

### Procedures for submitting application for admission:

1. Filing the application for admission is strictly by ON-LINE. No other method of filing the application for admission is permitted by the University.
2. Fee for submitting an application per every subject is Rs.200/- and the remittance of this fee is by e-payment / online payment only.
3. The candidate should have appeared for entrance examination in that subject for which he/she now submits the application for admission.

Note: The following candidates can submit the applications for admission directly without the entrance examination requirement for university departments and PG Centres.

(i) Foreign nationals with foreign degree.

(ii) Foreign nationals with Indian degrees for MCA, MBA, M.Tech in Computer Cognition Technology, M.Tech in Computer Science Technology

(iii) Candidates with GATE/PGCET scores for M.Tech in Material Science and Technology and M.Tech in Urban and Rural Planning.

(iv) Candidates seeking admission to PG Diploma, Diploma and Certificate courses.

4. The last date to file the application for admission is **31<sup>st</sup> August 2014**.
5. The candidate should clearly verify the eligibility conditions before submitting the application for a particular subject from the prospectus available online and also available as a hard copy which can be purchased from the office of Administrative Officer, MGM.
6. Only one application form needs to be filled up by a candidate for all subjects.
7. For every opted subject, the candidate should compulsorily enter the names of Department/ Centre / Institution / College in the order of preference.
8. The candidate can make changes till **COMPLETE** option is selected. **Once COMPLETE option is selected, no more changes are allowed**
9. Once the candidate selects **COMPLETE** option, the system prepares completed applications, one for every subject the candidate has opted for admission.
10. Once **COMPLETE** option is selected, the completed application will be available for download. The same will also be emailed.
11. The candidate should get the application physically printed, and submit the hardcopy of the application along with the required self attested documents/certificates such as - Marks cards of all semesters, category claim

certificates and other certificates/ documents which are necessary to substantiate the claim.

12. The candidate should HAND OVER the duly signed printed application form (for every subject ) together with all enclosures to the Chairman of Selection Committee of the concerned subject in respective Department of University of Mysore, Mysore.
13. Candidates claiming seats under more than one special category such as NCC, NSS sports etc., for a subject shall submit as many copies of application as the number of claims to each concerned department. In such cases, candidate can make the photo-copies of the printed application of the subject concerned.
14. Handing over the printed application form together with its enclosures is a MUST to claim admission. Merely filling the application on the System is not sufficient, although it is absolutely necessary. The last date to submit the printed version of the application together with all enclosures is

**1<sup>st</sup> September 2014 before 6.00 p.m.**

Application without appropriate / relevant enclosures shall be rejected.

## **SELECTION PROCESS**

### **PREPARATION OF CONSOLIDATED LISTS AND PREPARATION OF SELECTION/WAITING LISTS**

A Candidate would have put his preferences in a subject for the different institutions available.

Let us assume there are 4 institutions for a course X – A, B, C and D.

One candidate's choice could be

1.A    2.C    3.D    4.B

Other candidate's choice could be

1.A    2.B    3.C    4.D

Yet other candidate's choice could be

1. B    2. C    3. -    4. -

Preparation of consolidated lists

### **PREPARATION OF CONSOLIDATED LISTS AND PREPARATION OF SELECTION/WAITING LISTS**

The overall consolidated list of candidates in the order of their merit and also lists of candidates category wise for every subject/ course shall be prepared.

Consolidated list of candidates in the order of merit along with preferences

Sl No	Rank No	Name of the Candidate	Category	50% of marks in qualifying examination	50% marks of entrance marks	Total out of 100	Sequence of preferred institutions
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### **SEAT ALLOTMENT**

#### **For Scheme ‘A’**

Allotment of seats shall be made as per the following procedure for every subject/course.

1. Allocate the seats in the rank order as per the merit cum roster.
2. Seat shall be allocated to a candidate in an institution in the order of his / her preferences subject to the availability of seat in the respective institution.

### **DIFFERENT ROUNDS OF ADMISSION**

#### **ROUNDS OF ADMISSION**

1. First round of admission is based on allotment as described already.

A candidate may report for admission, join the Master's degree, and still could opt for **‘Continue to try under waiting list for other courses and/or for other institutions’**.

2. Second round of admission is based on the respective waiting list.

**Note:** If a candidate who has already been selected and has reported to a department/college/institution/centre in the previous round of admission and has opted for ‘Continue to try under waiting list’ should remit a transfer fee of Rs.1370 (One thousand three hundred and seventy only) to that institution/department/college/centre to transfer his/her records and cancel his/her earlier admission by reverting the fee collected earlier.

If a wait listed candidate, gets selected during second round of admission, he/she could join the Master's degree and still could opt for **'Continue to try under casual round for other courses and/or for other institution'**.

3. Third round of admission is first casual round.

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.

4. Second casual round of admission is for all those candidates **who have still not got a seat in that subject in any institution**. It shall also be operated as per the procedure said above.

**5. The unfilled seats after the second casual round of admission shall be reverted to the respective institutions other than university departments and PG centres.**

**Such institutions can fill up such seats based on merit as per the university norm from amongst the candidates who report to that institution.**

**The last date to fill up these seats will be 22<sup>nd</sup> September, 2014.**