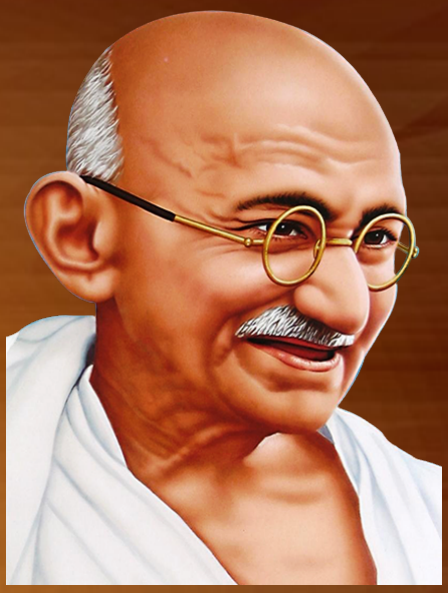

MAHATMA GANDHI GOVERNMENT ARTS COLLEGE

Mahe, U.T. of Puducherry

INFORMATION BROCHURE

ADMISSION 2023-2024

(Undergraduate Courses)

www.mggacmahe.ac.in

सत्यमेव जयते

GOVERNMENT OF PUDUCHERRY

MAHATMA GANDHI GOVERNMENT ARTS COLLEGE, MAHE

(NAAC B GRADE, NIRF-99, AFFILIATED TO PONDICHERRY UNIVERSITY)

Information Brochure

Admission to UG Courses **2023-2024**

Online Application at

www.mggacmahe.ac.in

CHALAKKARA, P.O. NEW MAHE, MAHE - 673 311

mggac.mahe@nic.in

admission@mggacmahe.ac.in

0490-2332319

This Information Brochure is only for general information and guidance for candidates seeking admission to UG Courses in Mahatma Gandhi Government Arts College, Mahe, Puducherry functioning under the Govt. of Puducherry, and is not a legal document and is subject to alteration/change without prior notice. Visit College Website regularly for updates.

Principal

Mahatma Gandhi Government Arts College
Mahe, U.T. of Puducherry

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1 PROFILE OF THE COLLEGE

Mahatma Gandhi Government Arts College, situated at Mount Vera, Chalakkara, Mahe and built in a serene, picturesque, sprawling campus is an outcome of the efforts of the Puducherry administration with the avowed objective of imparting quality education in Humanities and Science to all the constituent units of the Union Territory of Puducherry.

The College was inaugurated on 11th December 1970 by Shri. B.D.Jatti, His Excellency the Lt. Governor of Puducherry and Prof. M.M. Ghani, Vice Chancellor, University of Calicut, unveiled the plaque. The function was presided over by Shri.M.O.H. Farook, the Honourable Chief Minister of Puducherry.

The institution started off as a junior college affiliated to the University of Calicut. It attained the status of a full-fledged degree college in the year 1973 and a Post Graduate Institution in the year 1992. The college is presently affiliated to the Pondicherry University and is accredited 'B' Grade by NAAC (National Assessment and Accreditation Council). The college has good infrastructural facilities, well equipped laboratories, qualified and experienced Faculties. The College offers 11 under graduate degree courses and two post graduate degree courses.

1.1 SALIENT FEATURES

- Below 100 in NIRF ranking for the last 3 years
- Affiliated to Central University of Pondicherry
- ISRO START Nodal Centre
- Libraries equipped with 55000+ Books, Journals, Magazines
- Centralized Online Admission Procedures
- On-line Library Information System and Student Attendance Management System
- 62+ Experienced Teaching Faculties, selected by UPSC, from all over India
- Science Forum, NSS, NCC, Red Ribbon Club, Forum for Gandhian Thoughts, Women Cell, Eco-Club
- A student friendly campus with absolute discipline and safety
- Effective teaching learning process and modern infrastructure
- Highly equipped Labs with practical exposure
- Excellent Result and University Rank holders
- Campus Wi-Fi
- Co-curricular and extra-curricular activities for technical and personality development of students
- Workshop with wood carving, power drilling, spray painting and welding tools
- Outdoor Playgrounds for all Games

2 HELP-DESK

Candidates are requested to visit the website https://www.mggacmahe.ac.in/admission regularly for updated information. For admission related queries, contact

1. General Queries (during office hours)
   (a) A. Sajeevkumar, Superintendent, 0490-2332319
   (b) Dr. K. K.Sivadasan, Convenor, Admission Committee, 9447850482, 7356526010
2. Technical Issues
   admission@mggacmahe.ac.in, Technical Coordinator of U.G. Admissions : 9447546957 (9:30 am - 4:30 pm)
3. The details are available at our office :

Dr. C. A. Assif
Principal
Mahatma Gandhi Government Arts College
Chalakkara, New Mahe PO, Mahe - 673 311
9447634764

3 COURSES OFFERED

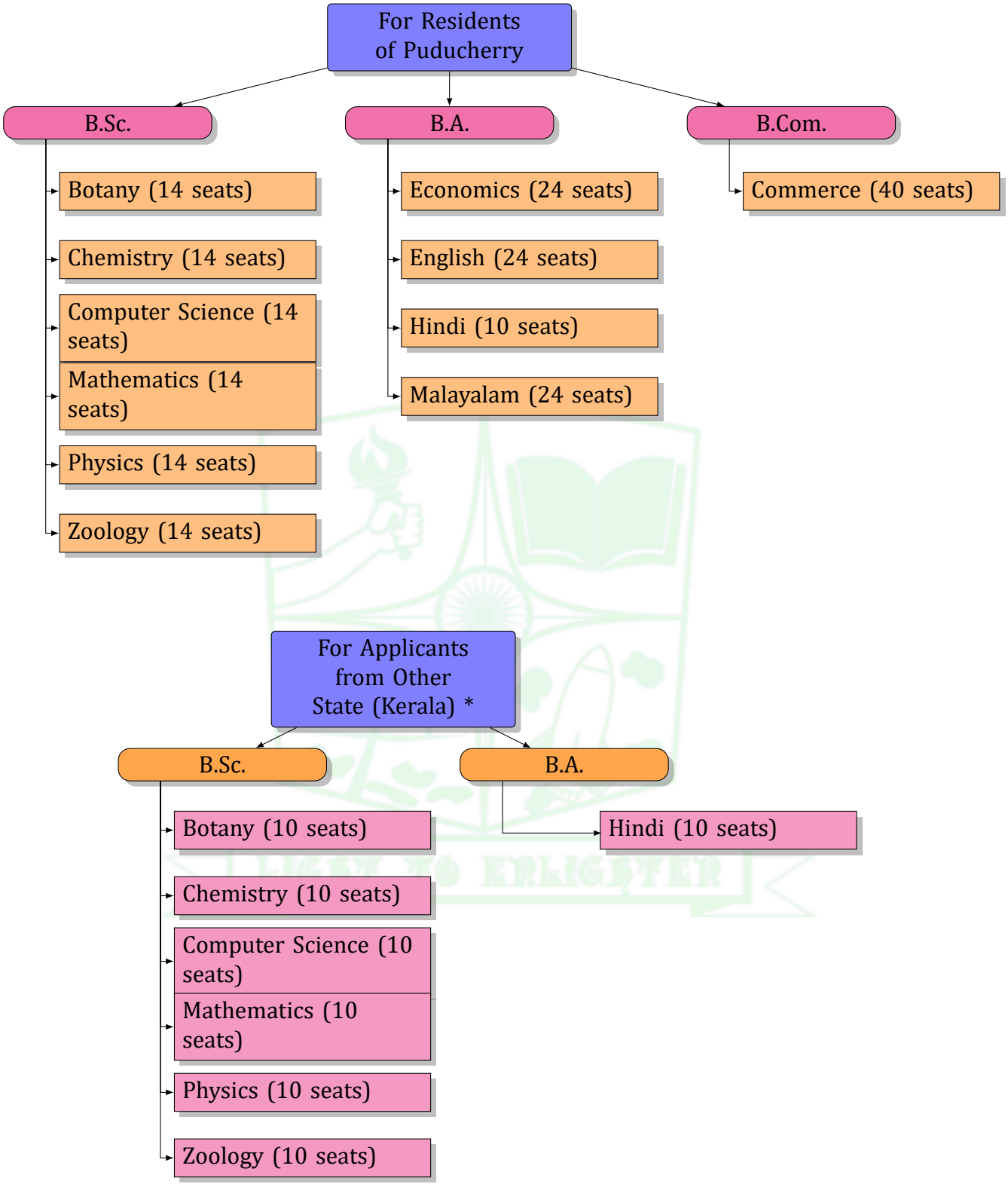
UG Courses offered in the college and the number of seats are shown in Table 1

Courses and Seats

Sl. No.	Name of the Degree and Specialization	No. of seats
1	B.A. Economics	24
2	B.A. English	24
3	B.A. Malayalam	24
4	B.A. Hindi	20
5	B.Sc. Botany	24
6	B.Sc. Chemistry	24
7	B.Sc. Computer Science	24
8	B.Sc. Physics	24
9	B. Sc. Mathematics	24
10	B.Sc. Zoology	24
11	B.Com. Commerce	40

Table 1: Courses Offered

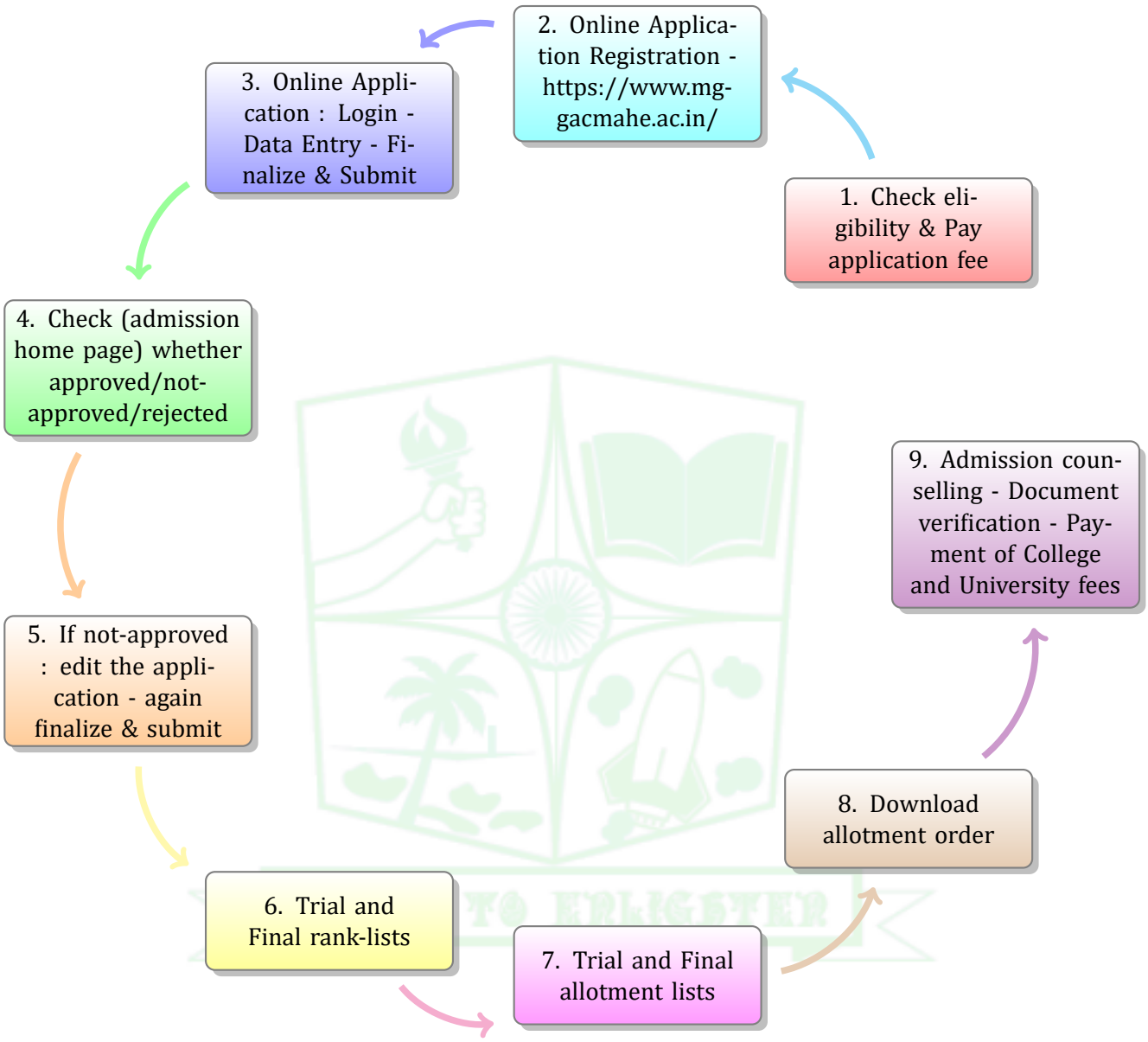
Figure 1: Courses and Seats



* *If resident candidates are not available in the seats reserved for them, then other state candidates* may be *considered for admission as per selection procedure of the respective courses. Separate notification will be issued in the final stages of admission for considering other state candidates to the courses* reserved only for residents*, if resident applicants are not available in those courses*.

