



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

MGU - UGP /BBA/BCA - Major Switching, College Change (including Major Switching and Transfer), and Autonomous & Inter-University Change (including Major Switching and Transfer - Phase III) - Rules and Regulations - Recommendations of the MGU -UGP Monitoring Committee - Approved-Orders issued.

ACADEMIC A 4 SECTION

No. 6270/AC A 4/2025/MGU

Priyadarsini Hills,Dated: 07.07.2025

Read:-1. Rules and Regulations for Autonomous and Inter-University Change (including Major Switching and Transfer) MGU UGP/BBA/BCA approved by the Vice Chancellor dated 07/07/2025

ORDER

The Vice-Chancellor, by exercising the powers under the Section 10 (17) ,Chapter III of the Mahatma Gandhi University Act 1985 has approved the Rules and Regulations for Major Switching, College Change (including Major Switching and Transfer), and Autonomous & Inter-University Change (including Major Switching and Transfer) of MGU UGP/BBA/BCA.

Orders are issued accordingly.

SREEJITH R

ASSISTANT REGISTRAR I
(ACADEMIC)
For REGISTRAR

Copy To

- 1.PS to VC/PVC
- 2.PA to Registrar/Controller of Examinations
3. AR/DR/JR(Exam/Academic)
- 4.Affiliated Self Financing,Autonomous,Aided Colleges
- 5.ACC1/ACC2 Sections
- 5.PRO Section /University Website/IQAC
- 6.Records/Stock File

Encl

MGU - UGP /BBA/BCA Rules and Regulations for Major Switching, College Change (including Major Switching and Transfer), and Autonomous & Inter-University Change (including Major Switching and Transfer

Forwarded / By Order

Section Officer

MAHATMA GANDHI UNIVERSITY, KOTTAYAM

MGU-UGP/BBA/BCA

Rules and Regulations for Major Switching, College Change (including Major Switching and Transfer), and Autonomous & Inter-University Change (including Major Switching and Transfer)

Phase III - Autonomous & Inter-University Change (including Major Switching and Transfer)

1. Phase III applies to all MGU-UGP, MGU-BBA, and MGU-BCA programmes; however, the rules regarding major switching apply only to MGU-UGP programmes.
2. Information on existing seat vacancies, if any, after the College Change (including Major Switching and Transfer) in the MGU-UGP programmes (batch-wise and Aided/Self-financing-wise, if applicable) across all affiliated colleges will be made available through the portal published by Mahatma Gandhi University, Kottayam. This portal will display the seats reserved exclusively for Autonomous or Inter-University Major Switching, along with the reservation-wise distribution of these vacancies. The vacancies arising from the 10% seat enhancement, if any, are the only seats reserved exclusively for Autonomous or Inter-University Major Switching. For all other vacant seats, both Major Switching and Transfer cases under Autonomous or Inter-University Change will be considered.
3. Information on existing seat vacancies, if any, after the College Change (Transfer only) in the MGU-BBA and MGU-BCA programmes (batch-wise and Aided/Self-financing-wise, if applicable) across all affiliated colleges will be made available through the portal published by Mahatma Gandhi University, Kottayam. In the case of such vacancies, only Autonomous or Inter-University transfers without a major switch will be permitted.
4. Students who were admitted to Four Year Undergraduate Programmes (FYUGP) (Honours) – in any college affiliated to a university other than Mahatma Gandhi University, Kottayam, in an autonomous college, in a university department, or in any other higher educational institution – are solely eligible to apply for an Autonomous or Inter-University Change (including Major Switching and Transfer) to MGU-UGP programmes, or for an Autonomous or Inter-University Change (Transfer only) to MGU-BBA and MGU-BCA programmes.
5. Applications for Autonomous or Inter-University Change (including Major Switching and Transfer) to MGU-UGP programmes, and for Autonomous or Inter-University Change (Transfer only) to MGU-BBA and MGU-BCA programmes, must be submitted through the centralized portal published by Mahatma Gandhi University, Kottayam, after payment of the required fee. Students will be given a minimum of two days to submit their applications. Those applying for an Autonomous or Inter-University major switch to

MGU-UGP programmes must explicitly indicate whether they wish to be considered under any reservation quota – including the community quota and the management quota – in cases where the college has opted for seat enhancement.

6. Students must have acquired a minimum of 20 credits in each of the first two semesters to be eligible to apply for an Autonomous or Inter-University Change (including Major Switching and Transfer) to MGU-UGP, MGU-BBA, or MGU-BCA programmes.
7. For students applying for an Autonomous or Inter-University major switch to MGU-UGP programmes, switching will be permitted only to disciplines that were studied as a Minor or as an MDC in the first and/or second semesters. An Autonomous or Inter-University major switch to a discipline in an affiliated college will be permitted only if that college offers the chosen discipline as a major.
8. An Autonomous or Inter-University Major Switching shall be permitted only to a discipline in which students have acquired non-zero credit points from its Minor or MDC courses during the first two semesters of their programme.
9. For students applying for an Autonomous or Inter-University transfer to various MGU-UGP Programmes, the transfer will be allowed only to the discipline studied as the Major in the first and second semesters. For students applying for an Autonomous or Inter-University transfer to the MGU-BBA or MGU-BCA programmes, the transfer will be permitted only within the respective discipline (i.e., Business Administration to Business Administration, and Computer Applications to Computer Applications). An Autonomous or Inter-University transfer to a discipline in an affiliated college will be permitted only if that college offers a major in the same discipline.
10. Students applying for an Autonomous or Inter-University Change (including Major Switching and Transfer) to MGU-UGP programmes will be allowed to opt for a maximum of twelve choices for Autonomous or Inter-University Change (including Major Switching and Transfer), based on the disciplines they have studied as their Minor, or MDC in the first and/or second semesters.

