semester/II Semester exam : by remitting Rs. 1225/-
b. **Upto one month** prior to the III Semester exam : by remitting Rs. 2440/-

3.2 B.A./B.Com Candidates are permitted to _correct/change their open courses_ as follows:

a. **Upto one month** prior to the IV Semester exam : by remitting Rs. 1225/-
b. **Upto one month** prior to the V Semester exam : by remitting Rs. 2440/-

3.3 B.A./B.Com Candidates are permitted to _correct/change their Second Language (Common Course –II)_ as follows:

a) **Upto one month** before first examination (either Ist or IInd Semester): by remitting Rs. 1225/-

4. **Registration**

a. All the students who satisfy the minimum eligibility conditions can register through Private Registration, in different programmes.

b. **A student who register for the programme shall complete the programme within 6 years from the year of registration.**

c. Those students who could not complete the UG courses in annual pattern successfully can cancel their earlier registration and can register afresh for Choice Based Credit System – UG programme in the same discipline or a different one.

5. **Change from Regular study to Private study**

A student registered under Choice Based Credit System (CBCS-2017) -UG-Regular pattern can change over to the Choice Based Credit System (CBCS-2017) -UG-Private mode in the same core programme, if that programme is offered under the CBCS-UG- Private Mode and continue his studies from where he had stopped subject to the conditions as per U.O.No..6962/ACA3/2023/m.g.u..Dated:22/06/2023 (Available at www.mgu.ac.in > Admission 2024> UG Private Registration> UG PR Order 2024-25).

As per CBCS-2017 regulation, **B.Com Model-II** - Regular to Private stream change is **not permitted.** Please refer Order No. 6962/ACA3/2023/m.g.u.; Dated:22/06/2023 (Available at www.mgu.ac.in > Admission 2024> UG Private Registration> UG PR Order 2024-25).

Students discontinued from previous regulations CBCSS 2013, can pursue their studies in the Mahatma Gandhi University "Regulations for Under Graduate Programmes under Choice Based Credit System 2017" after obtaining re-admission. These students have to complete the programme as per the Mahatma Gandhi University "Regulations for Under Graduate Programmes under Choice Based Credit System 2017"

NON FULL COURSE :

(1)എം. ജി. സർവ്വകലാശാലയുടെ കീഴിലെ റെഗുലർ കോളേജിൽ I,II, III,IV and V സെമെസ്റ്ററുകളിൽ B.A./B.Com പഠിക്കുന്നവർക്ക് യഥാക്രമം II,III,IV,V and VI സെമസ്റ്ററുകളിലേക്ക് പ്രൈവറ്റിലേക്കുള്ള സ്ട്രീം മാറ്റത്തിന് അവസരം നൽകുന്നത്.

(2) B.A. Malayalam Language and Literature/B.A English Language and Literature/ B.A Hindi Language and Literature/ B.A Sanskrit Language and Literature / B.A Arabic Language and Literature / B.A History/B.A Economics/ B.A Sociology/ B.A Philosophy - കോഴ്സ് കളിലെ അഞ്ച് / ആറ് സെമസ്റ്ററുകളിലേക്ക എം. ജി. സർവ്വകലാശാലയുടെ കീഴിലെ റെഗുലർ കോളേജിൽ നിന്നും പ്രൈവറ്റിലേക്കുള്ള സ്ട്രീം മാറ്റത്തിന് അവസരം നൽകുന്നത്.

6. **Prohibition of simultaneous study**

Candidates who have been given private registration for any Programme of study as per these regulations shall be allowed to undergo any other Programme of study either by Private Registration or as a regular student before they take the examination for which Private Registration is granted subject to the conditions mentioned in U.O.No.1368/ACAIII/2023/MGU,Dated.06.02.2023 only. As per this order candidates who have completed but not passed M.Com course of this University are permitted to join for B.Com Additional Electives (Co-Operation/Taxation/Travel& Tourism) based on their degree without

cancelling their PG registration or availing discontinuity certificate. And as per U.O.No.8275/ACAIII/2023/MGU,Dtd. 31.07.2023, the candidates who have not passed their previous course can join for a new course and candidates who are undergoing a course and have got attendance to register for the final semester examination are permitted to join for a new course afresh, without cancelling their PG registration or availing discontinuity certificate.

7. **Equivalency**

The general rules and regulations relating to minimum qualification for admission, scheme of examination, Pass minimum and classification of successful candidates for the B.A./B.Com. Degree Examinations shall be applicable to the Private candidates also.

8. **Private Registration Number**

Private registration number allotted to the candidate shall be quoted for future correspondence with regard to his/her Private registration. The number can be seen in the Private registration seal of the University affixed on the reverse side of the Qualifying certificate and Transfer Certificate.

9. **UG Programme discontinuation and re-admission**

Candidates who have registered for UG Programme under private registration scheme and those who have registered/ appeared for the I/II/III/IV/Vth Semester are permitted to discontinue their Programme/Course for joining another U.G.C. sponsored/Professional/Vocational course. The application for UG Programme discontinuation should be accompanied by the E-Receipt for the prescribed fee, Qualifying Certificate, Transfer Certificate and a Non-malpractice certificate from the Principal concerned i.e. the principal of the college where the candidate has appeared for the examination.

In the event of readmitting the Candidates who have thus discontinued the private study and registered for pursuing another UG Programme, shall not be re-admitted in the same academic year under any circumstances. Discontinued candidates will have to obtain a Re-admission Order from the University before rejoining.

Candidates who have registered as Private students and not registered for the III/IV Semester examination and also not registered for the V/VIth Semester examination, should obtain a Re-admission Order from the University for continuing their studies.(U.O No 5658/Ac.AIII/(SDE/PRI/1/01/2014)/Pvt.Regn./2014 dated 11/11/2014).
For more details please visit **https://certificates.mgu.ac.in**

10. **Matriculation**

Candidates, who have been matriculated under the University at present, need not apply for matriculation again. Candidates who are in need of matriculation in the University shall apply for such registration by paying the prescribed fee. In such cases, both the matriculation fee and private registration fee should be remitted through the 'Payment Integrated Online Application System'.
Candidates who have obtained migration certificate from this University and now wish to apply for

Private Registration should re-matriculate in this University by paying the prescribed fee and should furnish the details concerned in the application form and submitting it along with the Migration Certificate.

11. Recognition of Examination

Candidates who have passed the Qualifying examination of the Universities/Boards outside the state shall be required to apply for recognition of the qualifying examination passed by them, by duly filled in application after paying the prescribed fee. Candidates who have qualified under CBSE and ICSE need not apply for recognition.

Candidates applying for recognition of the qualifying examination shall submit, along with their application, the Qualifying Certificate, Mark list, Migration Certificate, Eligibility Certificate and Transfer Certificate.

Candidates who have passed the qualifying examination from any of the Universities within the State of Kerala are exempted from individual recognition if the examination passed by them is recognized by the University. However, they shall be required to produce a No Objection Certificate/Migration Certificate as the case may be. The candidates who have passed the Higher Secondary School Examination/Vocational Higher Secondary School Examination/Diploma in Commercial Practice of Kerala State are exempted from producing Migration Certificate and also individual recognition.

12. Eligibility Certificate (Online)

Candidates who have passed the qualifying examination from Universities/Boards outside the state should obtain **Eligibility Certificate from the Registrar, Mahatma Gandhi University, Kottayam.** (Eligibility Certificate can be obtained through online application only) Such candidates attain eligibility for private registration only after producing the Eligibility Certificate issued by the Registrar of the University, along with other documents required.
For more details please visit **https://certificates.mgu.ac.in**

13. Cancellation of Private Registration/Examination

Candidates who have been granted Private Registration will be allowed to cancel the Private registration granted to them and join any affiliated college of the University as a regular student for the respective course, provided the cancellation is to be made 30 days prior to the date of commencement of examination.
Candidates who have obtained private registration for any UG Programme under this University and registered/appeared for the examination shall be allowed to cancel their private registration along with the examinations taken by them in order to join afresh for any course.
Candidates applying for cancellation before the date of publication of the result of the last examination should produce a **'Non-malpractice Certificate'** from the Principal concerned i.e. the Principal of the college where the candidate has appeared for the examination.