4 PROCEDURE FOR ADMISSION

Figure 2: Stages of Admission



1. (a) Candidates seeking admission to Degree courses should have passed H.S.C. or equivalent examination recognized by Pondicherry University.

   (b) Lateral Entry:- Candidates who have passed in the first attempt the Diploma in commercial practice and Diploma in Computer Technology of three years of duration conducted by the director of Technical education, Government of Tamilnadu may be admitted in to Second B.Com and Second B.Sc. Computer Science respectively, purely on merit upto 10 % of the sanctioned strength in each course. However the total strength should not exceed the sanctioned strength in each course.

2. Candidates are required to apply online through website www.mggacmahe.ac.in

3. Applications complete in all respects and with all the scanned copies of necessary certificates, etc. (as specified in the Application Form) should be submitted online.
4. Mode of Submission Details (check guidelines)
5. Applications for admission will be received only up to the time and date as specified in the notifications issued in the Admission Notification.
6. The applicants should quote name, application number and registered mail id in all their subsequent correspondence regarding admission. Enquiries/Mails will not be attended/responded without these details.
7. Within 7 days after the last date for receipt of applications, the General Merit List of candidates who have applied for admission will be displayed in the College website.
8. Candidates will be selected for admission strictly in accordance with the selection criteria specified in the Information Brochure and the final list will be published in the website of the College .
9. The applicants have to visit the website for any updates or check his/her mail for any intimations regarding counselling/admission.
10. A candidate eligible for any reservation is also eligible for admission under open merit or resident merit as the case may be.
11. If a candidate is absent from counseling for a particular course (refer counselling guidelines), his/her name will be deleted from the list of candidates for that particular course. However, he/she will be considered for other subjects, if any, as per the merit.
12. Candidates may be required to attend a selection counselling at the College at their own expense. The date and time of the Counselling will be intimated to the candidates only through email, website and/or newspaper notifications. Candidates, if provisionally selected at the counselling, should pay the prescribed fees immediately.
13. If there are vacancies after the first counselling, a second list will be prepared deleting the names of candidates who were absent from the first counselling (refer counselling guidelines).
14. Certificates to be produced in original at the time of counselling:
    - Transfer Certificate
    - Conduct Certificate from the Head of Institution last attended
    - The Mark List or Grade Sheet of the qualifying examination
    - Nationality Certificate
    - Residence Certificate
    - Community Certificate
    - Relevant certificates in support of the claim for reservation under different categories (Person with Disabilities (PWD)/Freedom Fighter/ Wards of Ex-Servicemen (ESM)/Sports)
    - Two passport size photographs

4.1 Jurisdiction of Court cases

As per Ref.No.PU/AW-DEO/2022-2023/264 dated 14.06.2022 of Dean, CDC, Pondicherry University, Jurisdiction of court cases shall be only at Madras High Court in respect of any dispute against Pondicherry University on any matter.

Detailed procedure for admission, eligibility conditions etc are given in subsequent sections.

5 MODE OF COMMUNICATION

All communications will be sent through E-mail, and updated in the MGGAC website. After the online application is opened, the students should refer to the MGGAC website regularly, for updates. Candidate must ensure that mobile numbers, e-mail address entered in the online application form are his/her own as MGGAC will send information / communication by email to registered email ID only. No individual communication will be sent to any of the students / candidates apart from Email. MGGAC or CENTAC or the Government of Puducherry shall not be responsible for any action / consequence/s resulting due to non-diligent follow up of notices, notifications and publications appearing on the MGGAC website by the candidates or not checking the email sent to the candidate. MGGAC will not be held responsible for non-receipt of latest information due to wrong mobile number or wrong email address filled in the Online Application Form.

6 TENTATIVE SCHEDULES FOR ADMISSION TO VARIOUS COURSES

Admission Schedule	
1. Release of Advertisement for UG course Admission 2023-'24	will be notified in the College Website
2. Issue & Submission of Applications	
3. Publication of Merit List	
4. Provisional Admission*	
5. First year classes will commence from	

Table 2: Admission Schedule

7 APPLICATION, PROCESSING AND COUNSELLING FEES

Application Fee for Admission to UG Courses for the academic year 2023-'23 is as shown below

Applicants	Application Fee	
	SC/ST/PwD	Others (GEN/OBC/EBC/MBC etc)
Residents of Puducherry & Non-Residents (Other States)	₹150	₹300

Table 3: Application Fee

7.1 How to Pay Application Fee ?

Candidates can pay the application fee Online by one of the following methods.

1. Payment through UPI - directly to UPI id

   Pay the application fee to the UPI id : mggacmahe@sbi

2. Scan the following QR code using UPI/Bank app and pay

Figure 3: QR code to pay application fee

In both of the above methods, verify the account holder's name : MAHATMA GANDHI GOVT ARTS COLLEGE

3. Pay to the bank account through any online money transfer method
   The bank account to which application fee is to be paid is as per the following details.

Beneficiary Name	The Principal, MGGAC
Bank Name	State Bank of India
Account Number	10270946770
Branch	Mahe
IFSC Code	SBIN0006407
MICR Code	673002052

All applicants should keep a screen-shot of the fee payment with them for future reference. The Reference/Transaction Number of the application fee payment should be entered in the Fee & Basic Details section of the online application. Refer the section 20 of Information Brochure for more details.

8 AGE CRITERIA

Age Criteria	
All UG Courses:	The Candidates should not have completed 21 years of age as on 1st July 2023 for UG Courses. However, age relaxation by three years for SC / ST candidates, five years for PwDs (Persons with disabilities) and five years in the case of Nuns belonging to various Religious congregations and Widows is applicable.

Table 4: Age Criteria

9 NATIONALITY CRITERIA

A candidate seeking admission should be an Indian National. However, French Nationals residing in the U.T. of Puducherry and covered by the terms of the Treaty of Cession shall be treated on a par with Indian Nationals, for the purpose of admission to all the courses.

10 RESIDENCE CRITERIA

An applicant is considered to be a Puducherry resident if he/she is an Indian National and satisfies at least one of the following criteria:

1. The candidate or whose parent (either Mother or Father or Both) or Guardian (in case of children who have lost both the parents) has been residing continuously in this Union Territory for at least five years preceding the date of application.

2. Those who have passed the HSC or any other public examination and for that purpose had undergone academic studies continuously for 5 successive years immediately preceding the qualifying examination (including the year of qualifying examination) in a recognized educational institution located in the UT of Puducherry and having their residence in the UT of Puducherry for 5 years continuously during that period. Mere stay in places such as residential hostel would not amount to residence.

3. Children of natives of the U.T. of Puducherry who have declared any place in the U.T. of Puducherry as their home town and so certified by their respective Heads of Office. Nativity Certificate in the prescribed format has to be enclosed. (G.O. Ms. No. 64 dated 25th May 2006).

(a) Children whose parents are Central/ State Government Servants/ Defence Personnel/ Central Paramilitary Forces/ Employees of Public Sector Undertakings wholly or substantially owned either by the Central Government or by the Puducherry Administration posted and have been serving in the U.T. of Puducherry for at least a minimum continuous period of three years immediately prior to the last date of submission of application.

(b) Children of the above said employees should have studied HSC / S.S.L.C. for two years in any of the schools in the U.T. of Puducherry and should have passed the qualifying examinations (HSC/ S.S.L.C.) from the same school. (G.O. Ms. No. 04, Puducherry dated 09.02.2016 of the Chief Secretariat (Hr. & Tech. Edn.), Puducherry.

4. Children of Defence Personnel who were killed or disabled in harness and children of Central Government Servants/ Pondicherry UT Government Servants/ Defence Personnel/ Employees of Public Sector Undertakings wholly or substantially run either by the Central Government or by the Puducherry Administration who died while in service in the UT of Puducherry.

5. French nationals residing in the Puducherry UT and covered by the terms of the *Treaty of Cession* shall be treated on a par with the candidates who produce the prescribed Puducherry UT Residence Certificate. Such French nationals will not be required to produce Residence Certificate; instead they should produce a "Certificate of Registration" issued for this purpose by the French Consulate at Puducherry. Children of these French nationals shall not be considered for admission under the quota of non-residents.

Note:

1. Candidates seeking admission under the U.T of Puducherry resident quota shall furnish the Permanent Integrated Certificate as per G.O. Ms. No 13, Dot 24/02/2007 of the Department of Revenue & Disaster Management, Puducherry and renewed from time to time.

2. Children of French Nationals under clause above shall not be considered for admission under the quota of non-residents.

11 RESERVATION OF SEATS

11.1 Reservation to Residents of Kerala State

The following reservations shall be made for admission to all courses subject to revision by Government.
Following seats are reserved for the residents of Kerala as per the G.O.Ms.No.33 dated 05.06.2013

1. 10 seats each for the degree courses in Hindi, Mathematics, Physics, Chemistry, Botany, Zoology and Computer Science.

2. 5 seats in the Post Graduate course in Botany and Hindi.

11.2 Reservation to Residents of Lakshadweep

One seat in each of the following Degree courses is reserved for Lakshadweep students: BA: Economics, Hindi, English & Malayalam, B.Sc.: Chemistry, Botany, Zoology & Mathematics, B.Com as per G.O.Rt. No.6218 dated 03.09.1993.

11.3 Reservation to Residents of UT of Puducherry

The remaining seats will be filled by Residents of UT of Puducherry as follows: Community certificates issued by the Govt. of Puducherry will only be considered for claiming reservation benefits. Again, SC / ST / BT / EBC / MBC / BCM / OBC candidates are also eligible for selection merit wise under Open Competition / General Category in addition to the reservations entitled to them.
#Applicants from Migrant-OBC/SC/ST are considered under General Category, in Vertical Reservation. They should select General/Open category under caste/community in online application.

Reservation of Seats (to Residents of Puducherry)

CATEGORIES	PERCENTAGE OF RESERVATION
VERTICAL RESERVATION	
Open General*	50 %
Other Backward Classes (OBC#)	16 % (Excluding Backward Class Muslims)
Backward Classes Muslims (BCM - Mahe)	10 %
Most Backward Classes (MBC)	7 %
Backward Tribes (BT)	0.5 %
Scheduled Caste (SC)	16 %
Scheduled Tribe (ST)	0.5 %
HORIZONTAL RESERVATION*	
Children/Grand Children of Freedom Fighters (FF)	4 %
Person With Disabilities (PWD)	5 %
Wards of Ex-Servicemen (ESM)	3 %
Meritorious Sports Persons (MSP)	1 %
Students from Rural Colleges in Puducherry/ Karaikal Regions	15%

Table 5: Reservation of Seats

** Horizontal reservation: Seats reserved/allocated under these categories will become operational, only if the minimum number of seats earmarked for each of these categories is not filled up under normal process of selection in any category.*

1. Scheduled Caste Candidates (SC)

   Candidates claiming admission under this category should belong to a caste which is recognized as a Scheduled Caste under *the Constitution (Puducherry) Scheduled Castes Order 1964* dated 05.03.1964, read with "The Constitution (Scheduled Caste) orders (Second Amendment) Act 2002 (Central Act 61 of 2002) and should enclose the required certificate issued by an Officer of the Department of Revenue & Disaster Management, Puducherry, not below the rank of Deputy Tahsildar.

