



VishwavidyanilayaKaryaSoudha
Crawford Hall, Mysore 570 005

No.AC7/74/2017-18

Dated: 10-07-2018

To

1. All the Chairpersons of the Department of Studies at MGM.
2. Directors of KIKS, IDS, E.M.M.R.C., Dr.B.R.Ambedkar Research & Extension Centre, & Hon. Directors of Gandhi Bhavan, Women's Studies, MGM.
3. Director, P.G.Centre, Hassan/Mandya.
4. The Director, Dr.B.R. Ambedkar Post Graduate Centre, University of Mysore, Chamarajanagara.
5. All the Principals of University Constituent Colleges, Mysore.
6. All the Principals of Affiliated/Autonomous Colleges offering P.G. Courses.

Sir/Madam,

Sub: Guidelines for Admission to Post- graduate Degree/ Post- graduate Diploma/
Diploma and other Certificate courses during 2018-19.

Ref: This office Notification No.AC7/79/2018-19, Dated: 17.05.2018.

With reference to the above, Guidelines for admission to P.G.Degree / P.G.Diploma / Diploma and other Certificate courses for the academic year 2018-19 is sent herewith for taking necessary action at your end.

Note: All the Chairpersons / Directors / Coordinators / Principals of the constituent Colleges / Heads of the respective Departments and all the Principals of Affiliated / Autonomous Colleges offering P.G. Courses shall adhere to the attached guidelines while making admissions of candidates.

Deputy Registrar (Academic)

Copy to:

1. The Registrar(Evaluation), University of Mysore, Mysore.
2. The Director, International Centre, University College of Fine Arts Premises, Manasagangotri, Mysore- **for information and necessary action with regard to Foreign Nationals with Foreign Degrees.**
3. The Finance Officer, University of Mysore, Mysore.
4. All the Deans of Faculties, University of Mysore, Mysore.
5. The Administrative Officer, Administrative Office, Manasagangotri, Mysore.
6. The Director, College Development Council, Moulva Bhavan, Mysore.
7. The Director, PME Board, AB, University of Mysore, Mysore
8. All Deputy Registrars/Asst. Registrars/Superintendent (AB & EB), University of Mysore, Mysore.
9. The PA to Hon'ble Vice-Chancellor/Registrar/Registrar(Evaluation), UOM, Mysore.
10. Office copy.

UNIVERSITY OF MYSORE

GUIDELINES FOR ADMISSION TO P.G. DEGREE / PG DIPLOMA / DIPLOMA / CERTIFICATE COURSES DURING 2018-19

1. Calendar of Events

The admission process (Announcement of Selected list, Waiting list, last date for admission of candidates in selected list, Waiting list, etc.) shall be followed as per the calendar given on Page 9 and Page 10 (for M.Com.).

2. Scrutiny of Applications

2.1 The total marks of all the semesters scored in the cognate subject in the qualifying examination are reduced to 50%.

In case a candidate has taken more than the normal duration prescribed to pass the degree examination, 3% of marks in the aggregate percentage is deducted for each extra year that the candidate has taken to pass the degree examination (see illustration-‘A’ given below).

2.2 Once the applications are received in the Department they shall be scrutinized and grouped as follows:

- a) Applicants possessing qualifying degree from University of Mysore (excluding Foreign Nationals),
- b) Applicants from other universities within Karnataka,
- c) Applicants from universities outside Karnataka,
- d) Foreign nationals,
- e) List of applicants of Kashmiri migrants, and
- f) All other applications not falling under (a), (b), (c), (d), and (e).

2.3 The entrance marks is reduced to 50% in cases where the test is conducted for 100 marks.

2.4 The overall score of the candidate is the sum of the scores obtained in section 2.1

NOTE: For M.Ed. and M.P .Ed., the marks obtained by candidates in B.Ed. and B.P.Ed. shall be considered for calculation of percentage in qualifying examination and not marks of basic degree of 3 / 4 years duration. However, in cases of ties, in selection of candidates, degree marks as detailed under 3.5.

