

UNIVERSITY OF CALICUT**NOTIFICATION FOR ADMISSION TO M A PUBLIC ADMINISTRATION PROGRAMME (2019 - 20)**

Online applications are invited for admission to M A Public Administration programme (Non-Entrance based) at Rajive Gandhi Memorial Govt. Arts & Science College, Attappady, Palakkad for the academic year 2019-2020.

All candidates seeking admission to the M A Public Administration programme irrespective of the Quota (General merit/Reservation/Sports/Persons with disabilities/Kashmir Students/Tamil Linguistic Minority) should compulsorily register through **Centralised Admission Process (CAP)**. **The candidates who have not registered through CAP will not be permitted to take admission at any stage of the admission process.**

I) Mode of Registration

Mode of Registration : Online

The Online registration will commence on 22.07.2019 onwards and end on 27.07.2019.

II) Payment of Online Registration Fees

The fee for online registration can be remitted from 22.07.2019 onwards. Last date for Fee payment will be **26.07.2019**.

Payment of fee for online registration can be made only through e-payment system (SBI Online/Nodal Centers functioning in Affiliated colleges/ Friends Janasevena kendram/Akshayakendras).

1) Purpose Code for the Online registration Fee: **Application Fee for M A Public Administration - PG 2019**

2) **Online Registration Fees:**

For SC/ST :Rs 115 /-, For Others: Rs.280/-

Important Note:- **Application fee once remitted will not be refunded under any circumstances.**

III) Mandatory fee

During the admission, the prescribed Mandatory Fee due to the University as detailed below will have to be remitted by the candidate through e-payment. **The candidates failing to do so will not be able to complete the admission process.**

For SC/ST Candidates, Rs 115/- .

For Others, Rs 480/-

Note: The printout of the Online application and challan/payment slips need not be sent to the University , but candidates are directed to keep the same with themselves and shall submit it to the colleges where he/she gets admission.

Candidates shall complete the Online Registration using the details provided in the Final Consolidated Grade Card/Mark Sheet. Candidates shall not provide any approximate values/foreseen data for completing Online Registration. In such cases, the application with incorrect data will be summarily rejected and the candidate will be denied allotment/admission (if any) received on providing wrong information.

IV) Admissions

Admissions will be done from the rank list prepared from among the candidates who have submitted online application within the prescribed time limit, as per the schedule given below:

SI No	Activity	Date
1	Commencement of Online Registration	22.07.2019
2	Last Date for Online Fee Payment	26.07.2019
3	Closing Date of Online Registration	27.07.2019
4	Forwarding of Rank list prepared from among the registered students to the College	29.07.2019
5	Admission based on the rank list by the College	30.07.2019 - 02.08.2019
6	Commencement of Classes	05.08.2019
7	Closure of Admission	14.08.2019

V) Eligibility Criteria and Indexing for admission to M A Public Administration through CAP

Eligibility Criteria for M A Public Administration Course

SI No	Subject	Eligibility Criteria
1	M A Public Administration	<p>1. Any Degree in Social Sciences or equivalent degree with 45% in Mark System or CGPA equivalent to 50% in Grade System.</p> <p>2. Any Degree in Language/ Science/ Commerce etc or equivalent degree; with 55% in Mark System or CGPA equivalent to 60% in Grading System.</p> <p>OBC/OEC candidates are eligible to relaxation up to 5%. SC/ST candidates need only to get a pass.</p>

INDEXING EQUATION FOR M A PUBLIC ADMINISTRATION

For CCSS candidates (0-4 grade point system)

Achievements used for SIS	Rule for SIS	Remarks
CG1(% of Overall CGPA) CG2(% of CoreCGPA/Complimentary CGPA)	$\frac{(CG1 \times C1) + (CG2 \times C2) \times 1000}{C1 + C2 \times k}$	C1=120 C2=62(Core) C2=39(Double Core) C2=8(Complimentary) k=100

Candidates who do not studied above subjects as core or complementary, their CG2 is 0 and C2 is 62

For CUCBCSS candidates (0-6 grade point system)

Achievements used for SIS	Rule for SIS	Remarks
CG1(% of Overall CGPA)	$(CG1 \times C1) + (CG2 \times C2) \times 1000$	C1=120 C2=64(Core)

CG2(% of CoreCGPA/Complimentary CGPA)	$C1 + C2$	k	C2=40(Double Core) C2=8(Complimentary) k=100
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For Candidates under Mark System

Achievements used for SIS	Rule for SIS	Remarks
M1(Total Marks scored)	$\frac{M1+M2}{Max1+Max2} \times 1000$	Max1=Maximum of Total Marks Max2=Maximum of Core Marks Max2=Maximum of Double Core/Complimentary Marks
M2 Marks scored in (Core/Complimentary)		

Candidates who do not studied above subjects as core or complementary their M2 is 0.

5% weightage to B A Political Science or B A Public Administration degree holders for M A Public Administration

VI) Reporting to the College for admission

All the candidates who get admission should report for admission on the date prescribed by the University at the college concerned after remitting the fee (**Mandatory Fee**) .The candidates should produce the following documents **in original** before the Principal/Head of the Institution at the time of admission.