2. Scheduled Tribe Candidates (ST)

   Candidates claiming admission under this category should belong to a caste which is recognized as a Scheduled Tribe under "the Constitution (Puducherry) Scheduled Tribes Order, 2016" dated 22.12.2016 and should enclose the required certificate issued by an Officer of the Department of Revenue & Disaster Management, Puducherry, not below the rank of Deputy Tahsildar.

3. Other Backward Classes (OBC) & Most Backward Classes (MBC) Candidates
   Candidates claiming admission under these categories should enclose the recent OBC/MBC certificate issued by an Officer of the Department of Revenue and Disaster Management, not below the rank of Deputy Tahsildar.

4. Extreme Backward Classes (EBC), Backward Classes Muslims (BCM) and Backward Tribes (BT) Candidates

   Candidates claiming admission under these categories should enclose the recent EBC/BCM/BT certificate issued by an Officer of the Department of Revenue and Disaster Management, not below the rank of Deputy Tahsildar.

5. Freedom Fighter Category (FF)

   Candidates claiming admission under this category should be Children / Grand Children of Freedom Fighters and they should enclose the necessary certificate issued by the Officer-in- Charge, Freedom Fighters' Cell, Government of Puducherry.

6. Wards of Ex-servicemen (ESM)

   Those who are registered as Ex-servicemen in the Department of Sainik Welfare (DSW), Government of Puducherry and have got an Ex-serviceman / Widow of Ex-serviceman identity card from DSW should enclose the necessary certificate issued by the Director, DSW, Puducherry.

7. Persons with Disabilities (PWD)

   Candidates seeking admission under this category should be residents of the Union Territory of Puducherry suffering from not less than 40 per cent of any disability as certified by a competent Medical Authority. They should also produce a full size photograph exhibiting the deformity.

8. Meritorious Sports Persons Category (MSP)

9. The highest achievement of the candidates in only one annual tournament under the listed sports disciplines in a year will be considered for awarding marks.

10. The list of Sports Disciplines eligible for seats under sports quota:

    1)Archery 2) Athletics 3) Atya Patya 4) Badminton 5) Ball Badminton 6) Basketball 7) Billiards and Snookers 8) Boxing 9) Gymnastics 10) Handball 11) Hockey 12) Judo 13) Kabaddi 14) Karate do 15) Kayaking and canoeing 16) KhoKho 17) Polo 18) Power lifting

19) Rifle shooting 20) Roller Skating 21) Bridge 22) Carrom 23) Chess 24) Cricket 25) Cycling 26) Equestrian Sports 27) Football 28) Golf 29) Rowing 30) Softball 31) Squash 32) Swimming 33) Table Tennis 34) TaekWondo 35) Tennikoit 36) Tennis 37) Volley ball 38) Weightlifting 39) Wrestling 40) Yachting

Selection of candidates will be based on the marks obtained by the candidates following the guidelines given by the Government of Puducherry vide G.O. Ms.53 dated 24th May 2012 and G.O. Ms. No 6 dated 14th March, 2018 of Chief Secretariat (Higher & Technical Education), Puducherry.

Sports Quota Priority

Priority	Type of Achievement
1	International Achievement
2	Recognized National Achievement
3	Recognized South Zone Achievement
4	Recognized State level Achievement
5	Recognized State Championships
6	District/Regional/Zonal Level Achievements

Table 6: Sports Quota Priority

11. Participation / Achievements in sports / games shown in the list alone in the five years immediately preceding the year for which admission is sought will be taken into account. National / State Level Championships / Tournaments conducted by Organizations / Federations recognized by Indian Olympic Association / Ministry of Youth Affairs and Sports, New Delhi alone will be considered for award of marks (Recognition by the Indian Olympic Association / Ministry of Youth and Sports, New Delhi should be relevant to the period of years concerned).
12. Open /Invitational Tournaments of any kind will not be considered.
13. For Tennis, Achievements of Top 3 players by his/her position in the ranking list published by ATTA based on the ranking rules and the final rankings of previous 4 years will be awarded marks for achievements and participation (Necessary credentials from such Associations are to be enclosed).
14. For Cricket, the Annual Official Championship / Tournaments conducted within the country under the auspices of BCCI at District / State National Level alone will be taken into consideration for that year.
15. The participation / achievements of candidates with nativity of Puducherry Union Territory and who represented the Union Territory of Puducherry alone are eligible for marks under National Category.
16. The Union Territory of Puducherry candidates are eligible to apply for admission under Sports Quota and candidates of KVS/NVS/CBSE Schools within Puducherry are also eligible for marks.

17. All the achievement certificates are to be supported necessarily by the relevant participation Certificates and appropriate Forms / Certificates.
18. No further enclosures of certificates will be entertained after the last date for submission of completed applications.
19. A candidate can utilize the sports quota only once for these admissions.
20. The relevant attested copies of the certificates issued by the appropriate authorities as detailed in the G.O Ms. 53 dt. 24.05.2012 are to be submitted along with the application.
21. A Committee will be constituted to scrutinize the applications received under this category and will rank the candidates based on the marks assigned to the certificate/s enclosed along with the application and the sports merit list will be published.
22. Students from Rural Colleges : Applicants claiming admission under the rural category should have continuous study of 5 years immediately preceding, and including the year of qualifying examination in the Rural Government School/Colleges situated within the jurisdiction of the respective Commune Panchayats. Rural certificates must be signed by the Head of the Institution of Government School/College, Puducherry.

Note:

1. *Candidates seeking admission may submit the prescribed application duly furnishing all the relevant particulars with regard to Residence, Nativity and Community (no need to furnish the original certificates in support of the same). It would suffice if candidates declare in the application that all the particulars furnished by them are true and that if any information furnished by them is found to be false at a later stage, it will render them liable to severe action. However, candidates should produce their original certificates in support of their Residence, Nativity, Community, etc at the time of counselling.*

2. *After considering all the eligible resident applicants for admission, the remaining seats, if any, may be filled up with eligible non resident applicants subject to the approval of the Government.*

12 ELIGIBILITY CONDITIONS

Candidates seeking admission to Under Graduate courses should have passed the Higher Secondary Course Certificate Examination or an examination equivalent thereto acceptable to the Pondicherry University, Puducherry. Refer table 7.

12.1 Lateral Entry

Candidates who have passed Diploma in Computer Science / Information Technology / Computer Technology / Computer Application in First Class (10+3 years of study) as mentioned in the Degree / Provisional certificate are eligible to apply for lateral entry to the second year of the B.Sc. Computer Science, subject to the availability of the seats but limited to 10% of the sanctioned strength in each course. However, the total strength should not exceed the sanctioned strength in each course.

Eligibility conditions for UG Courses

Degree	Subject	Eligibility Conditions	
		Relevant subject at the H.S.C. level	Eligibility for Admission
B.A.	English	English	A candidate seeking entry to these courses should have passed and secured a minimum of 50% marks. For OBC/BCM/MBC/EBC/BT candidates, the minimum mark is 45%. There is no minimum % of marks for Scheduled Caste/ Scheduled Tribe and Physically challenged candidates; only a pass in the relevant subject is required. Those who apply for BA Malayalam (BA Hindi) should have studied Malayalam (Hindi) as one of the subjects in their HSC or equivalent
B.A.	Malayalam	Malayalam	
B.A.	Hindi	Hindi	
B.A.	Economics	HSC/Equivalent	
B.Com.	Commerce	Accountancy with commerce/business studies	
B.Sc.	Botany	Botany/Biology	A candidate seeking entry to these courses should have passed and secured a minimum of 55% marks. For OBC/BCM/MBC/EBC/BT candidates, the minimum mark is 50%. There is no minimum % of marks for Scheduled Caste/ Scheduled Tribe and Physically challenged candidates; only a pass in the relevant subject is required.
B.Sc.	Chemistry	Chemistry with Physics & Mathematics or Biology	
B.Sc.	Computer Science	Computer Science/Mathematics/Business Mathematics/Computer Applications	
B.Sc.	Physics	Physics with Mathematics & Chemistry	
B.Sc.	Mathematics	Mathematics (NOT Bushiness Mathematics)	
B.Sc.	Zoology	Zoology/ Biology/Pure Science	

Table 7: Eligibility conditions for UG Courses

13 SELECTION PROCEDURE

13.1 Procedure for Preparing Merit Percentage

Selection of Candidates for admission to all the Degree courses will be based on the Merit list prepared by the college. The marks obtained for chosen main subject (Choice) and the total marks scored in the qualifying examination are considered.

Let the marks scored by the applicant in qualifying examination be : Physics-85, Chemistry-90, Biology-92, English-82, Malayalam-94 , Mathematics-90
Total Marks Scored = 533 out of 600 (Maximum Total Marks). Let the Choice of the applicant be Physics (85 Marks), for example
Merit Mark = Total Marks Scored + Marks Secured for Choice

$$
\begin{aligned}
Merit\ Percentage &= \left[\frac{\text{Merit Mark+ Weightage if any}}{\text{Maximum Total Marks + Maximum Mark of Choice Subject}}\right] * 100 \\
&= \left[\frac{533+85+0}{600+100}\right] * 100 \\
&= 88.285714\%
\end{aligned}
$$

13.2 Weightage Marks for NSS/NCC/Bharath Scouts and Guides cadets

A weightage of 15 marks will be given to NCC/NSS/Bharath Scouts and Guides (only for U.T residents) holders who have secured at least 75% of attendance in these, during their HSE or equivalent, for the purpose of ranking. The benefit of bonus marks for purposes of admission can be earned by the candidates only under any one category (either NSS or NCC or Bharath Scouts and Guides).

13.3 Number of Attempts

Candidates will lose 10 marks from the total ranking marks for each additional appearance he/she has taken for completing the qualifying examination. Betterment of examination will not be considered as a chance.

13.4 Choice Subjects for merit mark calculation

For B.Sc. Botany, Zoology, Chemistry and Computer Science, relevant subjects shown in the Table 7 will be taken in that order to calculate merit mark.

13.5 Tie breaking

In the case of tie of merit percentage, the following will be considered

1. Percentage of total marks scored
2. Percentage of Marks scored in the Subject (Choice)
3. Choice (Candidate with 1st choice will be placed higher in ranking compared to the Candidate with 2nd choice and so on)

13.6 Notes

1. The applicants under open merit/resident merit will not be eligible for admission if the normalized percentage fall below 40 and in other cases below 35.
2. In the colleges situated in Karaikal, Mahe and Yanam, 75% of seats for each course will be reserved to the residents of Karaikal, Mahe and Yanam regions respectively by relaxing the minimum normalized marks by the Principal wherever necessary. Likewise, 75% of seats in the rural colleges will be reserved for candidates who have passed the higher secondary examinations from the higher secondary school situated in rural area. After having exhausted all applications from a particular region for 75% of seats, the applications from the other regions may be considered.
3. The college authorities reserve full rights to transfer any candidate from any main subject offered to him/her to any other main subject according to the choice as expressed by him/her in the application (Upward mobility only). Such candidates shall pay additional fees as may be required, and the candidate shall lose his/her seat if he/she does not comply with these stipulations.
4. Applicants who have already undergone studies in the first year of any degree course in any institution will not be considered for admission to the first year of any similar Degree course in this college.
5. Rounding off percentage of marks in the qualifying exams for admission to various courses will not be permitted as per University norms.
6. Vacancy if any, in the second year B.Sc. Computer Science and Commerce related courses will be filled the colleges after getting the approval from CENTAC

14 FEE STRUCTURE

14.1 Fees payable to the College (Subject to Change)

Fees payable to the college for UG Courses is shown in the table 8
Note: If a student after joining leaves the college during the term he/she shall have no right to claim a refund of any portion of the fee remitted except the caution money deposit.

14.2 Fees Payable To Pondicherry University at the Time of Admission Only

Fees Payable To Pondicherry University (at the Time of Admission Only) for UG Courses is shown in the table 9
Note: If a student after joining, leaves the Centre/College during the term he/she shall have no right to claim a refund of any portion of the remitted fee except the Caution Money Deposit.

15 SEAT MATRIX

The seat matrix of UG Courses for the academic year 2023-'24, is shown in the table 10.

