MAHATMA GANDHI UNIVERSITY KOTTAYAM

CIVIL SERVICE INSTITUTE

PROSPECTUS 2020-2021

ABOUT MAHATMA GANDHI UNIVERSITY

Mahatma Gandhi University, one of the major Universities in Kerala, is a premier educational institution that strives to fulfill the higher educational needs of the people from Central Kerala. Set on the sprawling 110-acre Priyadarsini Hills Campus at Athirampuzha, 12 kms off Kottayam, the University also has two satellite campuses in Kottayam. The University was established on 2nd October 1983 and has jurisdiction over the revenue districts of Kottayam, Ernakulum, Idukki and parts of Pathanamthitta and Alappuzha.

The Institution offers a large number of programmes at the Undergraduate, Postgraduate, M Phil and Doctoral levels through its 17 University Departments, 1 International and Inter University Centre, 7 Inter University Centres, 10 Inter School Centres, 77 Govt./Aided Affiliated Colleges, 10 Autonomous Colleges (of which 8 are Colleges with a Potential for Excellence), 200 Unaided Affiliated Colleges and 199 Recognized Research Centres. It imparts education in the interdisciplinary as well as conventional disciplines of Science, Social Science and Humanities besides in the professional disciplines like Engineering, Technology, Legal Studies, Pedagogy, Pharmacy and Nursing.

The University is well known for wide variety of specializations at the Under graduate, Post graduate and Professional programmes through its affiliated colleges keeping pace with industry and market requirements. There are 52 specialisations for Bachelor of Arts (B.A), 43 for Bachelor of Science (B.Sc), 14 for Bachelor of Commerce (B.Com), 8 for Bachelor of Technology (B.Tech), 27 for Master of Arts (M.A), 44 for Master of Science (M.Sc), 10 for Master of Commerce (M.Com) and 6 for Master of Technology (M.Tech) programmes.

The university is an extensive research-based institution that has been a front-runner in the development of indigenous technologies.The research centres at MGU such as the Inter University Centre for Disability Studies, Inter University Centre for Bio Medical Research and Centre for Nano Technology have been leading centres for technological advancement in the country both in terms of generating skilled manpower and research publications.

Scholars and students are able to apply for a series of fellowships and grants offered by the university. MGU also works in close partnerships with India's top institutions like the DRDO (Defence Research and Defence Organisation) and the ISRO (Indian Space Research Organisation).

Mahatma Gandhi University has a scenic campus with all sorts of amenities such as recreational centres and libraries. It even has a student grievance addressal system and consistently works with the student communities to bolster their personal as well as professional capacities.

Mahatma Gandhi University, popularly referred to as MGU, is an Indian public university named after leading civil rights figure Mahatma Gandhi The university has been a recipient of the best State Chancellor's Award twice. MGU is an active member of the Association of Commonwealth Universities. National Institutional Ranking Framework (NIRF) ranked Mahatma Gandhi University, Kerala 49th overall in India and 30th among universities in 2020
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Adding yet another feather to its cap, Mahatma Gandhi University, Kottayam, is the only university from the State to be included among the top 25 educational institutions in the Atal Ranking of Institutions on Innovation Achievements (ARIIA) 2020.The University has been included in the category of government or government-aided universities for fostering innovation, innovation, and entrepreneurship.

ABOUT CIVIL SERVICE INSTITUTE

Mahatma Gandhi University has been contributing to society in myriad ways through its scientific, educational and humanitarian outreach since its inception. The Civil Service Institute was founded on 14th July 2018. For the first time, budgetary provision was made for such an institution that would meet the needs of aspirants to the civil services. The Institute will be under the administrative control of the Mahatma Gandhi University, Kottayam, Kerala. Dr.Alexandar Jacob,IPS(Rtd) is functioning as the honorary director of the Institute. It is a pioneering effort among universities in Kerala to include aspirants from the most marginalized sections of society, not only in terms of resources offered, but also in terms of non-formal character.

The goal of the institute is to provide the civil aspirants an all-embracing knowledge and mould them to embark on the most converted jobs of the country. It envisages nurturing a generation of administrators and leaders who would be exemplary role models for the society. Initially the institute will start with one year coaching programme for the preliminary examination with an intake of 60 aspirants.

MISSION

The Civil Service Institute is organized with a sense of enthusiasm that extends its service by integrating its knowledge base in a holistic way to accomplish academic brilliance in each individual.

VISION

The Civil Service Institute intends to resolve the expertise gap emerging from the static and repetitive mechanism of teaching-learning and thereby ensuring academic convergence for all aspirants to the civil service.