- The print out of the online application

- Receipt/Chalan of the fee remitted (Mandatory Fee).
- Qualifying Certificates.
- Mark List(s)/Grade card(s) of the qualifying examination.
- Transfer Certificate from the Institution where he/she last studied.
- Conduct Certificate.
- Equivalency /Recognition Certificate (if applicable).
- Any other documents (Nativity Certificate /Community Certificate/Non creamy layer certificate) as directed by the admitting authorities.
- Candidates who claim bonus/weightage marks shall produce relevant certificates.

VII) Confirmation of Admission

As the admission is made based on the information furnished online by the candidate, the eligibility will be confirmed by the Principal/Head of the Institution at the time of admission. The Principal/Head of the Institution will verify the original documents produced, with the details furnished by the candidates in the online application. Any discrepancies which invalidate the allotment will be informed to the University and in such cases the admission will be denied immediately. The University will also verify the genuineness of the certificates furnished by the candidates in due course of time and any discrepancies noticed will lead to the cancellation of the admission.

VIII) SEAT DISTRIBUTION

SI No	Seat Reservation	% of Reservation	
1	Open quota (On the basis of merit)	50%	
2	Socially and Educationally Backward Classes (SEBC)	20%	
	(a) ETB (EZ)		8%
	(b) Muslim (MU)		7%
	(c) Latin Catholic other than Anglo Indian/SIUC		1%

	(d)Other Backward Christians(OBX)	1%	
	(e)Other Backward Hindus(OBH)	3%	
3	*Economically Backward among Forward Communities(EBFC - BPL)		10%
4	Scheduled Castes/Scheduled Tribes :		20%
	Scheduled Castes	15%	
	Scheduled Tribes	5%	

*For the limited purpose of reservation, under this category, candidates belonging to all those communities which do not enjoy communal reservation will be eligible. Candidates who wish to avail reservation under EBFC will have to produce at the time of admission the Certificate that they come Under the Below Poverty Line (BPL) category of forward communities, obtained from the local self government concerned and community certificate from the village offices.

IX) CLAIMS FOR MANDATORY RESERVATIONS

Claims for Mandatory Reservations must be made by the candidate in the relevant column of the online application in CAP. However, the supporting documents shall submit only at the time of admission in the colleges concerned. **The claims for mandatory reservation once made in the Application form cannot be altered by the candidate under any circumstances.**

Claim for Communal reservation under ‘Socially and Educationally Backward Classes’(SEBC): Reservation of seats to the Socially and Educationally Backward Classes will be in accordance with the provisions contained in G.O.(P) 208/66/Edn. dated 2.5.1966, as amended from time to time. Candidates belonging to Ezhava, Muslim, Other backward Hindus, Latin Catholic other than Anglo Indians and Other backward Christian communities, claiming reservation under SEBC Quota should invariably produce both ‘**Community**’ and ‘**Non Creamy Layer Certificate**’ obtained from the Village Officer concerned at the time of admission. Candidates whose annual family income is above the amount stipulated by the Government for this purpose from time to time are not eligible for reservation. The seats unavailed by SEBC category candidates will be allotted under open quota.

Claim for Reservation under Scheduled Castes/Scheduled Tribes Quota: Candidates claiming reservation under Scheduled Castes/Scheduled Tribes Quota should obtain caste/community certificate from the Tahasildar. The seats un-availed by the SC candidates will go to ST candidates and vice versa. The seats reserved for SC/ST shall be re-notified twice through print media by the colleges concerned. If such seats are remaining vacant

after re-notification, the seats shall be filled only as detailed below until further orders from the University.

Government/Unaided/Aided/except colleges run by Aided backward minority communities: The unfilled vacancies shall be filled from candidates belonging to OEC, and in their absence candidates belonging to SEBC. The seats that further remain unfilled shall go to open quota.

X) Other Important Points to be noted:

- 1. No admit cards will be issued to the candidates** who take direct admission at colleges via rank list provided by the university or through various reservation categories such as PH, Sports, Management, Community, Lakshadweep etc.
2. Students who have successfully completed a Regular PG programme will not be permitted for an additional PG programme in the regular mode. Additional P.G can be taken in all subjects but only through the SDE or Private mode, provided they are eligible as per other criteria of SDE/Private admission. (U.O.No.12437/2016/Admn dated 22.10.2016).
3. No fees other than those prescribed by the University/Govt. shall be levied from the students. (U.O.No:520/2019/Admn dated 14.01.2019 & Circular No:1680/DOA-ASST-2/2015/Admn, dated 08.02.2019).
4. The Fee Structure of Govt. colleges is published in the website.
5. Refund of fee collected: The UGC guidelines for the refund of fees collected from the students at the time of admission, is shown below (as per U.O.No:11428/2018/Admn, dated 29.09.2018):

SI No	Percentage of Refund of Aggregate Fees	Point of time when notice of withdrawal of admission is served to Heads of the Institutions
1	100%*	15 days before the formally-notified last date of admission
2	80%	Not more than 15 days after the formally-notified last date of admission
3	50%	More than 15 days but less than 30 days after formally-notified last date of admission
4	0%	More than 30 days after formally-notified last date of admission

* In the case of (1) in the table above, the HEI concerned shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.

6. All relevant clauses in PGCAP Admission Rule Notified 46065/DOA-ASST-5/2019/Admn (III) dated 24.05.2019 will be applicable for admission to M A Public Administration.

Registrar