Fee Payable to College - UG Courses

Sl.No.	Name of the Fees	Amount (₹)
1	Tuition Fee (Residents) Per Annum	200
2	Tuition Fee (Non-Residents) Per Annum	500
3	Athletic Association Per Annum	150
4	College Day Per Annum	150
5	College Magazine Per Annum	75
6	Department Association and students development fund Per Annum	100
7	College Calendar Per Annum	50
8	Reading Room / Library Per Annum	25
9	Admission Fee On Admission Only	10
10	Laboratory for Science Group / Language Lab Per Annum	100
11	Fine Arts Association Per Annum	50
12	Stationery Fee, Test and Examination Per Annum	75
13	Caution Money Deposit On Admission Only	100
14	Laboratory (Computer Science per annum)	300
	Laboratory fee for Commerce / Co-Operative Management (At the time of adission only)	300
15	Identity Card On Admission only	75
16	Group Insurance Per annum	100
17	College Maintenance Fee Per annum	100

Table 8: Fee Payable to College - UG Courses

Fee payable to University - UG Courses

Sl.No.	Name of the Fees	Amount
1	Matriculation Fees	₹100
2	Recognition Fees	
	Higher Secondary Examination conducted by the Govt. of TamilNadu	₹150
	Any other examination conducted by other Accredited Bodies / Universities in India	₹500
	An examination conducted by Universities or other Accredited Bodies outside India	$ 25
3	Registration Fee	₹40
4	Athletic Association (On admission Only) (subject to change)	₹150
5	University Development Fees	₹100

Table 9: Fee payable to University - UG Courses

UG Seat Matrix 2023-'24

Course	Total	NR	Vertical Reservation								Horizontal Reservation					To-tal
			GEN	BCM	BT	EBC	MBC	OBC	SC	ST	ESM	FF	MSP	PWD	Rural	
BA English	24	0	12	2	0	0	2	4	4	0	1	1	1	1	0	24
BA Malayalam	24	0	12	2	0	0	1	4	4	1	1	1	0	1	0	24
BA Hindi	20	10	5	1	0	0	1	2	1	0	0	0	0	1	0	20
BA Economics	24	0	12	3	0	0	1	4	4	0	1	1	0	1	0	24
BSc Chemistry	24	10	7	2	0	0	1	2	2	0	0	1	0	0	0	24
BSc Physics	24	10	7	1	0	0	1	2	3	0	1	1	0	1	0	24
BSc Mathematics	24	10	7	2	0	0	1	2	2	0	0	1	0	1	0	24
BSc Botany	24	10	7	2	0	0	1	2	2	0	0	0	0	1	0	24
BSc Zoology	24	10	7	1	0	0	1	2	3	0	1	0	0	1	0	24
BSc Computer Sci.	24	10	7	1	0	0	1	3	2	0	0	0	0	0	0	24
BCom Commerce	40	0	20	4	1	0	3	6	6	0	1	2	1	2	0	40
Total	276	70	103	21	1	0	14	33	33	1	6	8	2	10	0	276

Table 10: UG Seat Matrix 2023-'24

16 SPECIAL FEATURES

The courses at this college are run on the Semester pattern. An academic year consists of 2 semesters of 15-16 weeks each. The College works from Monday to Friday. The College has qualified faculty in each discipline and a very effective Teacher-Student ratio ($1:5$). Academic programmes include formal lectures, tutorials, integrated MOOCs, intensive programmes, group discussions, directed library work, projects, assignments, seminars, etc.
All students (except students of Malayalam and Hindi) shall write examinations in English (except language papers) which is the medium of instruction. The answer scripts written in any other language than the relevant one, which is the medium of instruction, will not be valued.

1. Students' Co-operative Stores
   It is mandatory for all students to be members of the Students' Co-operative Stores

2. Attendance
   Students are required to attend a minimum of 75% of the classes actually held in each semester, failing which they may not be permitted to appear for the University examinations.

3. Discipline
   The College aims at maintaining the highest standard of discipline amongst its students. The students shall cooperate and abide by any general or special rules prescribed from time to time by the College and shall give a written undertaking thereof in the form prescribed. This form has to be signed by students and parents/guardians before the Principal of the College.

   (a) Students shall not associate themselves with any political party or organisation within or outside the college campus.

   (b) Use of alcohol and intoxicating drugs inside the College premises is strictly prohibited.

   (c) Students shall desist from agitations and demonstrations.

   (d) Every student shall carry his/her Identity Card issued by the College Authorities.

   (e) Any act of disobedience or misconduct on the part of a student will be promptly reported to their respective parent/guardian and will be seriously viewed, attracting suspension, expulsion and the like depending upon the degree of misconduct.

   (f) The Principal has the right to issue the Transfer Certificate to any student at any time in the course of the study on account of his/her indiscipline or non-payment of fees/dues on time or continuous absence from class for more than 10 days and ask him/her to leave the College.

   (g) Ragging is strictly prohibited as per the notification issued by the Ministry of Education, Government of India, New Delhi (vide their letter No. 9-18/2008 [U-5] dated 29th April, 2008) with a penalty ranging up to 2 years of imprisonment. If any student indulges in any form of ragging, he/she will be summarily rusticated from the College. Candidates and Parents have to sign the undertaking at the time of admission.

17 RESERVATION OF SEATS FOR MAHE RESIDENTS IN COLLEGES IN KERALA

Reciprocal Seats for Mahe Residents in Colleges in Kerala

Name of the College	Course	No. of seats
Govt. Brennan College, Thalassery, Kannur	MA English	1
	MA Economics	1
Govt. College, Madappally, Vadakara, Kozhikode	M.Com.	1
Govt. College, Mananthavady, Wayanad	M.Com.	1
Krishna Menon Memorial Vanitha College, Kannur	MA English	1
	MA Development Economics	1

Table 11: Reciprocal Seats for Mahe Residents in Kerala

The admission to the courses mentioned in Table 17 (All PG seats in Kerala Government colleges : [Seats reserved as per G.O.Ms.No.33, dated:05.06.2013, Chief Secretariat (Education - I), Puducherry](Seats reserved exclusively for Mahe region candidates)) is done by The Principal, Mahatma Gandhi Govt. Arts college, Mahe. The provisional select list will be prepared by the admission authority based on 80% weightage to aggregate marks in all semesters except the last semester and 20% weightage to entrance examination. The provisional admission shall be completed while the applicants are still studying the last semester. The provisional admission can be cancelled if a student fails to meet minimum eligibility criteria.

The admission to 2 B.Ed. seats in Kerala Govt. Colleges for Mahe residents is done by Regional Administrator, Mahe.

Admission to 5 D.El.Ed. seats in Palayad, Kannur, Kerala for Mahe residents, is done by Chief Education Officer, Mahe

18 LIST OF ANNEXURES

ANNEXURE - I
FORMAT OF CERTIFICATES FOR PUDUCHERRY UT RESIDENTS' QUOTA

1. Candidates seeking admission under the UT of Puducherry residents' quota seats must furnish Permanent Integrated Certificate as per G.O. M.s. No.13, Dt.24.2.2007. of the Department of Revenue & Disaster Management, Puducherry or separate certificate in the prescribed format issued by the Taluk Office concerned.

[OR]

2a. Certified that Shri. / Smt. / Kumari passed the Higher Secondary / any other higher public examination/UG Degree in the year ..... and for that purpose has undergone his/her academic studies continuously for five successive classes in the following recognized institution(s) in the UT of Puducherry.

Sl. No.	Name of the Institution (s)	Date(s) attended
1		
2		

Signature of the Head of the Institution last attended with office seal

Place:
Date:

2b. Certified that the said Shri./Smt./Kumari ..... has resided in the UT of Puducherry continuously for five years during the period of his/her study mentioned in the certificate 2(a) above.

Tahsildar/Deputy Tahsildar Name of the Officer: (Office Seal)

Place:
Date:

[OR]

3a. Certified that Shri./Smt Father /Mother of Shri./Smt./Kumari is a Puducherry Government employee/Central Government Employee/Employee of . . . . . which is a Public Sector Undertaking run wholly/substantially by the Central Government/Puducherry Administration and he/she is presently posted and has been serving in the UT of Puducherry since (Continuous THREE years is mandatory).
(Please indicate the date from which he/she has been serving in the UT of Puducherry).

Name & Designation of Head of the Office (Office Seal)

Place:
Date:

[OR]

4. Certified that Shri./Smt.-. . . . . Designation. . . . . Father/Mother of Shri./Smt./Kumari was a Defence Personnel/Central Paramilitary Force and was killed / disabled in harness during the year . . . .

(Enclose separately the document to prove that you have declared any place in UT of Puducherry as their home town).

Name and Designation of Head of the Office/OC of Unit (Office Seal)

Place:
Date:

LIGHT TO ENLIGHTEN

19 OFF-LINE APPLICATION FORM (2023-'24)

On-line Application is preferred for UG courses. However, those who are not able to apply in online mode, can use the printout of this application form. They should submit the filled-in form with all required documents and passport size photograph, in the college office on or before the last date mentioned in the college website/admission page.

GOVERNMENT OF PUDUCHERRY
MAHATMA GANDHI GOVERNMENT ARTS COLLEGE, MAHE
P.O. NEW MAHE - 673 311
www.mggacmahe.ac.in
mggac.mahe@nic.in
admission@mggacmahe.ac.in
0490-2332319

सत्यमेव जयते

APPLICATION FOR ADMISSION TO BA/BSc/BCom DEGREE COURSES - 2023-'23

Application Number
(For office use only)

Details of Application Fee Paid

Date	
Amount	₹
Transaction Number	
Mode of Payment	
Name of Bank	

Paste your recent passport size photo here

1. Name of Applicant
2. Age and Date of Birth ☐☐years ☐☐-☐☐-☐☐☐☐(dd-mm-yyyy)
3. Gender ☐Male ☐Female ☐Trans-gender
4. Name of Father
5. Name of Mother
6. Name of Guardian
7. Communication Address ☐☐☐☐☐☐(PIN)
8. Mobile Number of Applicant ☐☐☐☐☐☐☐☐☐☐
9. Mobile Number of Father ☐☐☐☐☐☐☐☐☐☐
10. Mobile Number of Mother ☐☐☐☐☐☐☐☐☐☐
11. Mobile Number of Guardian ☐☐☐☐☐☐☐☐☐☐
11. Email id of Applicant
12. Nationality

13. Are you a resident of Puducherry ? ☐Yes ☐No
14. Is/are your parent/s a Puducherry Govt. servant ? ☐Yes ☐No
15. Do you claim residency by the service of parent/s ? ☐Yes ☐No

16. Fill the following table only if the answer of 13 is 'YES'

Caste (FC/M-BC/OBC/BCM/ SC/ST/Migrant-OBC/Others)	Grandchild of freedom fighter ?	Whether physically challenged ?	Whether eligible for sports quota ?	Eligible for Defense or ex-servicemen quota ?	Whether from rural area in Puducherry ?

17. Fill this only if the answer of 13 is 'YES'
Were you in NSS/NCC/Scouts & Guides for 2 years in HSE level with more than 75% attendance ? ☐ Yes ☐ No

18. Details of Examinations Passed (8th to 12th)

Class	Name & Place of School	Name of Examination	Name of University/Board	Register Number	Month & Year of Passing	Number of attempts
8		xxxx	xxxx	xxxx		xxxx
9		xxxx	xxxx	xxxx		xxxx
10						xxxx
11		xxxx	xxxx	xxxx		xxxx
12						

19. Details of Marks scored in Higher Secondary or Equivalent

Sl.No	Subject	Marks Scored	Maximum Marks
1			
2			
3			
4			
5			
6			
7			
8			
Total Marks Scored			(out of)

20. Preferred Main Subjects for which admission is sought

Sl. No	Choice	Course/Subject
1	Choice I	
2	Choice II	
3	Choice III	
4	Choice IV	

21. Preferred second language ☐Malayalam ☐Hindi ☐French ☐Arabic

22. Occupation of Father

23. Occupation of Mother

24. Annual Family Income ₹

Declaration

I hereby declare that all the information given by me in this application is true and correct to the best of my knowledge and belief. I also note that if any of the above statements are found to be incorrect or false or any information or particulars have been suppressed or omitted there from, I am liable to be disqualified and my admission may be canceled. I have read and understand the Rules & Regulations From the Information Brochure as well as, from the website.