PROGRAMS OFFERED

At present the Institute offers various programmes for preparing aspirants for appearing in Civil Service preliminary Examination like Foundation Programme, Regular Programme and Evening Batch.

Foundation Programme

This programme is initiated for the undergraduate students (+1, +2, Degree ongoing) on Saturdays, Sundays and Public holidays covering NCERT, Current Affairs and all General Studies Subjects along with CSAT.

Duration of Programme : 24 months (2 Years)

Mode of Study

Both offline and online. The content of the course is largely focused on the UPSC Preliminary Examination syllabus. In addition, training in foundation-related skills will be provided to the learners. Another concern of the Civil Service Foundation Course is the development of basic knowledge and aptitude for UPSC. On Saturdays, Sundays and other holidays, the Foundation Classes are carried out. The course also prepares them for SWOT analysis and self-awareness in addition to familiarising the aspirants with the Civil Services examinations.

Regular Programme

This programme is a five day per week initiative covering Syllabus of Prelims, Mains (Optional Subject excluded) and Personality Training for UPSC Interview. Full Time regular coaching is meant for Graduates/Post Graduates.

Duration of Programme : 12 months (1 Years)

Mode of Study

Both offline and online. The candidates are allowed to use the facilities of the institute till they complete all three parts of the Civil Services Examination-Prelims, Mains and Interview.

Evening Programme

This programme is a 5 day per week evening initiative covering Syllabus of Prelims, Mains (Optional Subject excluded) and Personality Training for UPSC Interview.

Duration of Programme : 24 months (2Years)

Mode of study

Evening programme is designed as online mode with interactive facilities. Follows pattern of Regular Programme. It is mainly targeted working professionals and those who engaging at higher studies.

Regular /Evening Programme: The candidate must hold a degree from any recognized university.

a)Minimum Educational Qualification: Any Degree

b) Age Limit: 21-30 (as on 14/10/2020)

The upper age limit prescribed above will be relaxable as follows

I)   Up to a maximum of Five years if candidates belong to SC/ST

II)   Up to a maximum of Three years in the case of candidates belonging to OBC

III)   Up to a maximum of Ten years in the case of Differently-abled candidates (blind, deaf-mute and orthopaedically handicapped)

Foundation Programme: Those who are undergoing their under graduate course and higher secondary course can also apply

a)Minimum Educational Qualification: 10 th Level exam Passed

b) Age Limit: 15-30 (as on 14/10/2020)

MODE OF ADMISSION

Typically, via an entrance exam and interview. Because of the pandemic situation, we decided to conduct online selection interviews this time. Selection/Allotment of a candidate to the Institute will be based on the rank of the candidate and the availability of seats. Qualified candidates based on their marks of last qualifying examination and Online Interview will be admitted to the programme as per the existing reservation rules.

It is mandatory that all students who apply for various programmes t should download admit card for admission at the Institute after remitting the requisite fee due to University through the Online Payment Gateway.
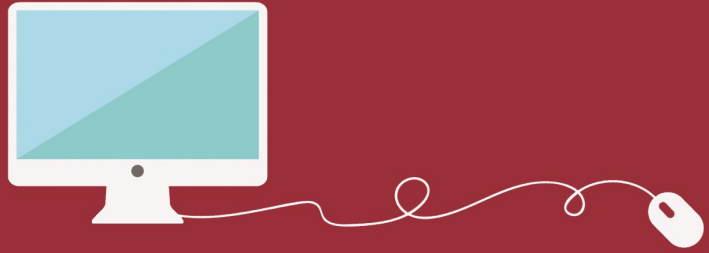
After attending the online interview, based on score of last qualified examination, Provisional rank list will be published. Aspirants can be make final updation on the profile. Final rank list will be publish as per reservation rules.

Then aspirants can download the memo only after remitting the programme fee due to University through the Online Payment Gateway available in the civil service institute website on official website of Mahatma Gandhi University. Those who fail to do this will be treated as Not Joined and further claim for admission by these applicants will not be entertained. However, considering the current scenario of Covid - 19 Pandemic, candidates are exempted from reporting to the Institutes physically. The Institute authorities after verifying the digital copies of the documents provided online in the Institute panel may admit/reject the candidate as the case may be.

The Institute authorities, after verifying the above documents, shall confirm the online admission granted earlier on the basis of digital documents and make necessary updates in the admission portal. The students who get admission should remit the fee applicable to the course in the institution at the time of online admission through any of the online mode specified by the Institute. The original certificates of only permanently admitted students shall be kept in the institute.