14. Change of II Language/Additional Language under Common course

Please Refer Order No.6962/ACA3/2023/m.g.u.;Dated:22/06/2023 (Available at www.mgu.ac.in>

A person who have passed the B.A./B.Sc/B.Com Degree examination of this University is permitted to take a different additional language/common course-II examination by Private registration extending for a period of one Academic year subsequent to his/her passing the degree examination.

Candidates who have passed B.A./B.Sc./B.Com in the Pre-CBCSS/CBCSS/CBCS-2017 Scheme are permitted to apply for the above, subject to the condition that no consolidation will be allowed with his/her previous B.A./B.Sc./B.Com Course.

Candidates who has passed Common Course-I, Core Course of the B.A./B.Sc./B.Com. Degree examination and fails in Common Course-II/Second Language/Additional Language of the examination shall be permitted to appear for Common Course-II/Second Language/Additional Language exam (CBCS-2017 Syllabus-in **two/four** Semesters) by Private registration extending for a period of one academic year.

II Language change for B.A/B.Sc/B.Com. failed candidates - എം. ജി. സർവ്വകലാശാലയിൽ നിന്നും ഡിഗ്രി 3 വർഷം പൂർത്തീകരിച്ച് കോമൺ കോഴ്സ് **2** (SECOND LANGUAGE) മാത്രം പരാജയപ്പെട്ടവർക്ക്, ആയത് മാറ്റി മറ്റൊന്ന് തെരഞ്ഞെടുത്ത് പരീക്ഷയെഴുതാവാനുള്ള അവസരം നൽകുന്നത്.

15. B.Com. Additional Optional/Elective

Candidates, who have passed the B.Com degree examination (Pre- CBCSS/CBCSS/CBCS-2017 Scheme) of the Mahatma Gandhi University and or **any degree recognized by this University, with one Optional subject will be allowed to register as Private candidates for another Optional/Elective Subject(under CBCS-2017 Scheme).** They shall take all the courses of the new Elective / Optional at one sitting by private registration, extending a period of one academic year. P.G. Degree holders of any University can also avail this facility. (Please Refer:-**U.O.No.8275/AcA3/2023/m.g.u.;Dated:31.07.2023**) **Candidates who have passed the B.Com with one optional in the Pre- CBCSS / CBCSS /CBCS schemes, will be allowed to register for another optional (Additional Elective) in the CBCS-2017 Scheme subject to the condition that no consolidation will be allowed with his/her previous B.Com course.**

Please Refer:- Order No.6962/ACA3/2023/m.g.u.;Dated::22/06/2023 (Available at www.mgu.ac.in > Admission 2024> UG Private Registration> UG PR Order 2024-25)

16. Additional B.A. Degree for B.Com graduates (Full course under CBCS-2017 scheme only)

A candidate who has passed the B.Com Degree Examination (Annual/CBCSS/CBCS-2017 Scheme) will be allowed to register as Private candidate for B.A. UG Programme. He shall undergo the prescribed programme of study for the B.A. UG Programme for not less than 6 semesters.
Please Refer:- Order No..6962/ACA3/2023/m.g.u.;Dated:22/06/2023 (Available at www.mgu.ac.in > Admission 2024> UG Private Registration> UG PR Order 2024-25)

17. B.A./ B.Com for professional graduates (Full course under CBCS-2017 scheme only)

Candidates who have passed the Bachelor's Degree Examination in the Professional faculties will

be allowed to register as private candidates for B.A./B.Com UG Programme. He/She shall undergo the prescribed programme of study for not less than 6 semesters and appear for all the examinations provided they are qualified to join the B.A./B.Com. UG Programme as per their pass in the Pre-Degree/+2 examination.

Please Refer:- Order No.6962/ACA3/2023/m.g.u.;Dated:22/06/2023 (Available at www.mgu.ac.in > Admission 2024> UG Private Registration> UG PR Order 2024-25)

18. **Additional degree (in the different set of optional subjects) through private registration. (in CBCS-2017 only)**

Please Refer Order No.6962/ACA3/2023/m.g.u.;Dated:22/06/2023 (Available at www.mgu.ac.in > Admission 2024> UG Private Registration> UG PR Order 2024-25)

A person who has qualified the B.A./B.Sc degree (Under CBCSS/Pre CBCSS/CBCS-2017) of this University will be permitted to appear for a different optional under Core Course & Complementary course examination by private registration extending for a period of two academic years after qualifying the degree (I to IV semesters/I & II years after one year study and V & VI Semester/III year at the end of next year). Such candidate shall be allowed to choose a different set of optional subjects for the new course subject to the condition that

1. A candidate need not appear for common course in the new set.
2. Candidate should appear for all courses -core/complementary/open courses.
3. No consolidation will be allowed with his/her previous B.A./B.Sc Course.
4. Candidate must study /opt the compulsory Complementary Course, if any, assigned for the particular programme.
5. Candidates who have passed B.A./B.Sc degree examination of this University (CBCSS/Pre CBCSS/CBCS-2017) and who wish to appear for the Core course & Complementary course of the B.Com degree examination shall be allowed to do so. They shall be required to take the Core, Complementary and Open courses of the B.Com UG Programme examination by Private registration extending for a period of two years. (I to IV semesters/I & II years B.Com. Course/Paper after one year study and V & VI Semester/III year B.Com. course at the end of next year) subject to the condition that
6. Candidates need not appear for common course in the new set.
7. Candidates should appear for the all courses Core/Complementary/Open course.
8. No consolidation will be allowed with his/her previous B.A./B.Sc Course.

Those who have taken degree from other Universities can take another degree in different subject in six semesters.

19. **Continuation of the degree study with a different optional under Core & Complementary for UG Programme (Private Stream) under CBCS 2017 Scheme.**

Please Refer Order No.6962/ACA3/2023/m.g.u.;Dated:22/06/2023 (Available at www.mgu.ac.in> Admission 2024> UG Private Registration> UG PR Order 2024-25)

a. A candidate for the B.Sc UG Programme who discontinued the programme after appearing for the IV semester examination and has passed common course examinations under CBCS-

2017 scheme will be permitted to complete the programme through private registration by joining for B.A./B.Com UG Programme. Such candidates shall be permitted to appear for any optional under Core course of the B.A./B.Com UG Programme examination by private registration extending for a period of two years and they have to take the whole Core course & Complementary examination in four semesters. Such candidates are exempted from appearing for the Common course of the B.A./B.Com UG Programme examination (I to IV sem. B.A./B.Com course after one year study and V & VI sem course B.A./B.Com course at the end of next year).

b. As in case (19-a) B.A. candidates who have discontinued their studies in the V & VI semesters and have passed common course under CBCS-2017 scheme will be admitted to the B.Com UG Programme in CBCS 2017 scheme.

20. **Additional Degree for Post Graduates. (in CBCS 2017 Scheme only)**

Post graduate degree holders of any University will be permitted to obtain Bachelors degree in a different subject under private registration and also for graduates under **Pre-CBCSS/CBCSS/CBCS-2017 UG Programme** of this University, extending for a period of two years subject to the condition that

a. Candidates need not appear for common course in the new set.
b. Candidates should appear for the all courses Core/Complementary/Open course.
c. No consolidation will be allowed with his/her previous B.A./B.Sc Course.

Candidates are required to take the Core & Complementary course examination in two years as in the case of faculty change.

Please Refer Order No.6962/ACA3/2023/m.g.u.;Dated:22/06/2023 (Available at www.mgu.ac.in> Admission 2024> UG Private Registration> UG PR Order 2024-25)

21. **Common Course I & II (10 Common syllabus of 6 English Core & 4 Second Language/Additional Language of B.A/B.Sc UG Programme) Registration for B.Com degree holders.**

Please Refer Order No.6962/ACA3/2023/m.g.u.;Dated:22/06/2023 (Available at www.mgu.ac.in> Admission 2024> UG Private Registration> UG PR Order 2024-25)

B.Com degree holders (Model I & II) of this University will be permitted to appear for the 10 common course syllabus (6 English core & 4 second language / Additional Language courses) prescribed for B.A./B.Sc UG Programme in one academic year through private registration so as to enable them to pursue higher studies in the language concerned subject to the condition that no consolidation will be allowed with his/her previous B.Com.

