BASELIUS COLLEGE, KOTTAYAM

DEGREE ADMISSIONS - 2020

INSTRUCTIONS TO APPLICANTS

1. Students seeking admission for various degree Programmes offered by the college under Community Quota and Management Quota only shall submit college level application. Admission under all other quotas will be directly done by the University.
2. Before giving college level applications, the students have to register themselves in the University CAP (http://cap.mgu.ac.in/ugcap/) and get a print out/ pdf of the application.
3. The college level application submission will be in online mode only. Hardcopy application will not be issued.
4. The applicants can download the Community Quota form and Management Quota Sponsorship form from the links provided in the College Website. It will be open only after the University opens registration under CAP process which is notified to be on 28th July,2020 at 2.00 p.m.
5. The applicants shall pay application fees through online mode and the links for the same will be available in the college website along with application. The transaction details shall be noted by the applicants. Application fees once paid will not be refunded. The applicant has to make sure that the correct payment option is selected.
6. Necessary signatures shall be obtained in the Community and Management Quota forms which are downloaded from the site. Duly filled Community and

Management quota forms shall be uploaded only at the time of college level registration (see instruction 7).

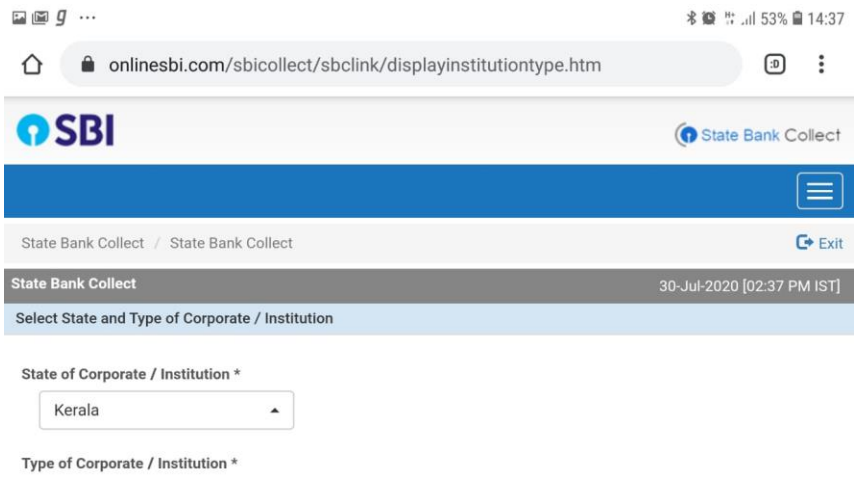
7. The college level registration will commence on 01-08-2020. The personal details and academic details shall be correctly entered. The application fee payment details also shall be entered. Before filling the college level application online, the applicant has to ensure that in addition to the personal and academic details, the following documents are readily available (in pdf form for uploading) :
   (a) pdf of CAP application (b) pdf of Community Quota form, duly filled (c) pdf of Management Quota Sponsorship form, duly filled.
8. The applicant has to ensure that all details are correctly entered and all necessary forms are properly uploaded. Incomplete application should be summarily rejected without any intimation. The applicant has to ensure that the mobile numbers and the email address are working. This is to ensure that the applicant receives future communication from the college.
9. The Rank list for Community Quota admissions will be available in the college website as well as University Portal on the date prescribed by the University. The applicant has to check the rank position in the list and take admissions as per the direction of the authorities.
10. Those selected for admission under Management Quota will also be intimated by the authorities in accordance with the admission schedule of the University.
11. Note that all fees payments can be done online and links will be provided in the college website.
12. The students or parents **SHALL NOT** come to college for any querries relating to admission. All necessary guidelines will be published in the college website. All are advised to visit the website periodically for updates.

13. For matters not covered by the guidelines, the students may contact the Admission Nodal Officer Prof. Jinu Mathew (9447701318) or Joint Nodal Officer Dr. Anit M Thomas (9446552081). Please make sure that they are contacted only on cases of emergency from 8.30 am to 8.00 pm. For Management Quota admission related queries, contact College Bursar Dr. Joy Markose (9447356001)

14. Application Fee Payment Instruction

1. Login to college website www.baselius.ac.in and click on online application fee payment link available under Admission 2020.

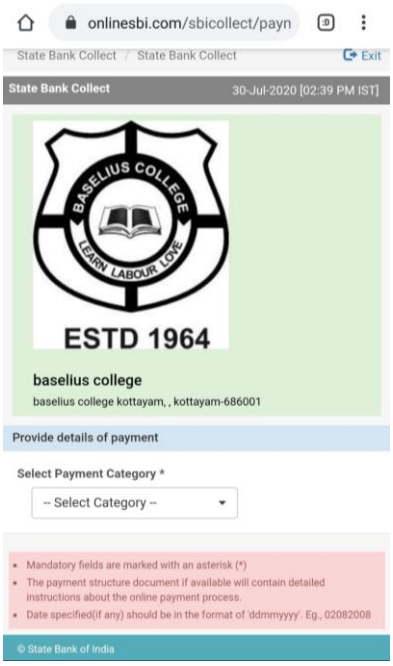
2. Choose ' State of Institution' as **Kerala** and 'type of Institution' as **Educational Institution.**



3. Choose the name of Institution as 'Baselius College' and submit
4. Now you will enter into payment portal of the college, select payment category and choose your option
   (a) Those opting for **'Community admission only'** for aided programmes shall select '**Application-Community Only**' option .
   (b) Those opting for **Management Quota only for aided programmes** shall select the option **'Management Quota Sponsorship Form'**.

(c) Those opting for '**Management & Community quotas' for aided programmes** shall select **'Management Quota Sponsorship Form'**. .

(d) Those opting **for Self financing** programs shall select the option **'Application fees – Self Financing Programmes'**



5. Provide details of payment by filling necessary fields and submit.
6. Now you will enter the State Bank collect multi option payment system and choose your option for payment of fees.
7. After remitting the application fee download the e-receipt and enter the transaction details while filling the application form.

15. Please follow the guidelines issued by the Government and University relating to social distancing for breaking the chain.

BASELIUS COLLEGE KOTTAYAM - 686001

24-07-2020 **PRINCIPAL**