The candidates should produce the original documents before the Director in Charge of the institute on the date prescribed for the same after considering the situation prevailing due to Covid -19 contagion.
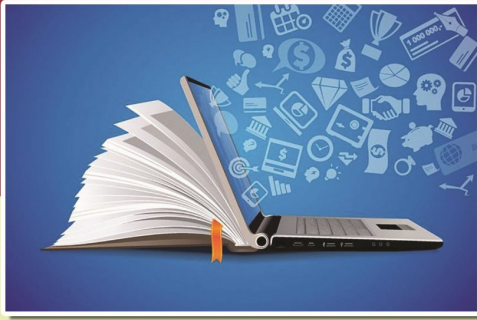
STEPS FOR ONLINE REGISTRATION

1. For online registration, the candidates must visit the web site,
   www.civilserviceinstitute.mgu.ac.in
2. **click on the link "Register Online"**
3. Follow the online instructions
4. Please note that only one application can be generated using one mobile number
5. Create a 'Password'. (The password is mandatory for all future online operations).
   The password created by the candidate should not be disclosed to others who may misuse it. This may result in tampering with the options and the University will not be responsible for any such eventuality.
6. **Fill in the Application Form with personal details, academic eligibility and the options correctly.**
7. Pay the application fee by clicking on the "PAY NOW" button which will redirect you to the Online Payment Gateway.
8. By QR Code /Online Payment Portal
   You can use Debit Card/ Credit Card or Internet banking facility for making online payment.
9. After remitting the fee, you will be redirected back to the application page.
10. **Upload the digital images of the documents in proof of academic eligibility/caste/community claimed etc.**
11. Verify with the relevant documents and confirm the details entered online
12. The applicants shall press the Final Submission Button
13. **Take the print out the confirmation page for your future reference.**

Special Attention

After pressing final submission button, further modification of data (except options) is not possible. Hence, make double sure that all entries are made correctly before pressing final submission button.
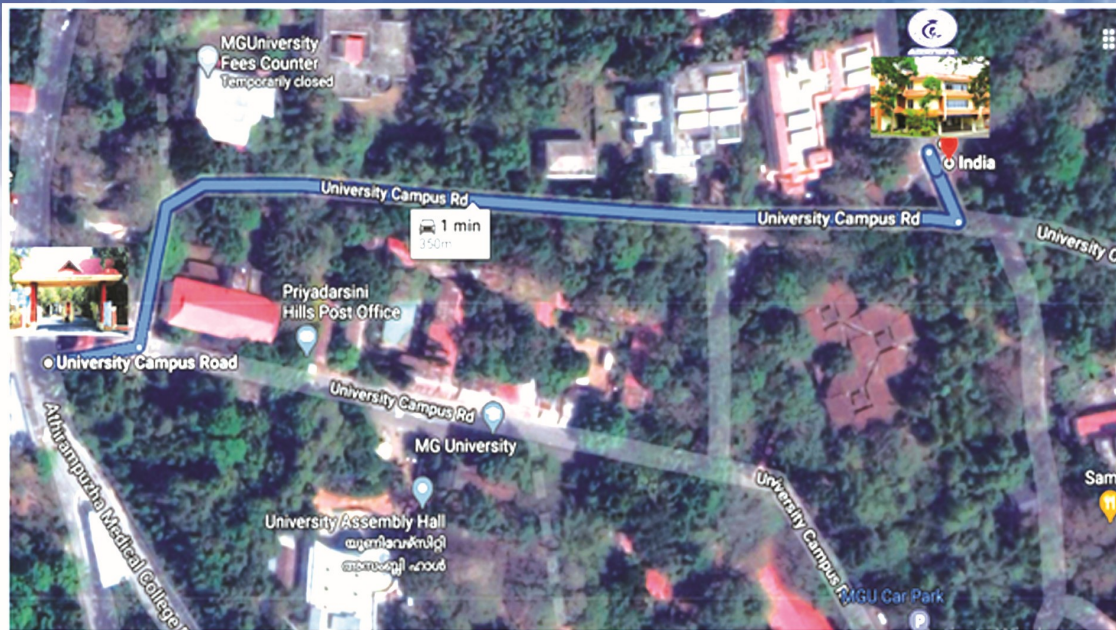
UPCOMING PROGRAMMES

1. **Virtual Learning Programme**

2. **Basic Programme**

3. **Special Batch for Repeaters Programme**

4. **Special Batch for Differently Abled Programme**

5. **Special Batch for Mains cum Interview Programme**

6. **Special Batch for Optional Papers Programme**

7. **Special Batch for other Civil Services Programme**

LOCATION MAP

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