Date Signature of Parent/Guardian Signature of the Applicant

Note :

1. Fill all the fields with correct data as per the requirements
2. Attach all the documents to prove details furnished in 16, if you are a Pondicherry Resident
3. All the applicants (Residents and Non-Residents) should attach self attested photocopies to prove the details furnished in 1, 2, 7, 19
4. Those who claim residence by service of parent/s should produce the required certificate
5. Digital Residence Certificate should be attached to prove Residence if answer of 13 is YES

20 GUIDELINES FOR SUBMISSION OF ON-LINE APPLICATION (2023-‘24)

GOVERNMENT OF PUDUCHERRY
MAHATMA GANDHI GOVERNMENT ARTS COLLEGE, MAHE
P.O. NEW MAHE - 673 311
www.mggacmahe.ac.in
mggac.mahe@nic.in
admission@mggacmahe.ac.in
0490-2332319

सत्यमेव जयते

GUIDELINES FOR SUBMISSION OF ONLINE APPLICATION (UG COURSES) (2023-'24)

1. This application procedure is only to the UG courses offered in the Mahatma Gandhi Government Arts College, Mahe. The details of the courses, selection criteria etc can be found in the Information Brochure
2. The application fee should be paid as per the details given in the Table ?? of Section 7 of Information Brochure
3. The admission will be done subject to the rules and orders of the Government of Puducherry, Pondicherry Central University, Centac and Admission Committee of the College
4. Applicants are required to have a valid personal email ID and mobile number which should be kept active during the entire admission process, so that the college may send alerts, important communications etc., regarding admission. Under no circumstances, the candidate share/mention his/her email ID with any other person as all communication will be made through e-mail.
5. Applications should be submitted ONLINE;
6. The applicants have to visit the website for any updates or check his/her mail for any intimations regarding counseling/admission.
7. The online application starts on (will be notified on the website) and ends on (will be notified on the website).
8. Duplicate/multiple applications, with same or different mail id will be rejected without any intimation.
9. Registration is the first step of online application. After completing registration, applicants should login with the application number and password received in their mail to complete the application. Otherwise the application will become incomplete and the applicant will be removed in the admission procedures
10. Applicants are required to fill carefully all details in the online application form without making any spelling mistakes. On submission of online application successfully, applicants should take a printout of the application form and should keep with them during the entire admission process
11. Application once submitted, will not be allowed to be edited
12. Mere submission of application form does not entitle an applicant to be considered for admission to the programme applied unless he/she fulfils the eligibility criteria/ merit conditions

13. Applicants must fully satisfy themselves about their eligibility as prescribed, before filling in the application form
14. ONLINE Applicants should be ready with the following (as per eligibility) to upload while filling the online application form - photo and signature in JPEG or PNG format and other documents as PDF
15. All details connected with admission will be communicated only through e-mail (admission@mggacmahe.ac.in)
16. No Agency/Person is authorized to assure seats or to do admission independently other than the Admission committee of the college
17. Admission Helpline
    (a) General Queries - 0490-2332319 (during office hours)
    (b) Technical Issues (E-mail) : admission@mggacmahe.ac.in
18. Notifications, Information Brochure, Guidelines etc can be downloaded from the website www.mggacmahe.ac.in
19. Visit the official website of the college www.mggacmahe.ac.in regularly for admission updates
20. If the applicant makes any false statement(s) or omits to state any significant information in the online application form, or if the applicant makes any misrepresentation concerning the application, the application may be disqualified
21. Candidates will be selected for admission strictly in accordance with the selection criteria specified in the Information Brochure and the final list will be published in the College website
22. Those who have not received the Qualifying Examination Certificates yet, can register, fill and save all the other details and complete the Application later, before the last date
23. Fake registrations (registrations without any entries in the online application form) will not be considered for admission procedures and will be removed from the application database after the last date of receiving online application, without any intimation.
24. All unfinished applications will be considered incomplete and will be removed from the application database after the last date of receiving online application, without any intimation.
25. Applications without attachments of certificates of SSLC and HSE/Equivalent (original or available printout) will not be considered.

20.1 INSTRUCTIONS TO FILL ON-LINE APPLICATION FORM

Candidates seeking admission to various undergraduate courses are instructed to fill online application forms with utmost caution as the submitted (FINALIZE & SUBMIT) application will not be allowed to edit.

1. Visit www.mggacmahe.ac.in (Figure 4), go to admission page (Click the Admission Button shown on the Home Page).

2. Read the application submission guidelines

Figure 4: College Website Home Page

Figure 5: Admission Home Page

APPLICATION STATISTICS NOTIFICATIONS

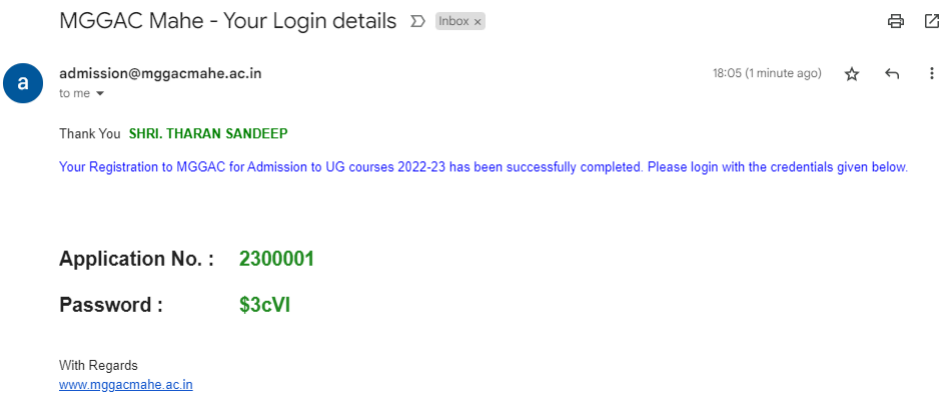
3. Hovering the mouse over the titles on the notice board (or on the scrolling titles) gives the description of each item. No need to click on the titles. In mobile phone browsers, just tap the titles to get description of the items in the notice board.

4. Click the Register Your Application button. Registration of the candidate shall be the first step of Online Application. (Figures 5 and 6)

Figure 6: Registration

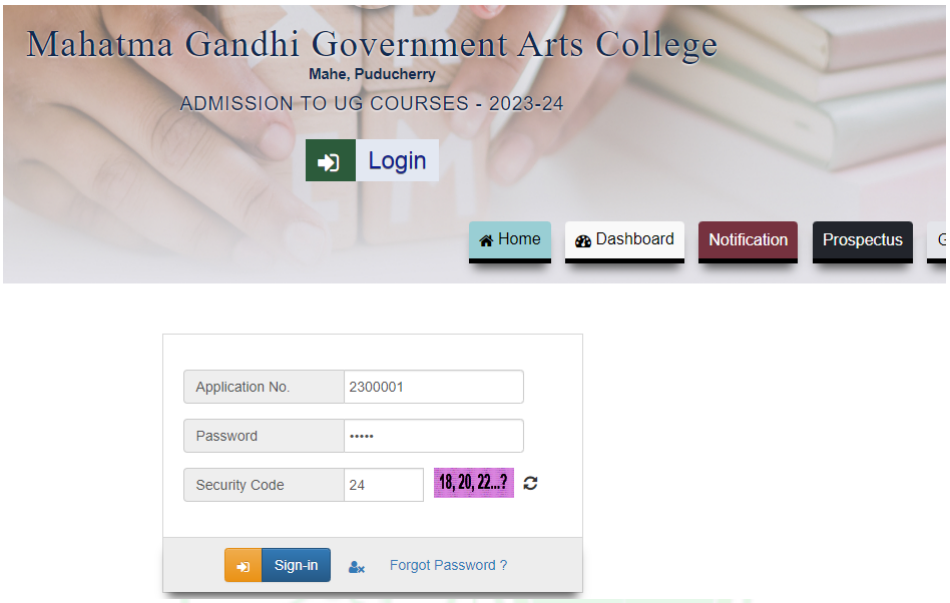
5. Once the Registration is done, candidate can get the Application Number in the screen itself and Application Number and Password in the email. Check the email used to register - Find the mail received from admission@mggacmahe.ac.in in the inbox or spam. Sometimes there will be a delay in receiving email, check the inbox or spam after a few minutes. (Figure 7)

Figure 7: Application Number & Password in email



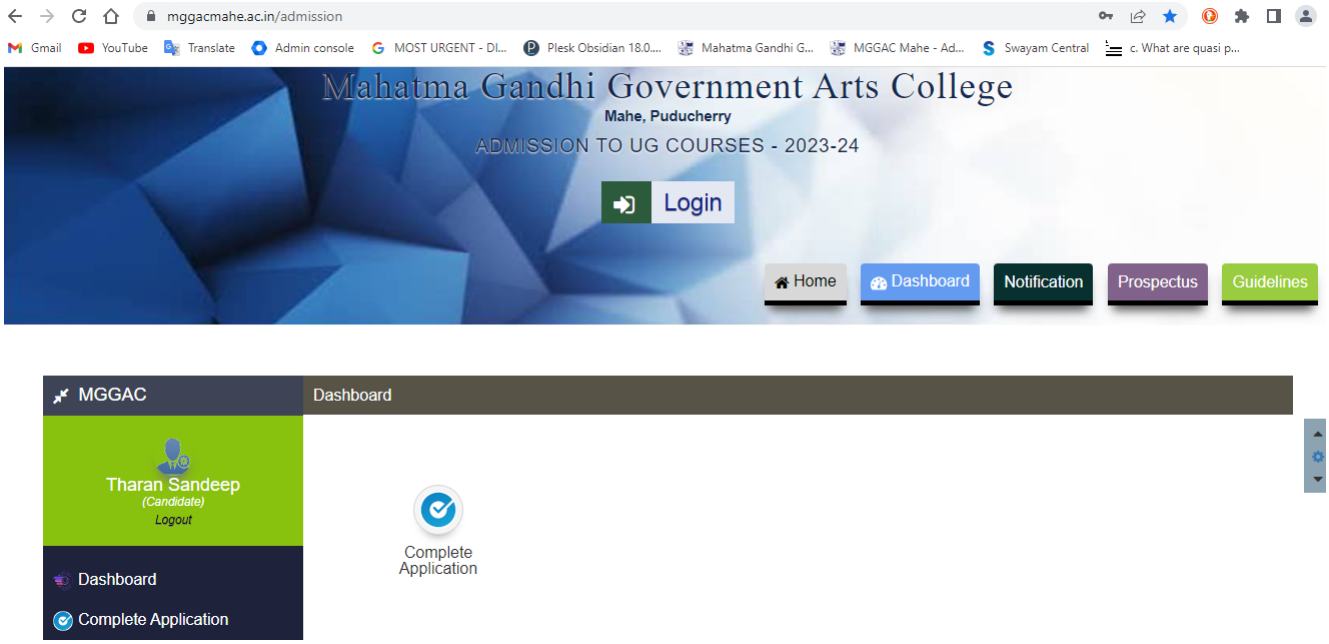
6. Applicant can login to the portal using the application number and the password received in the email. (Figures 8 and 9)

Figure 8: Login



7. Click Complete Application

Figure 9: Click Complete Application



8. Carefully enter Fee & Basic Details, Address, Qualifying Examination, Choices and Study details by clicking the corresponding buttons. In each stage the applicant has to click the SAVE button. (Figures 10 and 11)