Illustration ‘A’

- Candidate ‘X’ has secured 50% of marks in the qualifying examination (say in B.A.) and 40 marks out of 50 in the Entrance Test.
- This candidate has taken 5 years for passing the qualifying examination (say, B.A.). Thus candidate X’ has taken 2 years longer than the duration prescribed for the course. Hence, 6% of the marks in the qualifying examination has to be deducted (i.e., 50% -6% = 44%). Candidate ‘X’ is not eligible for admission, unless he belongs to SC / ST / Category I.
- If the above candidate has taken 4 years for passing the qualifying examination (i.e., 1 year in excess), then 3% of the marks in the qualifying examination has to be deducted

i.e., $50\% - 3\% = 47\%$ is his qualifying marks. Therefore, the candidate is eligible for admission. Half the percentage of marks in the qualifying examination is 23.5%.

- If the marks secured by the candidate, 'X', in the Entrance Test is 40 then the final score of marks by the candidate 'X' is $23.5 + 40 = 63.5$.
- While calculating the duration taken by the candidate for passing the course, it may be noted that the beginning of the Academic Year and the end of the Academic year only be taken into consideration. If a candidate has passed the course in the prescribed duration, supplementary examination if any, taken by the candidate in between this duration shall not be considered for deduction of marks. However, if the candidate has taken a supplementary examination after completion of the prescribed (3 years Degree course) duration, then 3% is cut for each excess year in the percentage of marks obtained.
- **For Example**, a candidate 'X' who has completed 3 years Degree course during 1997-2000, fails in the supplementary examination in Sept./Oct.2000, and passed in March 2001 i.e., 'X' has taken only 4 years to complete the course. Hence, 3% is cut from the percentage of marks obtained.

3. Preparation of Consolidated Lists

3.1 Four separate consolidated merit lists of candidates as detailed here under shall be prepared in the descending order of merit (after reducing 3% for each excess year) irrespective of the category as per proforma enclosed.

- a) Candidates possessing the qualifying degree from the University of Mysore (ANNEXURE-I).
- b) Candidates from other Universities (both within Karnataka and outside Karnataka) (ANNEXURE-II)
- c) Candidates from other universities within Karnataka (ANNEXURE-III)
- d) Foreign Nationals (see section 7)

3.2 The consolidated lists in 3.1 (a) and 3.1 (b) shall contain all particulars of the candidates.

3.3 List of applications of Foreign Nationals if received by the department to be forwarded to the Director, International Centre, Fine Arts College, Manasagangothri, Mysuru for further processing.

3.4 The Chairpersons of the Selection Committee are requested to send the original applications (and their enclosures) of Kashmiri migrants (if any) to the Registrar, University of Mysore, Mysore.

3.5 When there is a tie in the overall score, it shall be resolved by giving weightage to the candidates in the following order of preference:

- a) Percentage of marks obtained in cognate subjects
- b) Percentage of marks obtained in non cognate subjects
- c) Percentage of aggregate marks (including the marks secured in languages) in the qualifying examination.
- d) Percentage of marks secured in cognate subjects in the final year of the qualifying examination.
- e) Percentage of marks secured in non cognate subjects in the final year of the qualifying examination, or

- f) Percentage of marks (including the marks secured in languages) in the final year of the qualifying examination.

In calculating the percentage of marks at Item No. (a), (b) and (c) above, the marks secured by the candidate in all the three years of qualifying examination should be considered.

4. Preparation of Selection List

While selecting the candidates as per reservation to various categories it may be noted that all applicants will have a right to claim under General Merit in addition to their claim under various reservation categories. While allotting seats under General Merit, candidates from the consolidated merit list should be considered irrespective of any claim of reservation category the candidate belongs to. The names of candidates so selected should be arranged in descending order of merit.