As per U.O.No.5005/AIII/1/487/2014/Acad;dated:25/08/2015 Pre-CBCSS B.Com Graduates are also eligible to register for Common Course I/Common Course II or both.

Application for private registration should be accompanied by:

1. Fee for B.A. Common Course applied for.
2. Fee for private registration
3. B.Com Degree/Provisional Certificate
4. Transfer Certificate in Original
5. Application for B.A. Common Course exam (Semester)
6. Self addressed Rs. 52/- stamped envelope.

Application in prescribed form (Available at www.mgu.ac.in> Admission 2024> UG Private Registration>UG Private Registration -Non Full Course Application forms.)

QUALIFICATION / ELIGIBILITY

Persons who are permanent residents of/or domiciled in Kerala and who have passed the Pre-degree examination of this University/Higher Secondary examination (Kerala Govt.) or any other examination recognized by this University as equivalent thereto are eligible to apply for Degree (Full course) private registration.

> ## Eligibility for Private Registration UG Programmes
> **Academic eligibility should be satisfied as on the date of notification.**

Eligibility for Admission- No minimum mark is prescribed to apply for UG Programme under Private Registration.

Those who have obtained the diploma in Commercial practice (Govt. of Kerala) will be permitted to register for B.Com (Full course).

Non Full Courses - Candidates who have passed the qualifying examination from Mahatma Gandhi University alone will be allowed to register for Non Full Courses under private registration scheme, listed in the notification.
(Please Refer Order No.6962/ACA3/2023/m.g.u.;Dated:22/06/2023 (Available at www.mgu.ac.in> Admission 2024> UG Private Registration> UG PR Order 2024-25)

Candidates who have passed the qualifying examination from Universities/Boards Outside the State should obtain the Eligibility certificate (Online) from the Registrar, Mahatma Gandhi University before applying for private registration. For online eligibility certificate please visit **https://certificates.mgu.ac.in**.

Candidates who have passed the qualifying examinations through Open Liberalized Scheme of any University/Board are not eligible to apply for private registration.

Candidates debarred by the University from appearing for any of the University examinations or candidates under disciplinary action by the Principal of the college in which they studied shall not be eligible to apply for private registration as a private candidate, before such actions or the periods of debar are over.

Candidates who have passed **Afzal- ul -Ulama Preliminary examination** of Calicut University are eligible to apply for the Degree Programmes under Private Registration as per U.O.No.3818/AcD/3/7786/CR/2016;dated:04/07/2017.

The interval between the date of passing the qualifying examination and the date of examination for which registration is applied for shall not be less than the normal period prescribed for the course, ie., candidates who have passed the qualifying examination on or before the last March session only are eligible to apply for Private Registration in the current year. However, candidates who have passed the 'SAY' examination conducted by the Board of Higher Secondary Education, Govt. of Kerala or other compartmental examinations before the date of closing of admission to regular degree courses are eligible to apply for Degree (Full course) registration.

FACULTY

Faculty of Social Sciences					
1) B.A HISTORY Model - 1					
Sem	Title with Course Code	Course Category	Credit	Marks Intl.	Marks Extl.
I	Common English-1, EN1CCT 01-Fine Tune Your English	Common Course	4	20	80
	Common English – 2, EN1CCT 02-Pearls from the Deep	Common Course	3	20	80
	Common Second Language – 1 മലയാളം: കഥാസാഹിത്യം *Hindi*: Prose and One Act Plays *Arabic*: Communication Skills in Arabic *Tamil*: History of Tamil Literature ♦*Syriac:*- Poetry/Grammar & History of SyriacLanguage & Literature *(SY1CCT01)*	Common Course	4	20	80
	Perspectives and Methodologies in Social Sciences-History (HY1CRT01)	Core	5	20	80
	1st Complementary – 1-Economics-Principles of Economics (Formerly General Economic Principles)	Complementary	4	20	80
II	Common English – 3-EN2CCT03-Issues that Matter	Common Course	4	20	80
	Common English – 4-EN2CCT04-Savouring the Classics	Common Course	3	20	80
	Common Second Language - 2 മലയാളം: കവിത *Hindi:* Short Stories & Novels *Arabic:* Lessons in Arabic Literature *Tamil*: Communication Skills in Tamil ♦*Syriac:-* Poetry/Grammar &History of Syriac Literature (SY2CCT01)	Common Course	4	20	80

	Course	Type			
	Understanding Early India: From Hunting Gatherers to Land Grants - **HY2CRT02**	Core	5	20	80
	1st Complementary – 2-Economics – Basic Economic Studies	Complementary	4	20	80
III	Common English – 5-EN3CCT05-Literature and /as Identity	Common Course	4	20	80
	Common Second Language - 3 മലയാളം: ദൃശ്യകലാസാഹിത്യം (ML3CCT04) *Hindi:* Poetry, Grammar & Translation *Arabic:* Arabic Correspondence and Communication *Tamil:* Translation & Communication ◆*Syriac:-* Prose, Grammar & History of Syrian Church in India (SY3CCT01)	Common Course	4	20	80
	Polity, Society and Economy in Pre Colonial India – HY3CRT03	Core	4	20	80
	2nd Complementary – 3-Politics-An Introduction to Political Science	Complementary	4	20	80
	Cultural Trends in Pre Colonial Kerala HY3CRT04	Core	4	20	80
IV	Common English– 6-EN4CCT06-Illuminations	Common Course	4	20	80
	Common Second Language – 4 മലയാളം: മലയാള ഗദ്യരചനകൾ *Hindi:* Drama and Long Poem *Arabic:* Arabic Translation *Tamil:* History of Tamil Culture ◆*Syriac:-* Prose, Grammar & History of Syrian Church in India (SY4CCT01)	Common Course	4	20	80
	Making of Modern Kerala -**HY4CRT05**	Core	4	20	80
	2nd Complementary – 4-Politics-Indian Constitution : Social Issues in India	Complementary	4	20	80
	Researching the Past-HY4CRT06	Core	4	20	80
V	Inheritance and Departures in Historiography – HY5CRT07	Core	4	20	80
	India: Nation in the Making - **HY5CRT08**	Core	4	20	80
	State and Society in Ancient and Medieval world-HY5CRT09	Core	4	20	80
	Environmental Studies and Human Rights in Historical Outline-HY5CRT10	Core	4	20	80
	Open Course		3	20	80
	Making of Contemporary India-HY6CRT11	Core	4	20	80

				Marks	
				Intl	Extl
VI	Understanding Modern World- **HY6CRT12**	Core	4	20	80
	Capitalism and Colonialism- **HY6CRT13**	Core	4	20	80
	Gender in Indian Perspectives - **HY6CRT14**	Core	4	20	80
	Archaeology in India – HY6CBT01	Choice Based Core	3	20	80
	General Essay – **HY6GST01**		2	20	80
	Total		**120**		

♦ Please Refer സ.ഉ.നം 5846/AC A 3/2021/എം.ജി.യു, തീയതി 04.11.2021

2) B.A POLITICAL SCIENCE					
Sem	**Common/Core/Choice Based/ Complementary Papers**	**Exam**	**Credit**	**Marks**	
				Intl	**Extl**
I	**Common Course** - English-1 - EN1CCT01 - Fine Tune Your English	S1	4	20	80
	Common Course - English-2 –EN1CCT02 –Pearls from the Deep	S1	3	20	80
	Common Course - Sec. Lang.-1 മലയാളം: കഥാസാഹിത്യം *Hindi*: Prose and One Act Plays *Arabic*: Communication Skills in Arabic *Tamil*: History of Tamil Literature ♦*Syriac:-* Poetry/Grammar & History of SyriacLanguage & Literature *(SY1CCT01)*	S1	4	20	80
	Core I - Methodology and Perspectives of Political Science	S1	5	20	80
	Complementary I - Economics – Principles of Economics	S1	4	20	80
II	**Common Course** - English-3- EN2CCT03-Issues that Matter	S2	4	20	80
	Common Course - English-4 –EN2CCT04 –Savouring the Classics	S2	3	20	80
	Common Course - **Sec. Lang.-2** മലയാളം: കവിത *Hindi:* Short Stories & Novels *Arabic:* Lessons in Arabic Literature *Tamil*: Communication Skills in Tamil ♦*Syriac:-* Poetry/Grammar &History of Syriac Literature (SY2CCT01)	S2	4	20	80
	Core II – Indian Constitution: Institutions and Processes	S2	4	20	80
	Complementary II - Economics – Basic Economic Studies	S2	4	20	80
	Common Course - English-5- EN3CCT05-Literature and /as Identity	S3	4	20	80