Figure 10: Enter the basic details

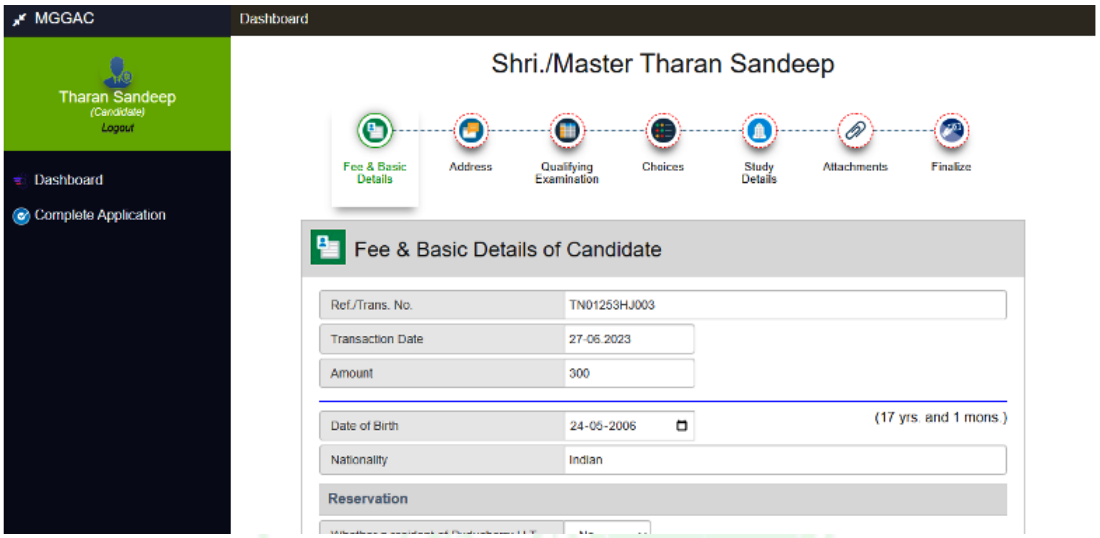
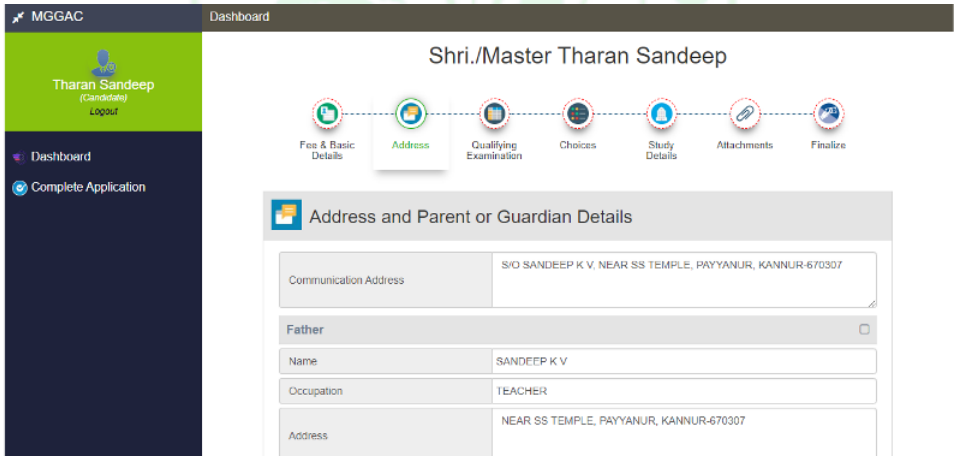


Figure 11: Click SAVE button in each section



9. Enter the Reference/Transaction Number of online fee (application fee) payment. To know how to pay the application fee, refer Section 7 of Information Brochure.

10. Horizontal and Vertical Reservation fields are meant only for Pondicherry Residents (To know more on residence criteria, see the Information Brochure section 10)

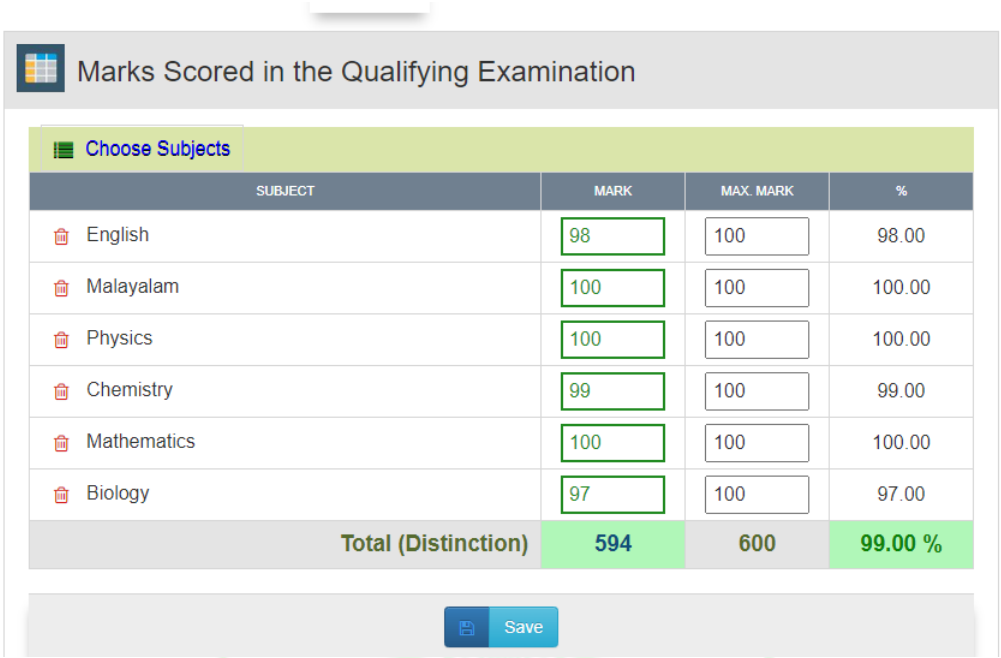
11. Type Name of Course, Board etc in the Qualifying Course Details section

12. Language Preferred is the additional language, the applicant wants to study

13. In address details, type the address (including PIN) and other details carefully

14. In the Marks Scored in the Qualifying examination, choose your subjects from the side button and enter your marks. (Refer figure 12)

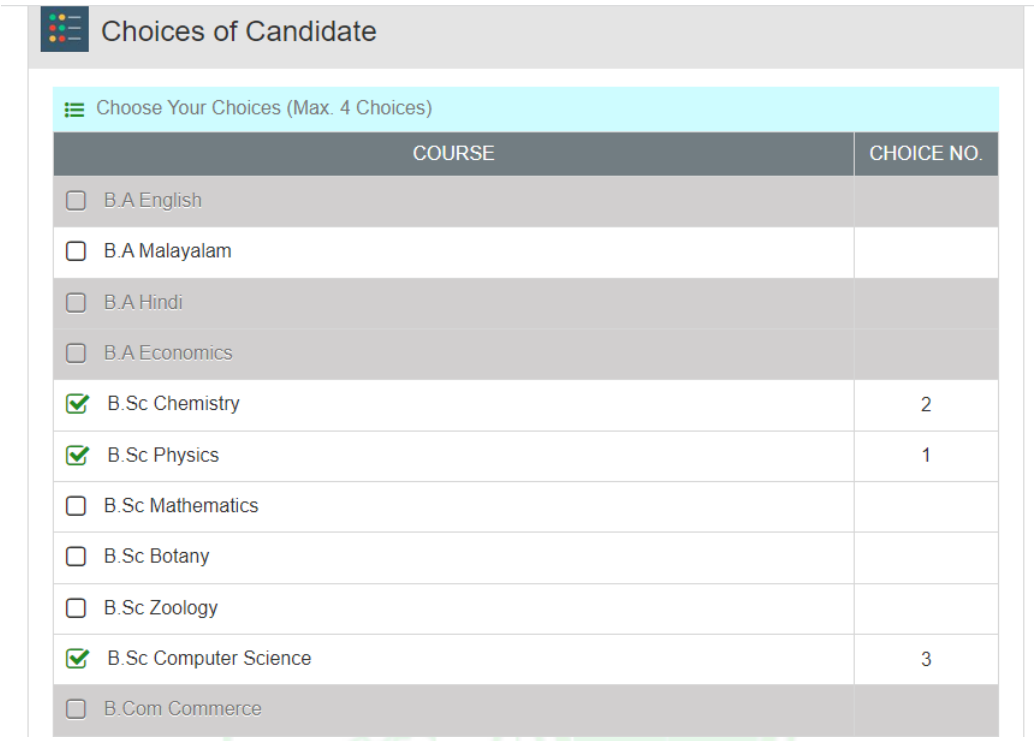
Figure 12: Marks Scored in the Qualifying Examination



15. If the courses are not listed in the "Choose Subjects", the applicant can select "Additional Paper-1", "Additional Paper-2" etc instead of their unlisted papers.

16. Select the choices (Main Subjects Preferred, based on the eligibility of the applicant) (Maximum 4 choices - see figure 13). Based on the eligibility (see the Information Brochure section 12) of the applicant only a few of the Courses will be active. Applicants from Kerala can choose out of 7 subjects only. They are not eligible to apply for BA English, BA Economics, BA Malayalam and BCom. Refer subsection 11.1 of Information Brochure for details. Also Non-Resident applicants don't have any community reservation and are considered purely based on merit and eligibility.

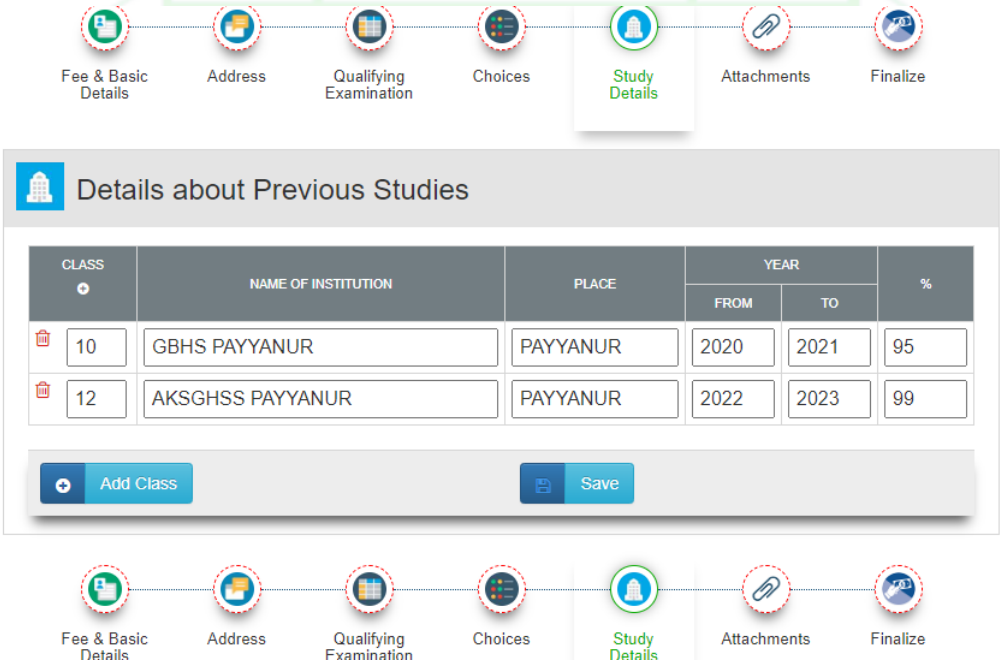
Figure 13: Choices



17. The first clicked(tick-marked) course will be the Choice-1, the second clicked one Choice-2 and so on. Choice once marked can be changed by clicking again in the tick-mark box. Refer figure 13.

18. Enter the study details of applicant (8th to 12th classes). % of mark is not mandatory. Leave it blank if not required. Only 2 digits can be entered there. Eg: For 95.5%, enter 95 or 96. Refer figure 14

Figure 14: Study Details



19. Maximum Sizes of uploading documents are as Photo : 100 kB, Signature : 50 kB and pdf files : 1 MB

20. ONLINE Applicants should be ready with the following (as per the eligibility/claim) to upload, before filling the online application form

Sl. No.	Documents Needed	File Format	Residents of Pudcherry	Residence by Service of Parents	Other State (NR) Applicants
1	Passport size Photograph	jpeg/png	✓	✓	✓
2	Signature	jpeg/png	✓	✓	✓
3	+2 or Equivalent certificate	pdf	✓	✓	✓
4	Age Proof (Birth certificate/SSLC)	pdf	✓	✓	✓
5	Digital Residence certificate	pdf	✓		
6	Community certificate (if claims)	pdf	✓		
7	PWD/FF/ESM/MSP certificate (if claims)	pdf	✓		
8	NSS/NCC/Bharat Scouts and Guides at HSE level (if claims)	pdf	✓		
9	Service certificate of Parent	pdf		✓	
10	Nativity certificate	pdf			✓

Table 12: Documents to be uploaded

21. In the Attachments page, upload (using browse button) your recent passport size photo and signature in jpeg or png format and all other documents in pdf. Try to upload legible document with size less than or equal to the maximum allowed size (Maximum permitted sizes of uploading documents are as Photo : 100 kB, Signature : 50 kB and pdf files : 1 MB). Refer figure 15.