Students applying for an Autonomous or Inter-University Change (Transfer only) to MGU-BBA or MGU-BCA programmes will be allowed to opt for a maximum of twelve choices for Autonomous or Inter-University Change (Transfer only).

11. Students applying for an Autonomous or Inter-University Change (including Major Switching and Transfer) to MGU-UGP programmes, and those applying for an Autonomous or Inter-University Change (Transfer only) to MGU-BBA or MGU-BCA programmes, must upload scanned copies of a No Objection Certificate (NOC) and a certificate stating that they have not been involved in activities such as ragging or any similar misconduct – both issued by the respective college principals or heads of university departments/academic schools/institutions - to the portal published by Mahatma Gandhi University.

12. To prepare the rank list, the sum of the credit points obtained by the student in the first and/or second semester courses of the discipline to which the Autonomous or Inter-University Change (including Major Switching and Transfer) is applied shall be calculated. The combinations of courses in the opted disciplines for Autonomous or Inter-University major switching and transfer that are eligible for credit point calculation in different cases are given below.

- For students applying for an Autonomous or Inter-University Change (including Major Switching and Transfer) to MGU-UGP programmes, these credit points must be from courses in the Major, Minor, and the MDC.
- For students applying for an Autonomous or Inter-University Change (Transfer only) to MGU-BBA or MGU-BCA programmes, the credit points must be from Core Courses.

13. Based on the applications submitted by the students, the University will publish discipline-wise rank lists (category-wise(Aided/SF), if required, comprising Selection Lists and Waiting Lists) for each college, except for the Management Quota seats. These lists will be made available to colleges through the portal published by Mahatma Gandhi University for a day, to enable verification of documents, credits, credit points, etc. Colleges may reject a candidate's application if any discrepancies are found. Students can exercise their choice to switch disciplines/institutions based on these rank lists within two days after the date of publication of the final rank lists.

Students whose names appear on a Selection List for any discipline in any college can either accept or reject the offer. If they accept, the switch to that discipline/ transfer to that college is considered complete. If they reject, they will be removed from that rank list. If a student appears on multiple selection lists, they may accept the switch to only one discipline/the transfer to only one college, after which they will be removed from all other rank lists.

If a student appears on a Waiting List for a particular discipline in any college, they have the option to mark their willingness for the switch to that discipline/ transfer to that college. If a student appears on multiple Waiting Lists, they may mark their willingness for the switch to only one discipline/the transfer to only one college. If a student marks their willingness to switch to a discipline/ transfer to a college on the Waiting List while they are on the Selection List of a discipline in any college, they will be removed from that Selection List, even if they have not rejected the offer.

The portal will be closed at the end of the second day. On the third day, students who have not exercised any option will be removed from all rank lists. Vacancies in each discipline in each college will then be calculated, and the system will auto-admit students who have marked their willingness, based on the available vacancies.

14. A separate rank list for the Management Quota will be published after the completion of the admission procedures under other categories. This rank list

will be independent of all previous admissions made during the Autonomous & Inter-University switching/transfer process. This list will be made available to colleges through the portal published by Mahatma Gandhi University for a day, to enable verification of documents, credits, credit points, etc. Colleges may reject a candidate's application if any discrepancies are found. Colleges may admit students under the Management Quota from this rank list for each major discipline, based on the colleges' preferences and adhering to reservation rules, by clicking the 'Admit' button next to the respective student's name. Once the 'Admit' button is clicked, the switch to that discipline is considered complete. If the student was previously switched to another discipline under any other quota, that switch will be cancelled. Similarly, if the student was previously transferred to another college, that transfer will also be cancelled. The entire admission procedure must be completed within a single day from the date of publication of the final rank lists. Colleges must obtain written consent from students before admitting them under the Management Quota, as any previous switches or transfers will be cancelled.

15. **Resolving Ties in Autonomous or Inter-University Change (including Major Switching and Transfer) for MGU-UGP Programmes:**

In the event of a tie in the rank list, where two or more candidates have the same credit points, the following criteria shall be applied successively to resolve the tie:

- The candidate who has secured more cumulative credit points in the Minor of the two semesters in the discipline for which credit points are being considered shall be given preference in the switch cases. The candidate who has secured more cumulative credit points in the Major of the two semesters in the discipline for which credit points are being considered shall be given preference in the transfer cases.
- The candidate who has acquired more credits during the first and second semesters in the discipline for which credit points are being considered shall be given preference.
- The candidate with the higher total credit points obtained in all courses during the first and second semesters shall be given preference.
- The candidate who has obtained more cumulative credit points in AEC English and AEC Other Language during the first and second semesters shall be given preference.
- The older candidate, as per the date of birth recorded in the SSLC/10th Certificate, shall be given preference.
- If all the above criteria fail to resolve the tie, it shall be resolved by a draw of lots conducted by the MGU-UGP Monitoring Committee at the University level.

16. **Resolving Ties in Autonomous or Inter-University Change (Transfer only) for MGU-BBA/BCA Programmes:**

In the event of a tie in the rank list, where two or more candidates have the same credit points, the following criteria shall be applied successively to resolve the tie:

- The candidate with the higher total credit points obtained in all courses during the first and second semesters shall be given preference.
- The candidate who has obtained higher total credit points in AEC English and AEC Other Language during the first and second semesters shall be given preference.
- The older candidate, as per the date of birth recorded in the SSLC/10th Certificate, shall be given preference.
- If all the above criteria fail to resolve the tie, it shall be resolved by a draw of lots conducted by the MGU-UGP Monitoring Committee at the University level.



MGU-UGP/BBA/BCA (HONOURS)