III	**Common Sec. Lang.-3** മലയാളം: ദൃശ്യകലാസാഹിത്യം (ML3CCT04) *Hindi:* Poetry, Grammar & Translation *Arabic:*Arabic Correspondence and Communication *Tamil*: Translation & Communication ♦*Syriac:-* Prose, Grammar & History of Syrian Church in India (SY3CCT01)	S3	4	20	80
	Core III – Issues and Political Process in Modern India	S3	4	20	80
	Core IV – Political Thought: Indian Traditions	S3	4	20	80
	Complementary III - History – Roots of Modern World	S3	4	20	80
IV	**Common Course -**English-6- EN4CCT06-Illuminations	S4	4	20	80
	Common Sec. Lang.-4 മലയാളം: മലയാള ഗദ്യരചനകൾ *Hindi:* Drama and Long Poem *Arabic:* Arabic Translation *Tamil*: History of Tamil Culture ♦*Syriac:-* Prose, Grammar & History of Syrian Church in India (SY4CCT01)	S4	4	20	80
	Core V – Introduction to Political Theory	S4	4	20	80
	Core VI – Political Thought: Western Traditions	S4	4	20	80
	Complementary IV - History – Transition to the Contemporary World	S4	4	20	8
V	**Core VII** - Theories and Principles of Public Administration – PS5CRT07	S5	4	20	80
	¤ **Core VIII** – Environmental Politics and Human Rights – PS5CRT08	S5	4	20	80
	Core IX – Methodology of Research in Political Science-PS5CRT09	S5	4	20	80
	Core X – Introduction to International Relations-PS5CRT10	S5	4	20	80
	Open Course	S5	3	20	80
VI	**Core XI** – Comparative Politics- PS6CRT11	S6	4	20	80
	Core XII – Society, State and Political Process in Kerala-PS6CRT12	S6	4	20	80
	Core XIII – Issues in International Politics- PS6CRT13	S6	4	20	80
	Core XIV – Human Rights- PS6CRT14	S6	4	20	80
	Core – Choice Based International Organizations and World Affairs- PS6CBT04	S6	4	20	80
	General Essay- PS6GST01	S6	2	20	80

¤ Please Refer സ.ഉ.നം 3071/AcA9/2019/എംജിയു, തീയതി 02.07.2019

3) B.A. ECONOMICS PROGRAMME – MODEL- I						
Sem	Title of the Course	Course Code	Exam	Credits	Total Marks-100	
					Int.	Ext.
1	Common English-1, -Fine Tune Your English	EN1CCT 01	S1	4	20	80
	Common English – 2, -Pearls from the Deep	EN1CCT 02	S1	3	20	80
	Common Second Language – 1 മലയാളം: കഥാസാഹിത്യം *Hindi*: Prose and One Act Plays *Arabic*: Communication Skills in Arabic *Tamil*: History of Tamil Literature ♦*Syriac:-* Poetry/Grammar & History of SyriacLanguage & Literature *(SY1CCT01)*		S1	4	20	80
	Perspectives and Methodology of Economics	EC1CRT01	S1	4	20	80
	Complementary-1- History- Roots of Modern World		S1	4	20	80
2	Common English-3 – Issues that Matter	EN2CCT03	S2	4	20	80
	Common English –4- Savouring the Classics	EN2CCT04	S2	3	20	80
	Common Second Language - 2 മലയാളം: കവിത *Hindi:* Short Stories & Novels *Arabic:* Lessons in Arabic Literature *Tamil*: Communication Skills in Tamil ♦*Syriac:-* Poetry/Grammar &History of Syriac Literature (SY2CCT01)		S2	4	20	80
	Core-2- Micro Economic Analysis-1	EC2CRT02	S2	5	20	80
	Complementary-2-History—Transition to the Contemporary World		S2	4	20	80
3	Common English – 5 -Literature and /as Identity	EN3CCT05	S3	4	20	80
	Common Second Language - 3 മലയാളം: ദൃശ്യകലാസാഹിത്യം (ML3CCT04) *Hindi:* Poetry, Grammar & Translation *Arabic:*Arabic Correspondence and Communication *Tamil*: Translation & Communication ♦*Syriac:-* Prose, Grammar & History of Syrian Church in India (SY3CCT01)		S3	4	20	80
	Core-3- Micro Economic Analysis-II	EC3CRT03	S3	4	20	80
	Core-4- Economics of Growth & Development	EC3CRT04	S3	4	20	80

	Title	Code	Category	Credit	Int	Ext
	Complementary-3- Politics-An Introduction to Political Science		S3		20	80
4	Common English – 6 -Illuminations	EN4CCT06	S4	4	20	80
	Common Second Language – 4 മലയാളം: മലയാള ഗദ്യരചനകൾ *Hindi:* Drama and Long Poem *Arabic:* Arabic Translation *Tamil*: History of Tamil Culture ♦***Syriac:-*** Prose, Grammar & History of Syrian Church in India (SY4CCT01)		S4	4	20	80
	Core-5-Macro Economics-I	EC4CRT05	S4	4	20	80
	Core-6-Public Economics	EC4CRT06	S4	4	20	80
	Complementary-4- Politics-Indian Constitution : Social Issues in India		S4	4	20	80
5	Core-7-Quantitative Techniques	EC5CRT07	S5	4	20	80
	Core-8-Macro Economics-II	EC5CRT08	S5	5	20	80
	Open Course		S5	3	20	80
	Core-9-Environmental Economics	EC5CRT09	S5	4	20	80
	Core-10-Introductory Econometrics	EC5CRT10	S5	4	20	80
6	Core-11-Quantitative Methods	EC6CRT11	S6	4	20	80
	Core-12-International Economics	EC6CRT12	S6	4	20	80
	Choice Based Elective- Business Economics		S6	3	20	80
	Core-13- Money and Financial Markets	EC6CRT13	S6	4	20	80
	Core-14-Indian Economy	EC6CRT14	S6	4	20	80
	General Essay	EC6GST01	S6	2	20	80

♦ Please Refer സ.ഉ.നം 5846/AC A 3/2021/എം.ജി.യു, തീയതി 04.11.2021

4) B.A. ISLAMIC HISTORY					
Sem.	**Title with Course Code**	**Course Category**	**Credit**	**Marks**	
				Int	**Ext**
I	**EN1CCT01 -** Common English-1, Fine Tune Your English	Common Course	4	20	80
	EN1CCT02 - Common English – 2, Pearls from the Deep	Common Course	3	20	80
	Common Second Language – 1 മലയാളം: കഥാസാഹിത്യം *Hindi*: Prose and One Act Plays				

	Arabic: Communication Skills in Arabic *Tamil*: History of Tamil Literature ♦*Syriac:-* Poetry/Grammar & History of SyriacLanguage & Literature *(SY1CCT01)*	Common Course	4	20	80
	IH1CRT01 – Perspectives of Social Science	Core Course	4	20	80
	Political Science - An introduction to Political Science	Complementary Course	4	20	80
II	**EN2CCT03 -** Common English – 3, Issues that Matter	Common Course	4	20	80
	EN2CCT04 - Common English – 4,Savouring the Classics	Common Course	3	20	80
	Common Second Language - 2 മലയാളം: കവിത *Hindi:* Short Stories & Novels *Arabic:* Lessons in Arabic Literature *Tamil*: Communication Skills in Tamil ♦**Syriac:-** Poetry/Grammar &History of Syriac Literature (SY2CCT01)	Common Course	4	20	80
	IH2CRT02 – Pre Islamic Arabia and Emergence of Islam	Core Course	4	20	80
	Political Science - Indian Constitution: Social Issues in India	Complementary Course	4	20	80
III	Common English – 5-EN3CCT05-Literature and /as Identity	Common Course	4	20	80
	Common Second Language - 3 മലയാളം: ദൃശ്യകലാസാഹിത്യം (ML3CCT04) *Hindi:* Poetry, Grammar & Translation *Arabic:*Arabic Correspondence and Communication *Tamil*: Translation & Communication ♦**Syriac:-** Prose, Grammar & History of Syrian Church in India (SY3CCT01)	Common Course	4	20	80
	IH3CRT03 – The Glorious Caliphate	Core Course	4	20	80
	IH3CRT04 – The Umayyads	Core Course	4	20	80
	Indian History – Social Formations in Pre-Modern India	Complementary Course	4	20	80
	Common English – 6-EN4CCT06-Illuminations	Common Course	4	20	80
	Second Language -IV മലയാളം: മലയാള ഗദ്യരചനകൾ *Hindi:* Drama and Long Poem *Arabic:* Arabic Translation	Common	4	20	80