Soon after the list of selected candidates for admission is ready, the same may be notified (Consolidated List / Selected List / Waiting list / Rejected List with reasons for rejection) on the Notice Board. A soft copy of the same be sent to The Deputy Coordinator, Information Communication Division **before 5.00 p.m. of 18.07.2018** to arrange for hosting the same on the University website so as to enable candidates under Scheme A to get admitted themselves on **19.07.2018 and 20.07.2018 between 11.00 a.m. and 5.00 p.m.**

The seats shall be allotted in the following manner (as per the seat matrix which has already been sent):

4.1. General Merit

Seats available under General Merit shall be allotted first. In doing so, candidates in the consolidated merit list be considered irrespective of the category / claim of reservation.

4.2. Category

Seats reserved for the following categories shall then be allotted in the following order after excluding the candidates selected under General Merit.

- a) Scheduled Caste
- b) Scheduled Tribe
- c) Category I
- d) Category IIA
- e) Category IIB
- f) Category IIIA
- g) Category IIIB
- h) Other University (Other universities in Karnataka, and universities outside Karnataka)

4.3. Defence Quota

One seat in each course for dependents of Defence Personnel (Army, Navy and Air Force) at all India level shall be allotted in the following order of preference:

- a. In-Service defence personnel.
- b. Ex-Service defence personnel.
- c. Children of In-Service defence personnel.
- d. Children of Ex-Service defence personnel.
- e. Dependents of In-Service defence personnel.
- f. Dependents of Ex-Service defence personnel.

However, this shall not apply to children of civilian employees of Defence establishment. Dependent means spouse, unmarried brothers and sisters.

4.4. Physically Challenged

This category is only for the graduates of University of Mysore.

- 3% of Seats in Scheme A in each course subject to a minimum of one seat in each course for Physically challenged candidate shall be allotted.
- While calculating the percentage fraction, below 0.5% shall be ignored and fraction 0.5% and above shall be rounded off to next nearest figure.
- Those seeking admission shall have physical disability not less than 50% as certified by a person of a rank of Professor in Orthopaedics in the Government Medical College / Hospital.
- This being the eligibility for admission, the seats shall be allotted from among the qualified Physically Challenged candidates who have applied for admission on the basis of merit in qualifying and entrance test.
- Blind candidates are not eligible for courses involving experimental work.

4.5.Kannada Medium

This category is only for the graduates of University of Mysore.

For the candidates who have studied 1st to 10th standard in Kannada medium

- One seat may be allotted in each course based on merit, where the intake is 20 or less.
- Two seats may be allotted in each course based on merit, where the intake is 21 or more.

In case, candidates are not available under the quotas Children of Defence personnel, Physically Challenged and candidates who have studied from 1st to 10th standard in Kannada Medium, such seats **cannot be shifted** to General Merit or other categories.

4.6.Hyderabad Karnataka

8% of the Scheme A intake seats shall be given to those candidates who have studied for 10 years in Hyderabad-Karnataka area as supernumerary as given below:

- 1st to 10th (10 years)
- 3rd to +2(PUC) (10 years)
- 5th to Completion of degree (10 years)

Hyderabad-Karnataka seats are allotted only under Scheme A.

4.7. Other Universities within Karnataka

15% of Scheme A intake as supernumerary seats shall be given for candidates from the other Universities within Karnataka.

Other Universities within Karnataka seats allotted under both Scheme A and Scheme B.

4.8. Special Category

Seats under NSS, NCC, Sports, Literary and Cultural Activities, children of Mysore University Teaching Staff, Children of Mysore University Non-Teaching Staff will be finalized by the Central Committee **on 26.07.2018** at the Senate Bhavan, Manasagangotri, Mysuru.