Figure 15: Upload the documents

22. Don't use symbols like $+, -, =$ etc in the file names of uploading files. Eg: Don't use $+$ symbol for HSE certificate; name it as 'plustwo' or 'plus2' and not as '+2'.

23. Each pdf file can have one or more pages as per requirement (Number of pages in a pdf file is not limited)

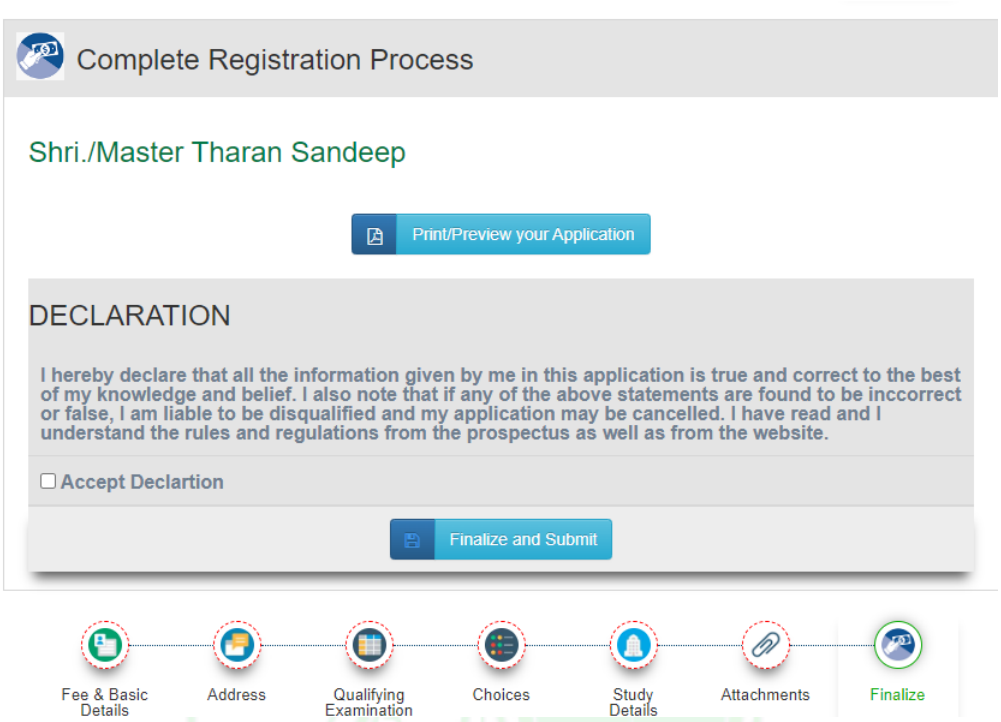
24. If the photo and signature are properly uploaded, they become visible. If documents are properly uploaded, after pressing the SAVE button, an "eye" mark appears left to the browse button. Clicking the eye mark opens the uploaded file. To change any of the uploaded files, browse and upload it/them again. Refer figure 15.

25. Applicants need not upload Transfer Certificate and Conduct Certificate in online application, but should be produced at the time of admission.

26. All stages starting from Biodata will be auto-navigated to the next on clicking SAVE button, except the one after attachments. After uploading the required documents, click SAVE button and manually go to the last section Complete Registration Process.

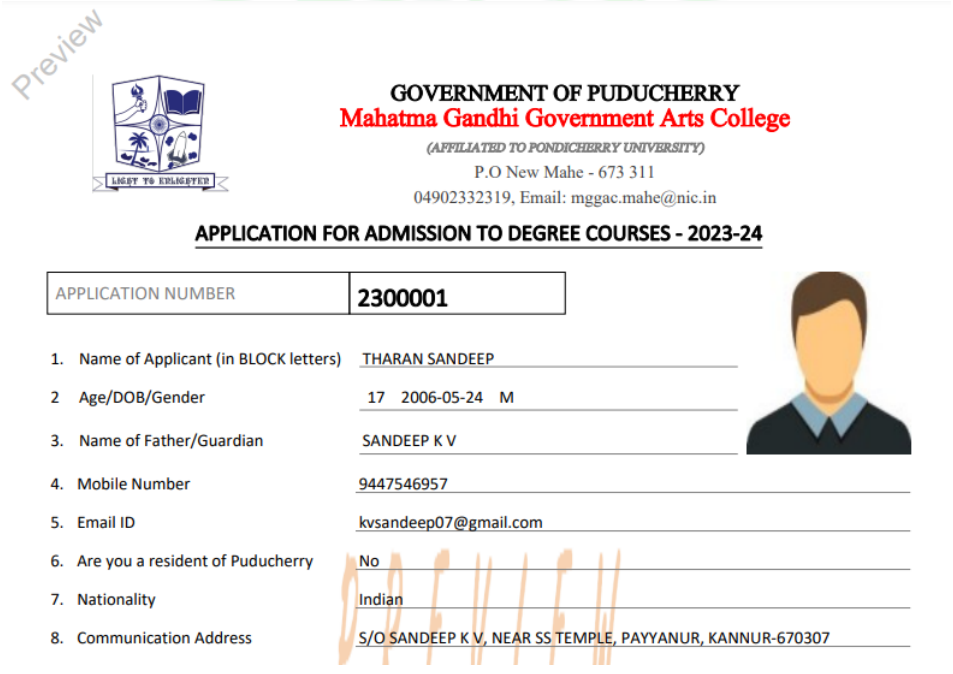
27. Manually go to Complete Registration Process section. Print/Preview your application. Refer figure 16.

Figure 16: Preview/Finalize



28. Verify the details entered by checking the pdf file generated. The preview pdf generated will have "Preview" watermark. This is not the final file. Refer figure 17.

Figure 17: PDF Preview generated



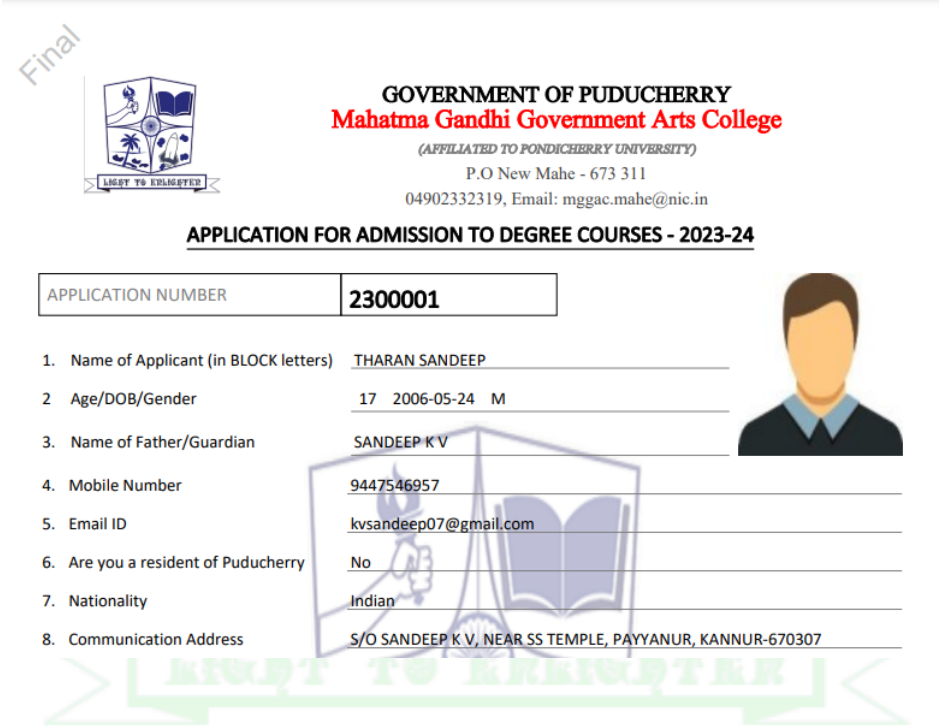
29. If the applicant wants to edit the details, CLOSE the pdf file generated and go to the admission page, edit and click the SAVE in each stage.

30. If any of the entries from Biodata to Qualifying Examinations (including) is/are changed, then the choices will be deleted. So if changes are made in the previous sections, save the changes made in each, and re-enter the choices.

31. Accept the declaration and FINALIZE & SUBMIT. Refer figure 16.

32. Once again Click Print/Preview your application. Download and keep the soft/hard copy of the pdf file generated (Application Form) with the applicant. This document will act as the acknowledgement for submission of application. Take the print of the same and use it for future reference.

Figure 18: PDF Final generated



33. The applicant should complete the application procedures by clicking FINALIZE & SUBMIT. Printout of PDF application file with FINAL watermark and college logo only will be considered for admission procedures. It is the responsibility of the applicant to ensure all the required details are entered and the files are attached. Refer figure 18

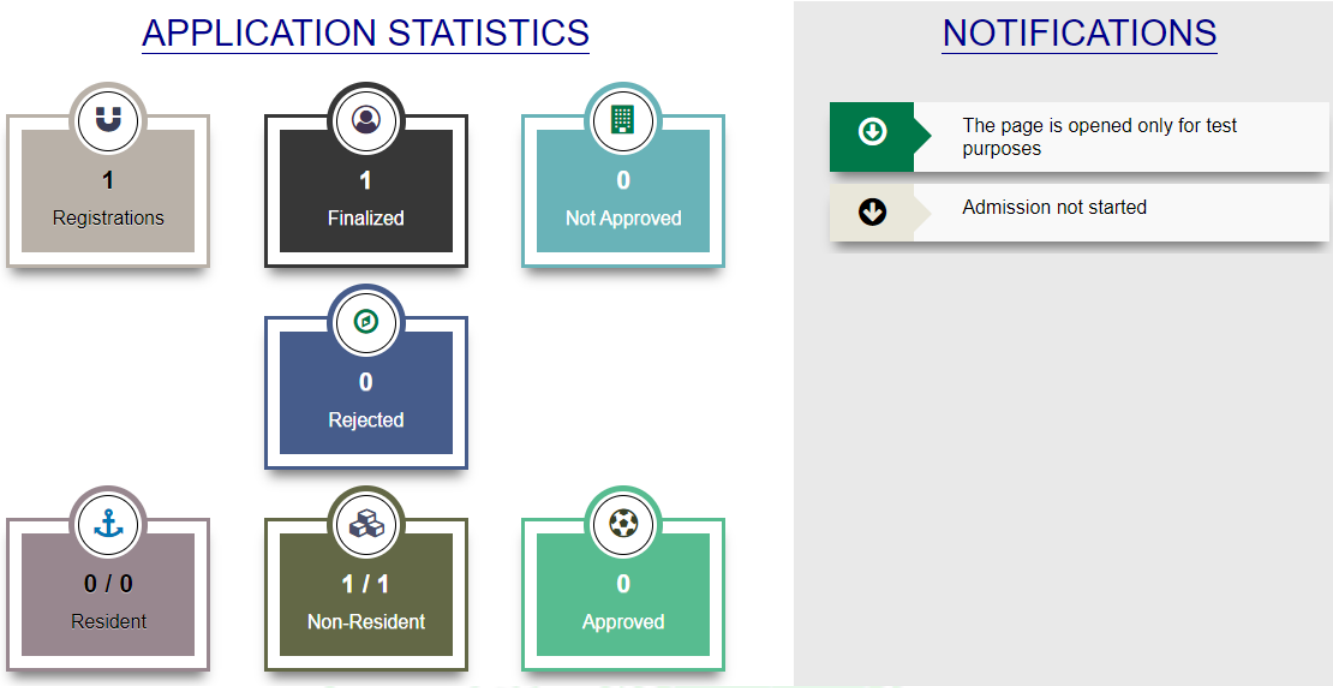
34. Once the application is submitted, applicant can not edit any of the data entered.

35. Log out the session

36. The applicant can view the application form, print application, know the merit mark and allotment status (when the rank list is published), download admit card (when generated), etc., by signing in to the applicant's dashboard

37. After submission of application, the applicants should visit the admission page regularly. They should check whether their application is rejected, approved or not-approved from the home page (Click on each button. Refer figure 19).

Figure 19: Application Statistics



38. If not-approved, applicants can find the reason for the same. Request to enable editing facility in the already submitted application (will be notified on the website). Make required corrections, save each section, again Finalize and Submit, before the last date given to do so.

39. If the applicant is in Approved list, he/she can wait for the trial rank-list. If the applicant has any objection in the trial rank-list published, it should be raised through proper channel (will be notified on the website).