Sem	Title with Course Code	Course Category	Credit	Intl	Extl
IV	*Arabic*: Arabic Translation *Tamil*: History of Tamil Culture ♦**Syriac:-** Prose, Grammar & History of Syrian Church in India (SY4CCT01)	Course	4	20	80
	IH4CRT05 – Political History of Abbasids	Core Course	4	20	80
	IH4CRT06 – Islam in Europe	Core Course	4	20	80
	Indian History-History of Freedom Movement in India	Complementary Course	4	20	80
V	**IH5CRT07 –** Cultural History of Abbasids	Core Course	5	20	80
	Open Course		3	20	80
	IH5CRT09 – History of Medieval India	Core Course	4	20	80
	IH5CRT10 – Environmental Studies in Islam and Human Rights	Core Course	4	20	80
	IH5CRT11 – The Ottomans (1280-1876)	Core Course	4	20	80
VI	**IH6CRT12 –** Political History of West Asia (19th and 20th centuries)	Core Course	4	20	80
	IH6CRT13 – Islam in Africa	Core Course	4	20	80
	¤**IH6CRT14 –** Muslims and Freedom Movement in India	Core Course	3	20	80
	¤**IH6CRT15 –** Arab and Muslim Historiography	Core Course	3	20	80
	¤**IH6CRT16 –** Kerala Muslims - History and Culture	Core Course	3	20	80
	• # **IH6CBT18 –** Islamic Banking	Choice Based Course	3	20	80
	General Essay- **IH6GST01**		2	20	80

• Please Refer സ.ഉ.നം 7082/എ.സി എ9/1/Choice Based Course/CBCS-Private/2018, തീയതി: 01.10.2018

¤ Please Refer സ.ഉ.നം 7072/എ.സി എ9/1/സിലബസിലുള്ള മാറ്റങ്ങൾ/ 2018, തീയതി: 01.10.2018

Please Refer സ.ഉ.നം 8177/AcA9/സിലബസിലുള്ള മാറ്റങ്ങൾ/ 2018, തീയതി 19.11.2018

♦ Please Refer സ.ഉ.നം 5846/AC A 3/2021/എം.ജി.യു, തീയതി 04.11.2021

5) B.A. SOCIOLOGY					
Sem	Title with Course Code	Course Category	Credit	**Marks**	
				Intl	Extl
	English-1- EN1CCT01-Fine Tune Your English	Common Course	4	20	80
	English-2 –EN1CCT02 –Pearls from the Deep	Common Course	3	20	80
	Sec. Lang.-1 മലയാളം: കഥാസാഹിത്യം *Hindi*: Prose and One Act Plays				

I	*Arabic*: Communication Skills in Arabic *Tamil*: History of Tamil Literature ♦*Syriac:-* Poetry/Grammar & History of SyriacLanguage & Literature *(SY1CCT01)*	Common Course	4	20	80
	Methodology and Perspectives of Social Sciences - SO1CRT01	Core Course	4	20	80
	Economics – Principles of Economics	Complementary-1	4	20	80
II	English-3- EN2CCT03-Issues that Matter	Common Course	4	20	80
	English-4 –EN2CCT04 –Savouring the Classics	Common Course	3	20	80
	Sec. Lang.-2 മലയാളം: കവിത *Hindi:* Short Stories & Novels *Arabic:* Lessons in Arabic Literature *Tamil*: Communication Skills in Tamil ♦*Syriac:-* Poetry/Grammar &History of Syriac Literature (SY2CCT01)	Common Course	4	20	80
	The Foundations of Sociology – SO2CRT02	Core Course	5	20	80
	Economics – Basic Economic Studies	Complementary-2	4	20	80
III	English-5- EN3CCT05-Literature and /as Identity	Common Course	4	20	80
	Sec. Lang.-3 മലയാളം: ദൃശ്യകലാസാഹിത്യം (ML3CCT04) *Hindi:* Poetry, Grammar & Translation *Arabic:*Arabic Correspondence and Communication *Tamil*: Translation & Communication ♦*Syriac:-* Prose, Grammar & History of Syrian Church in India (SY3CCT01)	Common Course	4	20	80
	Classical Sociological Theories – SO3CRT03	Core Course	4	20	80
	Principles of Social Research - SO3CRT04	Core Course	4	20	80
	History – Historical Roots of Modern World	Complementary-3	4	20	80
IV	English-6- EN4CCT06-Illuminations	Common Course	4	20	80
	Sec. Lang.-4 മലയാളം: മലയാള ഗദ്യരചനകൾ *Hindi:* Drama and Long Poem *Arabic:* Arabic Translation *Tamil*: History of Tamil Culture ♦*Syriac:-* Prose, Grammar & History of Syrian Church in India (SY4CCT01)	Common Course	4	20	80
	Modern Social Theories- SO4CRT05	Core Course	4	20	80

	Social Structure and Change in India SO4CRT06	Core Course	4	20	80
	History – Transition to the Contemporary World	Complementary-4	4	20	80
V	Industry and Society – SO5CRT07	Core Course	4	20	80
	Sociology of Culture - SO5CRT08	Core Course	4	20	80
	Contemporary Social Theories - SO5CRT09	Core Course	4	20	80
	Society, Environment and Human Rights - SO5CRT10	Core Course	4	20	80
	Open Course		3	20	80
VI	Crime and Society – SO6CRT11	Core Course	4	20	80
	Population Studies - SO6CRT12	Core Course	4	20	80
	Sociology of Development - SO6CRT13	Core Course	4	20	80
	Sociology of Marginalised Sections - SO6CRT14	Core Course	4	20	80
	Life Skill Development	Choice Based Core Course	4	20	80
	General Essay- SO6GST01		2	20	80

♦ Please Refer സ.ഉ.നം 5846/AC A 3/2021/എം.ജി.യു, തീയതി 04.11.2021

6) B.A. Philosophy					
Sem	Title with Course Code	Course Category	Credit	Marks	
				Intl	Extl
I	English-1- EN1CCT01-Fine Tune Your English	Common Course	4	20	80
	English-2 –EN1CCT02 –Pearls from the Deep	Common Course	3	20	80
	Sec. Lang.-1 മലയാളം: കഥാസാഹിത്യം *Hindi*: Prose and One Act Plays *Arabic*: Communication Skills in Arabic *Tamil*: History of Tamil Literature ♦*Syriac:-* Poetry/Grammar & History of SyriacLanguage & Literature *(SY1CCT01)*	Common Course	4	20	80
	PL1CRT01-Introduction to Philosophical Methods	Core Course-1	4	20	80
	PL1CMT01- Indian Aesthetics	Complementary-1	4	20	80
	English-3- EN2CCT03-Issues that Matter	Common Course	4	20	80
		Common			