The candidates would submit the hard copy of the application form to the Administrative office. However, the Selection Committee of the respective department is responsible in verifying the eligibility of such candidates and to inform if any candidate is found to be non eligible either by online or by paper correspondence to the Registrar office **before 5 p.m. on 18.07.2018.**

4.9.Applications of candidates who belong to the following categories should be sent to the Registrar,University of Mysore, Mysuru for further processing:

1. Third gender,
2. Wards of farmers who have committed suicide due to debt, and
3. Destitutes.

5. Preparation of Waiting List, Casual Rounds

5.1 All candidates who have not been allotted a seat are automatically considered to be on the WaitingList.

5.2 The vacancies available in each category be displayed on the Notice Board soon after the last datefor admission of candidates in the Selected list is over.

5.3 Students who desire to be considered under waiting list must register their names at the office of the concerned departments **before 5.00 p.m. of 20.07.2018**. The selected list of candidates out of registered students under waiting list shall be announced **before 1.00 p.m. on 21.07.2018** and the admission process of waiting list candidates **under Scheme A is on 23.07.2018**.

5.4 After considering all the candidates in the Waiting list in respective categories, seats in Category I, IIA, IIB, IIIA, and IIIB in case are still vacant, such seats shall be shifted to General Merit Category. But vacant seats in Category SC/ST are interchangeable from each other and cannot be transferred to other categories including General Merit as per Section 9.4 of the Regulation governing the conduct of Entrance Test and admission to P.G. Degree/ Diploma Courses approved by Government vide letter No.ED.25/GMS/2000, dated 4.9.2000.

5.5 After considering all the candidates of the University, in case the seats are left vacant, such seats shall be shifted to Other University category and admission be made purely on the basis of merit. Vacant seats under SC / ST categories cannot be transferred.

5.6 In case there are no eligible applicants available in 'Other University' category, such seats shall be transferred to GM category of this (Mysore) University. This shifting is not applicable for supernumerary quota.

5.7 Casual Round I (for Scheme A) on 24.07.2018

First casual round of admission is based on waiting list. The candidates who could not report for first two rounds of admission can also report, in addition to candidates who have opted to try for casual round. Admission will be based on roster cum merit order amongst the candidates who have reported.

Such candidates shall report to the Chairpersons of the respective departments between **10 a.m. and 1 p.m.** The admission process shall take place **from 2 p.m. to 5 p.m.** on the same day.

5.8 Final Casual Round (for all candidates under Scheme A) on 25.07.2018

Candidates who have not been admitted in any of the Category in MGM/PG Centres/Institution and whose name is in the consolidated list can be admitted based on merit if the seats are available.

Such candidates shall report to the Chairpersons of the respective departments between **10 a.m. and 1 p.m.** The admission process shall take place from **2 p.m. to 5 p.m.** on the same day.

6. Admission Process

6.1 At the time of admission, the Selection Committee, particularly Chairperson should verify all theoriginal documents and ensure that the documents/certificates are in order and the reservation claims, if any, are supported by necessary certificates.

6.2 After the scrutiny of the original documents, the candidates have to be informed that the fee should be paid including the eligibility fee, special fee if any as

mentioned in the prospectus at the Special Bank Counters (SBI), particularly opened for this purpose, in the campus. The candidates should be advised to hand over the fee paid receipt / challan immediately after the payment is made, to the Chairpersons of the concerned Departments on the same day. Failure to do so leads to forfeiture of the seat.

