CAP- Merit admission Procedure

STEP -1
- Login **http://cap.mgu.ac.in/ugcap/** and check allotment status – (University send SMS alerts to candidates registered mobile)

STEP -2
- Remit the fee due to University through integrated payment. (Rs 1113)

STEP -3.
- Confirm the type of admission. Select Permanent or Temporary

STEP -4.
- Download allotment memo.

STEP -5.
- Approach the college (contact less – over phone) and follow the instructions
  Documents required for admission :
- SSLS certificate
- Plus Two Mark list
- TC & conduct certificate(submit the original through any convenient mode of transmission within 15 days of confirmation of admission)
- Certificate in proof of Bonus marks claimed - NCC/NSS/Dependant of Ex- service men/Jawan
- Income Certificate plus Community Certificate or Non-creamy layer Certificate
- Income & Asset Certificate (EWS reservation)
  Validity of various certificates
  a) Income Certificate/Non creamy layer certificate – 1 year
  b) Community Certificate – 3 years
  c) Income & Asset Certificate - 1 year.

STEP -6
Remit the prescribed course fees.
Collection of fee due to the college:
a) Online mode suggested by the college – preferably through college website - requires extra caution and only verified applicants desirous of taking permanent admission be asked to remit fee.
 b) The admission be confirmed online soon after the remittance of fee

STEP -7
- After confirmation of admission by the college download confirmation slip.