	English-4 –EN2CCT04 –Savouring the Classics	Common Course	3	20	80
II	Sec. Lang.-2 മലയാളം: കവിത *Hindi:* Short Stories & Novels *Arabic:* Lessons in Arabic Literature *Tamil*: Communication Skills in Tamil ♦*Syriac:-* Poetry/Grammar &History of Syriac Literature (SY2CCT01)	Common Course	4	20	80
	PL2CRT02-Traditional Logic	Core Course-2	4	20	80
	PL2CMT02-Western Aesthetics	Complementary-2	4	20	80
III	English-5- EN3CCT05-Literature and /as Identity	Common Course	4	20	80
	Sec. Lang.-3 മലയാളം: ദൃശ്യകലാസാഹിത്യം (ML3CCT04) *Hindi:* Poetry, Grammar & Translation *Arabic:*Arabic Correspondence and Communication *Tamil*: Translation & Communication ♦*Syriac:-* Prose, Grammar & History of Syrian Church in India (SY3CCT01)	Common Course	4	20	80
	PL3CRT03-Symbolic Logic	Core Course-3	4	20	80
	PL3CRT04-Philosophy of Informatics	Core Course-4	5	20	80
	PL3CMT03-Socio-Political Thought	Complementary-3	4	20	80
IV	English-6- EN4CCT06-Illuminations	Common Course	4	20	80
	Sec. Lang.-4 മലയാളം: മലയാള ഗദ്യരചനകൾ *Hindi:* Drama and Long Poem *Arabic:* Arabic Translation *Tamil*: History of Tamil Culture ♦*Syriac:-* Prose, Grammar & History of Syrian Church in India (SY4CCT01)	Common Course	4	20	80
	PL4CRT05-Beginnings of Indian Philosophy	Core Course-5	4	20	80
	PL4CRT06-Ancient and Medieval Western Philosophy	Core Course-6	4	20	80
	PL4CMT04-Peace Studies	Complementary-4	4	20	8

	PL5CRT07-Modern Western Philosophy	Core Course-7	4	20	80	
V	PL5CRT08-Systems of Indian Philosophy	Core Course-8	4	20	80	
	PL5CRT09-Fundamentals of Ethics	Core Course-9	4	20	80	
	PL5CRT10-Environmental Philosophy & Human Rights	Core Course-10	4	20	80	
	Open Course		3	20	80	
VI	PL6CRT11-Recent Trends in Western Philosophy	Core Course-11	4	20	80	
	PL6CRT12-Modern Indian Thought	Core Course-12	4	20	80	
	PL6CRT13-Applied Ethics	Core Course-13	4	20	80	
	PL6CRT14-Philosophy of Gender	Core Course-14	4	20	80	
	PL6CBT02-Crime and Punishment	Choice Based Course	4	20	80	
	PL6GST01- General Essay		2	20	80	

♦ Please Refer സ.ഉ.നം 5846/AC A 3/2021/എം.ജി.യു, തീയതി 04.11.2021

c) Faculty of Commerce		
B.COM DEGREE PROGRAM MODEL – 1 (Finance & Taxation, Co-Operation and Travel & Tourism)		
Semester – 1		
SI No.	Course Code	Course Name	Credit
1	EN1CCT01	Language- English-I – Fine Tune Your English	4
2		Second Language-I – മലയാളം: കഥയും കവിതയും *Hindi*: Prose & Mass Media *Arabic*: Literary Appreciation *Tamil*: History of Tamil Literature ♦*Syriac:*- Poetry/Grammar & History of Syriac Language & Literature *(SY1CCT02)*	4
3	CO1CRT01	Dimensions and Methodology of Business Studies	2
4	CO1CRT02	Financial Accounting I	4
5	CO1CRT03	Corporate Regulations and Administration	3
6	CO1CMT01	Banking and Insurance	3

		TOTAL	20

Semester - 2

Sl. No	Course Code	Course Name	Credit
1	EN2CCT03	Language- English-I - Issues That Matter	4
2		Second Language - 2 മലയാളം: ആത്മകഥ; ലേഖനം *Hindi:* Poetry, Commercial Correspondence & Translation *Arabic:* Commercial Arabic *Tamil*: Communication Skills in Tamil ♦*Syriac:-* Prose, Grammar &History of Syrian Church in India (SY2CCT02)	4
3	CO2CRT04	Financial Accounting II	4
4	CO2CRT05	Business Regulatory Framework	3
5	CO2CRT06	Business Management	3
6	CO2CMT02	Principles of Business Decisions	3
		TOTAL	21

Semester - 3

Sl. No	Course Code	Course Name	Credit
1	EN3CCT07	Language- English-I, Gems of Imagination	3
2	CO3CRT07	Corporate Accounts I	4
3	CO3CRT08	Quantitative Techniques for Business- 1	4
4	CO3CRT09	Financial Markets and Operations	3
5	CO3CRT10	Marketing Management	3
6	CO3OCT01	*Optional - 1* *Finance and Taxation*-Goods and Services Tax	4
	CO3OCT03	*Co-operation*- Basics of Co-Operation	
	CO3OCT04	*Travel and Tourism* - Fundamentals of Tourism	
		TOTAL	21

Semester - 4

Sl. No	Course Code	Course Name	Credit
1	EN4CCT08	Language- English-I, Revisiting the Classics	3
2	CO4CRT11	Corporate Accounts II	4
3	CO4CRT12	Quantitative Techniques for Business- II	4
4	CO4CRT13	Entrepreneurship Development and Project Management	4
	CO4	*Optional - 2*	
	CO4OCT01	*Finance and Taxation*- Financial Services	

5	CO4OCT03	*Co-operation*- Management of Co-operative Enterprises	4
	CO4OCT04	*Travel and Tourism*- Travel and Tourism Infrastructure	
		TOTAL	19

Semester - 5

Sl. No	Course Code	Course Name	Credit
1	CO5CRT14	Cost Accounting - 1	4
2	CO5CRT15	Environment Management and Human Rights	4
3	CO5CRT16	Financial Management	4
4		*Optional - 3*	4
	CO5OCT01	*Finance and Taxation*- Income Tax- I	
	CO5OCT03	*Co-operation*- Co- Operative Legal System	
	CO5OCT04	*Travel and Tourism*- Hospitality Management	
5		Open Course	3
		TOTAL	19

Semester - 6

Sl. No	Course Code	Course Name	Credit
1	CO6CRT17	Cost Accounting - 2	4
2	CO6CRT18	Advertisement and Sales Management	3
3	CO6CRT19	Auditing and Assurance	4
4	CO6CRT20	Management Accounting	4
5	CO6OCT	*Optional - 4*	4
	CO6OCT01	*Finance and Taxation*- Income Tax- II	
	CO6OCT03	*Co-operation*- Accounting for Co- Operative Societies	
	CO6OCT04	*Travel and Tourism*- Tourism and Cultural Heritage of India	
6	CO6GST01	General Essay	1
		TOTAL	20

♦ Please Refer സ.ഉ.നം 5846/AC A 3/2021/എം.ജി.യു, തീയതി 04.11.2021

LIST OF OPEN COURSES (CBCS-2017 Scheme)

A list of Open Courses for Students under Private mode is given below. Students should not select Open Course of their own Core Programme. **For example – B.A English Students cannot select the Open Course 'English for Careers'.** They can select any other courses offered in other programmes.

However **B.Com Students can select any of the Open Courses from the list.**

Core Programme	Open Courses Offered	Course Code	Remarks

Subject	Course	Code	Medium
English	English for Careers	EN5OPT03	**English** shall be the Medium of instruction and examination
Hindi	Film Studies	HN5OPT01	**Hindi** shall be the Medium of instruction and examination
Malayalam	Pathrapravarthanam	ML5OPT01	**Malayalam** shall be the Medium of instruction and examination
Sanskrit	Kutiyattam – A Study	SG5OPT01	**Sanskrit** shall be the Medium of instruction and examination
Arabic	Gulf Arabic	AR5OPT01	**Arabic** shall be the Medium of instruction and examination
History	Introducing Environmental History	HY5OPT01	
Political Science	Human Rights in India	PS5OPT04	
Economics	Fundamentals of Economics	EC5OPT01	
Sociology	Sociology of Media and Communication	SO5OPT03	
Islamic History	Islamic Economics and Finance	IH5OPT08	
Philosophy	Yoga and Personality Development	PL5OPT02	

FEES
FEE FOR VARIOUS TYPES OF PRIVATE REGISTRATION

Sl.No	Item	Fee
1	B.A./B.Com.(Full Course- **THROUGH ONLINE INTEGRATED PAYMENT ONLY)**	1830+70+735+295+45= 2975
2	B.A. Part I&II	1225+70+735= 2030
3	B.A./B.Com II &III Semester	1225+70+735= 2030
4	B.A/B.Com IV Semester	1225+70+735= 2030
5	B.A./B.Com V&VI Semester	1225+70+735= 2030
6	B.A. Optional/Additional Language/Addl. Degree	1225+70+735= 2030
7	B.Com additional optional/elective	1225+70+735= 2030
8	B.A./B.Sc Faculty Change	1225+70+735= 2030
9	Retrieval of documents	615/-
10	Fine	1225/- or 2440/-