- 6.3** The name and other relevant details about the candidate shall be entered in the Admission Register only after the candidate produces the fee paid receipt. All the particulars including fee paid Receipt No., Amount, and Date have to be entered in the Admission Register. A stamp sized photo of the candidate has to be pasted in the space provided, and the signature of the candidate should be obtained on the photo.
- 6.4** The Admission Register shall contain the following details:
 - a. Name of the candidate
 - b. Postal address
 - c. Name of the Father / Mother / Guardian
 - d. Date of birth
 - e. Nationality
 - f. Caste/Category
 - g. Educational qualification
 - h. Percentage of marks obtained in the qualifying examination
 - i. Receipt / Challan number, date, amount
 - j. Signature of the candidate on the photo pasted.
 - k. Remarks
- 6.5** Originals Marks cards of qualifying examination and Income/Category certificates shall be retained in the Department.
- 6.6** Facing sheet proforma shall be prepared for each candidate. The facing sheet proforma, documents mentioned in (5), along with the application of the candidate shall be maintained in the Department. Four stamp sized photos should be collected, of which one will be used in the Admission Register.
- 6.7** In the case of foreign national student's visa, and other academic records must be obtained in original at the time of admission.
- 6.8** The admission ledger is an important document, which should be maintained properly with entire details. The applications of the selected candidates including the original documents of the candidates be maintained properly till the student completes the course. It may also be noted that before collecting the original certificates from the students being admitted to the course, they shall be advised to have enough photocopies of the certificates for future purpose of their own.
- 6.9** All the original documents (like marks cards, caste certificates, et al.) will remain in custody of the Chairman of the Admission Committee till the admission process is complete. After the admission process is completed, the respective Centres / Colleges should make arrangements to collect these documents.
- 6.10** After the admission process is completed, the details in Annexure-VI and VII shall be sent to the Registrar, University of Mysore, Mysuru.

6.11 The procedure for admission under Scheme B is same as the procedure followed for admission under Scheme A (as per seat matrix given for Scheme B)

6.12 Transfer Fee: A candidate seeking transfer of admission from one department / course/ college/ institution/ centre to another department / course/ college/ institution/ centre has to pay a **transfer fee of Rs.2200** (This is applicable for each transfer of admission). This fee should be paid in separate challan.

6.13 Refund of Admission Fee

- a) A candidate 'X' has got seat in Physics, and has paid Rs.30,000. Later 'X' will get a seat in Chemistry. The Chemistry fees is Rs.20,000. The candidate can submit an application for refund of fee of Rs.10,000.
- b) A candidate 'X' has got seat in Political Science the fee is Rs.15,000. However the candidate gets a seat in Sociology, the fee fixed for Sociology is Rs.20,000. Hence the candidate has to pay only Rs.5,000.
- c) The candidate shall apply for refund within three months from the date of admission. It will be refunded in the particular financial year.

7. Admission to Foreign Nationals

Admission to various courses for Foreign nationals both with Indian degree or Foreign degree shall follow the directions from the office of the Director, International Centre, University of Mysore, Mysuru

Calendar of Events for all PG Programmes

Sl. No.	Events	Dates
1	Filling of application for admission to PG courses online	25-06-2018 to 10-07-2018
2	Last date for submission of downloaded printed application along with supporting documents to the concerned Departments.	12-07-2018 Before 5.00 PM
3	Completion of verification of application forms by the selection committee of the respective Departments.	13-07-2018
4	Corrections to be completed by the Chairperson of the respective Selection Committee	13-07-2018 to 14-07-2018
SCHEME "A"		
5	Announcement of Scheme "A" selected and waiting list	18-07-2018
6	Admission to Scheme "A" selected list	19-07-2018 to 20-07-2018
7	Registration of Wait-listed candidates for consideration under waiting list	19-07-2018 to 20-07-2018
8	Announcement of selected list of reported candidates for scheme A waiting list admission	21-07-2018 Before 1.00 PM
9	Admission of Scheme 'A' waiting list	23-07-2018
10	First Casual Round	24-07-2018

	a) Reporting 10.00 AM – 1.00 PM	
	b) Admission 2.00 PM – 5.00 PM	
11	Final Casual Round	25-07-2018
	a) Reporting 10.00 AM – 1.00 PM	
	b) Admission 2.00 PM – 5.00 PM	
12	SPECIAL CATEGORY ADMISSIONS (NCC/NSS/SPORTS/CULTURAL etc..)	26-07-2018
SCHEME “B” (applicable only for University Departments & Centres)		
13	Selected list and waiting list announcement	27-07-2018
14	Admission to Scheme “B” Selected list admission	28-07-2018
15	Admission to Scheme “B” waiting list admission	30-07-2018
16	Commencement of PG Classes from	01-08-2018

**Sd/-
DeputyRegistrar(Academic)**