40. Final rank-list will be published, after checking the objections (if any) raised by the applicants.

41. Allotments will be made based on the final rank-list published.

21 ADMISSION COUNSELLING GUIDELINES (2023-'24)

GOVERNMENT OF PUDUCHERRY
MAHATMA GANDHI GOVERNMENT ARTS COLLEGE, MAHE
P.O. NEW MAHE - 673 311
www.mggacmahe.ac.in
mggac.mahe@nic.in
admission@mggacmahe.ac.in
0490-2332319

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ADMISSION COUNSELING GUIDELINES (2023-'24)

1. This application procedure is only to the courses offered in the Mahatma Gandhi Government Arts College, Mahe. The details of the courses, selection criteria etc can be found in the Information Brochure
2. The admission will be done subject to the rules and orders of the Government of Puducherry, Pondicherry Central University, Centac and Admission Committee of the College
3. All details connected with admission will be communicated only through e-mail (admission@mggacmahe.ac.in)
4. No Agency/Person is authorized to assure seats or to do admission independently other than the Admission committee of the college
5. Mere submission of application form does not entitle an applicant to be considered for admission to the programme applied unless he/she fulfills the eligibility criteria/ merit conditions
6. The authorities will provisionally allot the seat to the candidates based on the merit list prepared on the basis of merit and reservation criteria
7. How to Download admission order ?

   After publication of the first round allotment, the candidates will be notified on the registered mail ID. Admission order can be downloaded from the admission order link in the dashboard (by signing in to the dashboard with application number and password). Also after signing in, clicking the application number in the Merit List on the Admission Home page, will direct to the admission order. Admission order will have Provisional watermark and college emblem in the background.
8. Candidates who have been allotted Choice 1 will be expelled from the admission procedure, if they do not appear for admission counseling in the college within the stipulated date.
9. Candidates who have been allotted First Choice (Choice 1) will not be able to participate in subsequent allotments.
10. Candidates who have been allotted their 2/3/4 Choice can opt for Higher Option (1,2,3 for choice 4, 1,2 for choice 3 and 1 for choice 2) in the subsequent allotments. If these candidates do not appear in the college within the stipulated date in an allotment, they will be removed from that allotment but will be considered in the subsequent allotments. (Candidate who has been allotted his/her lower option will be automatically considered for their higher options, without attending counseling procedures in the college/without making any entry in the dashboard)

11. Candidates who have been allotted Choice 2/3/4 and if they are satisfied with the choice allotted, can obtain admission in that choice by appearing in the college with an affidavit that no higher option is required. They will not be able to participate in subsequent allotments.

12. Applicants should produce all the documents required to prove the details claimed in the online application. Otherwise their admission will be denied

13. The procedure of online submission of application will be completed only by paying the fee as shown in the Information Brochure

14. Complaints not addressed to admission@mggacmahe.ac.in or directly to the College Office, will not be considered. Contact help desk numbers only for admission related queries

15. Admission time will not be extended for any candidate, beyond the last date specified in the admission order, in an allotment.

16. For other instructions check the Admission counseling guidelines given in the College Admission Page www.mggacmahe.ac.in/admission

17. The candidate who fails to appear within the stipulated date mentioned in the admission order will be eliminated from the admission process

18. The candidate who has been allotted seat should be present in the college office with parent/guardian for admission counseling on the date mentioned with the allotment/admission order downloaded from the applicant's dashboard without which the candidate will not be admitted.

19. Puducherry Resident Applicants should produce the following at the time of Admission counseling

    (a) Printout of Application Form
    (b) Allotment order / Admit Card
    (c) Original Certificate/mark lists of SSLC and HSE
    (d) Transfer Certificate and Conduct certificate
    (e) Original Service Certificate/Residence Certificate (whichever is applicable)
    (f) Original Community Certificate (if applicable)
    (g) Original NSS/NCC/Bharath Scouts and Guides certificate (if applicable)
    (h) Anti-ragging Affidavit, Affidavit on Mobile Phone Usage
    (i) Required Amount of fee (See Information Brochure for fee details)
    (j) Two passport size photographs
    (k) Self attested photocopies of SSLC and HSE mark lists, Service Certificate/Residence Certificate, Community Certificate, NSS/NCC/Bharath Scouts and Guides certificate

20. Non-Resident (Other state) Applicants should produce the following at the time of Admission counseling

    (a) Printout of Application Form
    (b) Allotment order / Admit Card
    (c) Original Certificate/mark lists of SSLC and HSE

(d) Transfer Certificate and Conduct certificate

(e) Nativity Certificate

(f) Anti-ragging Affidavit, Affidavit on Mobile Phone Usage

(g) Required Amount of fee (See Information Brochure for fee details)

(h) Two passport size photographs

(i) Self attested photocopies of SSLC and HSE mark lists

21. Fees paid at the time of admission will not be refunded at any circumstances

22. Students should take necessary copies of their certificates before submitting them to the office

22 ANTI-RAGGING AFFIDAVIT (2023-‘24)

GOVERNMENT OF PUDUCHERRY
MAHATMA GANDHI GOVERNMENT ARTS COLLEGE, MAHE
P.O. NEW MAHE - 673 311
www.mggacmahe.ac.in

RAGGING AND REGULATIONS ON CURBING THE MENACE OF RAGGING AS PER THE 2009 UGC GUIDELINES

What is Ragging?

- Any rude word or deed that causes annoyance, hardship or physical or psychological harm to any other student
- Raising fear or apprehension in a fresher, junior or any student
- Forcing a student to do anything that will cause shame or embarrassment
- Indulging in any undisciplined activity that adversely affects the physique or psyche of a student

Undertaking by Student

I _____ S/o. D/o. of Mr./Mrs./Ms. _____ have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in the regard.I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.

I hereby undertake that

- I will not indulge in any behavior or act that may come under the definition of ragging
- I will not participate in or abet or propagate ragging in any form
- I will not hurt anyone physically or psychologically or cause any other harm

I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be canceled.

Signed on _____ of the month _____ of the year _____

Name _____ Signature _____

Undertaking by Parent/Guardian

I _____ F/o. M/o. G/o _____ have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. I assure you that my son/daughter/ward will not indulge in any act of ragging.I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.

Signed on _____ of the month _____ of the year _____

Name _____ Signature _____

23 RULES REGARDING MOBILE PHONE/SMART PHONE/LAPTOPS AND OTHER ELECTRONIC GADGETS USAGE (2023-‘24)

GOVERNMENT OF PUDUCHERRY
MAHATMA GANDHI GOVERNMENT ARTS COLLEGE, MAHE
P.O. NEW MAHE - 673 311
www.mggacmahe.ac.in
mggac.mahe@nic.in
admission@mggacmahe.ac.in
0490-2332319

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RULES REGARDING MOBILE PHONE/SMART PHONE/LAPTOPS AND OTHER ELECTRONIC GADGETS USAGE

General Rules for all students

- Students are permitted to bring mobile phones and laptops to College.
- Mobile phones and electronic gadgets can be used only for academic purposes inside the campus.
- Mobile phones should be in silent mode while on the College campus.
- Students indulging in inappropriate use of mobile phones or electronic gadgets on campus will have to face the disciplinary action prescribed by the college.

Name of Student : . . . . . Name of Parent/Guardian : . . . . . .

Application No : . . . . . Class : . . . . . .

Mobile Number (Student) : . . . . . Mobile Number (Parent) : . . . . . .

Date : . . . . . .

Undertaking by Student

I am aware of the norms specified by the college for mobile phone and laptop usage. If I am found breaking norms, I will abide by the disciplinary action taken by the college. For any consequence of my misusing the mobile phone/laptop/electronic gadgets, I will not hold the college responsible.

Signature of Student : . . . . . .

Undertaking by Parent/Guardian

I am aware of the norms specified by the college for mobile phone and laptop usage. If my son/-daughter is found breaking norms, we will abide by the disciplinary action taken by the college. For any consequence of my son/daughter misusing the mobile phone/laptop/electronic gadgets, I will not hold the college responsible.

Signature of Parent : . . . . . .

24 INSTRUCTIONS TO THE ADMITTED STUDENTS (2023-‘24)

GOVERNMENT OF PUDUCHERRY
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P.O. NEW MAHE - 673 311
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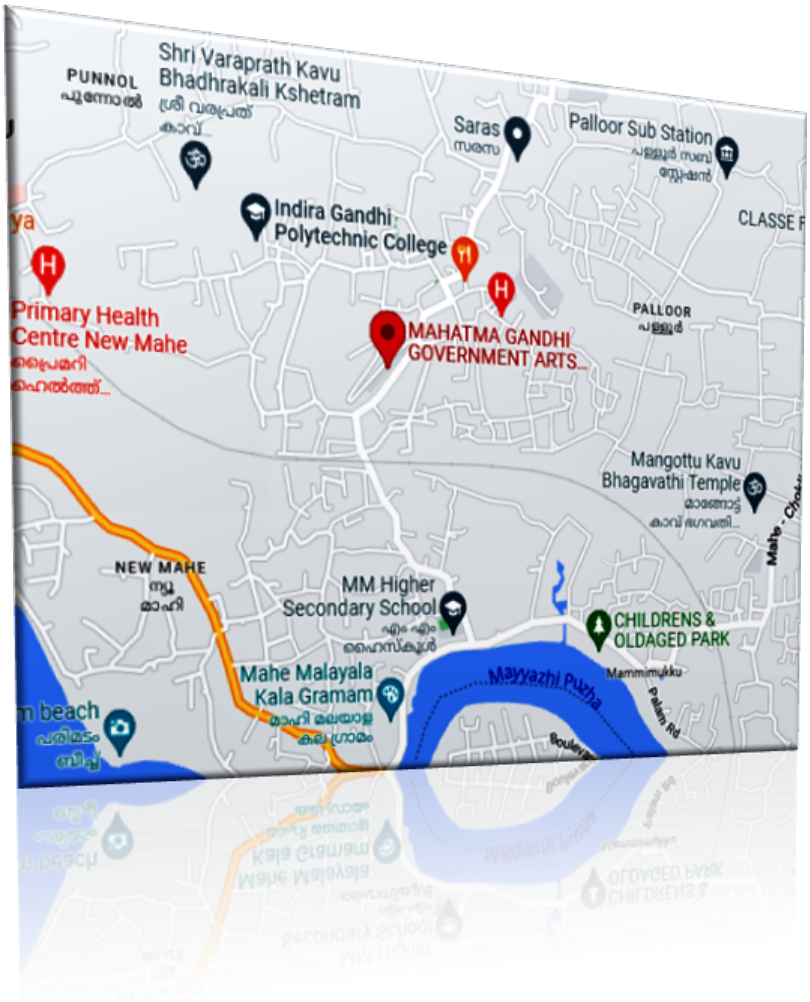
INSTRUCTIONS TO THE ADMITTED STUDENTS (2023-'24)

1. Students should take necessary copies of their certificates before submitting them to the office
2. Student should strictly follow all the rules and regulations of the college
3. Student should observe strict discipline and decorum at the institute and in case of any indiscipline or misconduct, student will be liable to be expelled from the institute
4. If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution
5. College reserves the right to detain student from Exams or take any other action as considered necessary, for non payment of fee dues or Student's attendance are short to the requirement of the university
6. Students remaining continuously absent for 7 days without permission is liable to be excluded from the rolls and re-admission may be sought for.
7. No student is allowed to leave the College premises except on the strength of a letter of request from his/her guardian and sanctioned by the Principal.
8. Any damage to College property should be compensated by the students concerned
9. Students are forbidden from keeping or consuming liquor, intoxicating drinks or narcotics. If anybody is found in possession of the same, severe action will be taken against them. It will be treated as crime and dealt with as Law and Order problems by competent authorities.
10. Students are responsible and answerable to the College authorities for their conduct in and out of the College
11. Students with less than 60% attendance are not eligible to appear for the university examinations. They have to redo the semester in the next academic year after obtaining necessary permission from the university.
12. Students are prohibited from organising any meeting or entertainments in the college or collecting money for any purposes without the permission of the Principal.
13. It shall be the duty of every student to keep the college and the campus neat and clean.

Click the following image to get the location (Google-Map) of the college



Compiled on 2023/06/03 at 13:04:00