11	Correction Fee	615/-
12	**Change of Open Course**	
a)	upto one month before IV Semester exam	1225/-
b)	upto one month before V Semester exam	1830/-
13	**Change of B.Com Elective**	
a)	upto one month before II Semester Exam	1225/-
b)	upto one month before III Semester Exam	2440/-
14	**Correction of Second Language** (upto one month before I Semester Examination)	1225/-
15	Students Affiliation Fees (UG)	735/-

16	**Examination Fee (B.A./B.Com)**	
a)	Application Fee	45/-
b)	Each theory Paper	
	i) First appearance	70/-
	ii) Supplementary	70/-
	iii) Improvement	95/-
c)	Mark List Fee	70/-
d)	Final Semester Mark list	190/-
e)	Separate Mark list of I to VI Semesters (per marklist)	310/-
f)	CV Camp fee (B.A./B.Com) (First appearance/Supplementary/Improvement) per paper subject to a maximum of 240/-	50/-
17	Cost of application forms for Private Registration	70/-
18	Improvement registration fee/Re-appearance fee Per semester(for UG CBCSS/CBCS)	70/-

19	**Other Fees**	Fee (₹)	Application Form
a)	Matriculation/ Re- Matriculation	295/-	45/-
b)	Retrieval of documents before Registration	615/-	-
c)	Recognition of qualifying examination through exam branch-EK-III	190/-	45/-
d)	Eligibility certificate (Online only)	375/-	-
e)	Cancellation (Both Private registration and examination)	310/- or 615/-	-
f)	Pre-Degree pass certificate	135/-	45/-
g)	For defect-rectification (communicated by	90/-	-

g)	post/Email)	ᵍᵉ/	
h)	Re-admission (Online only)- UG/PG	375/-	-
i)	Duplicate private registration order (for Optional/faculty change categories)	310/-	-
j)	Other certificate	190/-	-
k)	Course discontinuation	615/-	-
l)	Fee for equivalence certificate(Online only)	375/-	-

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FOR PRIVATE REGISTRATION

1. II,III,IV Semester UG Programmes B.A./B.Com

Application for private registration should be accompanied by:

a. Application for admission to the II Semester and for III & IV Semester B.A./B.Com. degree examination. Application forms are available at www.mgu.ac.in > Admission 2024 > UG Private Registration>.UG Private Registration -Non Full Course Application forms.

b. **MGU E-RECEIPT** for the prescribed examination fee.

c. **MGU E-RECEIPT** for the prescribed private registration fee

d. Marklist/Hall ticket of I/II/III Semester B.A./B.Com. UG Programme examination conducted by this University (attach a certificate from the Principal stating that he/she has not involved in any malpractice, if only Hall ticket is produced)

e. Transfer Certificate from the college last attended.

f. Self addressed stamped (Rs.52/-) envelope of the size 24 cm x 32 cm.

g. Certificate from the principal of the college as to whether the candidate has already registered or not for II & III year B.A/B.Com

h. Copy of SSLC (in duplicate)

i. +2 Pass Certificate- Original

2. V & VI Semester UG Programmes

Application for private registration should be accompanied by:

a. Application for admission to the V& VI Semester B.A./B.Com. UG Programme examination Application forms are available at www.mgu.ac.in > Admission 2024 > UG Private Registration> UG Private Registration -Non Full Course Application forms.

b. **MGU E-RECEIPT for** the prescribed examination fee.

c. **MGU E-RECEIPT** for the Private Registration fee.

d. Mark lists /Hall ticket of II,III,IV,V Semester B.A./B.Com UG Programme examination conducted by this University (if hall ticket is produced, attach a certificate from the Principal stating that he/she has not involved in any malpractice.)

e. Transfer Certificate from the college last attended.

f. A self addressed stamped (Rs. 52/-) envelope of the size 24cm x 32cm

g. Certificate from the principal of the college as to whether the candidate has already registered or not for IV/V Semester B.A./B.Com.

h. Copy of SSLC (in duplicate)

i. +2 Pass Certificate- Original

3. Second language change for B.A./B.Sc./B.Com. Graduates

Application for Private registration should be accompanied by

a. Application for admission to the III & IV Semester of the examination Application forms are available at www.mgu.ac.in> Admission 2024> UG Private Registration>UG Private Registration -Non Full Course Application forms.

b. **MGU E-RECEIPT** for the prescribed examination fee

c. **MGU E-RECEIPT** for the prescribed private registration fee

d. B.A./B.Sc./B.Com. Degree/Provisional certificate

e. Transfer Certificate in original

f. Self addressed stamped (Rs.52/-) envelope of the size 24 cm x 32cm

g. Copy of SSLC (in duplicate)

4. Second Language change for B.A./B.Sc./B.Com failed candidates

Application for Private registration should accompanied by

a. Application for admission to the III & IV Semester examination   Application forms are available at www.mgu.ac.in> Admission 2024> UG Private Registration> UG Private Registration -Non Full Course Application forms.

b. **MGU E-RECEIPT** for the prescribed examination fee

c. **MGU E-RECEIPT** for the prescribed private registration fee.

d. I,II,III,IV,V & VI Semester B.A./B.Sc/B.Com. mark list showing the pass in Common course

e. Transfer Certificate in original

f. Self addressed stamped (Rs.52/-) envelope of the size 24cm x 32 cm

g. Copy of SSLC (in duplicate)

5. B.A Degree for B.Com graduates or B.Com discontinued candidates. (Online Application only)

Application for Private registration should be accompanied by

a. B.Com. Degree/Provisional Certificate; Pre-Degree & UG Programme marklist in case discontinued candidates.

b. Transfer Certificate in original

c. Self addressed stamped (Rs.52/-) envelope of the sufficient size

d. Course discontinuation memo in case of B.Com discontinued candidates.

e. Copy of SSLC (in duplicate)

6. B.A./B.Com. for Professional graduates

Application for Private registration should be accompanied by documents required for B.A./B.Com. (Full course) Registration [See Case (1)]

7. <u>Additional Optional/Elective for B.Com. Degree holders under Annual/CBCSS Scheme of this University</u>

Application for Private registration should be accompanied

a. Application for admission to the Semester examinations in the prescribed form Application forms are available at www.mgu.ac.in> Admission 2024> UG Private Registration> UG Private Registration -Non Full Course Application forms.

b. **MGU E-RECEIPT** for the prescribed examination fee

c. **MGU E-RECEIPT** for the prescribed Private Registration fee

d. B.Com. Degree/Provisional Certificate/PG Degree/Provisional certificate in case of PG holders.

e. Transfer Certificate in original

f. Self addressed stamped (Rs.52/-) envelope of the sufficient size

g. Copy of SSLC (in duplicate)

8. Optional/Faculty change for B.A./B.Sc./graduates (Additional degree) under CBCS Scheme of this University

Application for Private registration should be accompanied by

a. Application for admission to the Semester examinations in the prescribed form Application forms are available at www.mgu.ac.in > Admission 2024 > UG Private Registration> UG Private Registration -Non Full Course Application forms.

b. **MGU E-RECEIPT** for the prescribed examination fee

c. **MGU E-RECEIPT** for the prescribed fee for Optional change/Faculty change (if the new optional belongs to another faculty, it is a faculty change)

d. B.A./B.Sc. Degree/Provisional Certificate

e. Transfer Certificate in original

f. Self addressed stamped (Rs.52/-) envelope of the sufficient size

g. Copy of SSLC (in duplicate)

9. Optional/Faculty change for B.A./B.Sc. Discontinued Candidates .

This facility shall be availed only to the students discontinued under CBCS Scheme of this University

Application for Private registration should be accompanied by

a. Application for admission to the Semester examinations in the prescribed form Application forms are available at www.mgu.ac.in > Admission 2024> UG Private Registration> UG Private Registration -Non Full Course Application forms.

b. **MGU E-RECEIPT** for the prescribed examination fee

c. **MGU E-RECEIPT** for the prescribed fee for Faculty change

d. I to IV Semester B.Sc./B.A. mark list

e. Transfer Certificate in original

f. Self addressed stamped (Rs.52-) envelope of the sufficient size

g. Copy of SSLC (in duplicate)

h. Course Discontinuation Certificate

10. Optional/Faculty change for B.A./B.Sc failed Candidates

This facility shall be availed only to the students discontinued under under CBCS Scheme of this University

Application for Private registration should be accompanied by

a. Application for admission to the Semester examinations in the prescribed form Application forms are available at www.mgu.ac.in > Admission 2024 > UG Private Registration> UG Private Registration -Non Full Course Application forms.
b. **MGU E-RECEIPT** for the prescribed examination fee.
c. **MGU E-RECEIPT** for the prescribed fee for Optional/Faculty change (in the changed optional belongs to another faculty, it is a faculty change)
d. I to VI Semester UG mark list or VI Semester Mark list/Hall ticket if not appeared for the examination.
e. Transfer Certificate in original
f. Self addressed stamped (Rs. 52/-) envelope of the sufficient size.
g. Copy of SSLC (in duplicate).
h. Course Discontinuation Certificate.

11. Additional Degree for Post Graduate Degree Holders
   Application for Private registration should be accompanied by

a. **MGU E-RECEIPT** for the prescribed fee for Optional/Faculty Change.
b. B.A./B.Sc Degree/Provisional Certificate and PG Degree Provisional Certificate.
c. Transfer Certificate in original
d. Self-addressed stamped (Rs. 52/-) envelope of the sufficient size.
e. Application for admission to the Semester examinations in the prescribed form Application forms are available at www.mgu.ac.in > Admission 2024 > UG Private Registration > UG Private Registration -Non Full Course Application forms.
f. **MGU E-RECEIPT** for the prescribed examination fee.
g. Copy of SSLC (in duplicate)

12. **ADDITIONAL OPTIONAL FOR B.COM. GRADUATES**

Eligibility: B.Com. Graduates of this University (including postgraduates) can take additional optional subjects by Private Registration. B.Com (Vocational) Model-II and Model-III (UGC sponsored programme) graduates are also eligible for this registration to write Co-operation as an 'additional elective' (UO No. 5105/Ac.AIX/2011 dated 15.9.2011).

Private registration application should be accompanied by:

a)   Application for II & III (IIIrd, IVth, Vth, VIth Semesters) Year B.Com. Examination Application forms are available at www.mgu.ac.in > Admission 2024 > UG Private Registration> UG Private Registration -Non Full Course Application forms.
b)   Examination fee.
c)   Private registration fee.
d)   B.Com. Degree/Provisional certificate & P.G. degree/provisional certificate in case of P.G. Holders.
e)   Transfer Certificate
f)   Self addressed stamped (Rs.52/-) envelope
g)   Self attested copies of SSLC should be attached along with both in the Private Registration Application Form and in the Examination Application Form.

EXAMINATION

END SEMESTER EXAMINATIONS: **As per U.O Numbers**

1. **3038/AcA3/2019/MGU; Dated:01.07.2019**
2. **4890/AcA3/2019/MGU; Dated:16.10.2019**
3. **5099/AcA3/2019/MGU; Dated:22.10.2019**
4. **12579/ACA3/2022/MGU; Dated:12.12.2022**

UG - FULL COURSE

From 2019-20 Admission onwards, for UG private full courses, semester wise examination along with Regular College students will be conducted from second semester onwards. At the end of second semester, separate examination will be conducted for the first semester U.G. private full course students alone, i.e.

From 2019-20 Admission onwards,

- The 1st &2nd Semester examination of UG private full course will be conducted along with the 2nd semester examinations of regular college students and
- The 3, 4, 5 & 6 Semester examinations of UG private full courses will be conducted along with the Regular College Students.

UG – NON FULL COURSES

For the UG private Non full courses, Examinations of both semesters will be conducted annually at the end of the academic year. i.e. the 1st and 2nd semester examination at the end of second semester. 3rd and 4th semester at the end of fourth semester and 5th and 6th Semester examinations at the end of sixth semester.

Internal Marks and Minimum for pass

Internal evaluations will be made on the basis of a Test of 15 minutes duration with 20 multiple choice questions of one mark each. The examinations will be conducted just before the beginning of each external examination of the respective course without affecting the duration of the external examination. There is no minimum mark for internal examination. For external examination, the minimum mark is 30% and for a pass the minimum mark is 35% for both internal and external.

General Essay

In lieu of the course 'Project' for the regular mode, an exam on 'General Essay' will be conducted based on all compulsory Core Courses of Final Semester. Candidates will be asked to answer a prescribed number of questions out of a set of choices. Internal Examination for 'General Essay' will be conducted from 20 multiple choice questions of 1mark each covering all the compulsory Core Courses of the VI Semester.

For the Registration of Non-Full courses such as Additional degree/Optional change/Common courses/Stream change etc., University Orders issued from time to time will be applicable.

CENTRES OF EXAMINATION

Candidate can opt any one of the affiliated Colleges/Centers of this university mentioned in the list available in the online application as the Centre of the Examination; but male students should not opt for women's colleges and candidates are permitted to change their centre of examination already chosen. Application for such changes along with the Correction Fee E-Receipt for Rs. 615/- shall be submitted to the Private Registration Sections within **15 days** from the last date for receipt of filled in applications in the University Office as per the Notification. **The University reserves the right to change the Centre of Exam selected by the candidate, due to practical reasons.**

<u>MISCELLANEOUS INSTRUCTIONS</u>

- Candidates applying for private registration cum examination **can collect the Hall ticket and time table from the concerned Centre of Examination three days prior to the date of commencement of examinatio**n. **No separate intimation will be sent to the candidates.**

- Candidates applying for private registration should give only their residential address in the column provided for the purpose in the application form and also on the self addressed stamped envelope.

- **Communications in the address of the private institution in which they are studying will not be entertained.**

- Interim requests to return the documents submitted along with the application for Private registration, will be attended only if the application is sent by registered post.

- Candidates should note down the details of the fee remitted for further reference.

- They are also advised to keep attested photocopies of the original documents along with hard copies of duly filled/downloaded online application submitted by them.

- Proper care should be taken in applying online/filling the application forms. All details called for therein should be furnished.

- **<u>The application for private registration with all the documents should be submitted by registered post only to the Assistant Registrar (Private Registration), Mahatma Gandhi University, (Room No.512), Priyadarsini Hills P.O, Kottayam-686 560.</u>**

- The Centers of examinations, Core & Complementary and the type of Registration (Full course/Addl. optional/ Optional change etc.) should be clearly noted on the top of the cover containing the application.   **Applicants who have passed the qualifying examinations from boards outside Kerala should superscribe 'OB' upon the cover.**

- The conditions stipulated in the Notification regarding registration and examinations are subject to modification in accordance with the amendments in the scheme, regulations and syllabus from time to time.

- Candidates **should not submit laminated documents** for admission under private registration.

- **Application not submitted in strict conformity with the above instructions will be summarily rejected.**

- **candidates should strictly provide their <u>email ids</u> for future correspondence .**

- Applications without proper documents will be timely communicated to the candidates by giving stipulated time and in case of non submission of the same , the application will be   summarily rejected without prior notice. **DOWNLOADED APPLICATION FORMS CAN BE USED FOR APPLYING FOR VARIOUS UG PROGRAMMES OTHER THAN FULL COURSE. HOWEVER, COST OF APPLICATION FORMS HAS TO BE REMITTED ALONG WITH OTHER FEES. COST OF FORMS ARE GIVEN ON THE TOP OF EACH APPLICATION FORM.**
  Application forms are available at **www.mgu.ac.in**> Admission 2024> UG Private Registration>UG Private Registration -Non Full Course Application forms.

Dr. SREEJIT C M
CONTROLLER OF EXAMINATIONS

Copy to:

To

1.The PRO for arranging wide publicity through Press/AIR/Doordarsan/and Other Malayalam Channels

2.PS to VC/PVC/PA TO REGISTRAR/FO/CE

3.ALL JR/DR/AR

4.All PR/BA/BSC/BCOM/Tabulation sections

5.AcA1/III/IX Sections/Enquiry/Front Office

6.University Satellite Centre, Nedumkandam

7.Tapal 3 Sections

8.Content Management Section/IT Cell/Cetex

9.Stock File/File copy