



**CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES, KOTTAYAM  
COLLEGES OF TEACHER EDUCATION. (Cs.T.E.)  
PROSPECTUS FOR ADMISSION TO B.Ed. DEGREE  
PROGRAMME 2025-2026**

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**CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES, KOTTAYAM  
(Established by the Government of Kerala)**

**Colleges of Teacher Education**

**(Affiliated to Mahatma Gandhi University)**

**PROSPECTUS**

**FOR ADMISSION TO B.Ed. DEGREE PROGRAMME 2025-2026**

**1. INTRODUCTION**

Prospectus for admission to the B.Ed. Degree Programme in Colleges of Teacher Education (CsTE) Under C.P.A.S for the academic year 2025-2026 is published herewith. It contains general information and rules relating to the admission to the B.Ed. Degree Programme 2025 -2026 in C.P.A.S-Colleges of Teacher Education (CsTE) affiliated to the Mahatma Gandhi University, Kottayam.

**2. PROGRAMMES, INSTITUTIONS AND SEATS**

Details of the Programme and duration

This is a programme leading to the Bachelor's Degree in Education. The programme extends for a period of two years comprising four semesters. The course of study shall be by regular attendance for the requisite

number of lectures and practical training as per Mahatma Gandhi University Regulations for the B.Ed. programme.

Institutions and Subjects for the B.Ed. Programme

Centre for Professional and Advanced Studies has 12 Colleges of Teacher Education (Cs.T.E.). The list of Colleges of Teacher Education (CsTE) to which admissions are to be made, the subjects offered in each institution and the total number of seats are given below:

Table 1-Details of B.Ed. courses conducted by C.P.A.S Colleges of Teacher Education

Colleges with Postal Address, Telephone Number and Subjects Offered	No. of Seats
1. College of Teacher Education, Elanthoor Vocational Higher Secondary School Campus, Elanthoor, Pathanamthitta., PIN 689 643, Tel.No.0468-2362392, Mob: 9747904651 Subjects Offered: Hindi, Mathematics, Natural Science, Physical Science, Social Science	50
2. College of Teacher Education, Erattupetta. Govt. Higher Secondary School Campus , Erattupetta Kottayam Dist., PIN 686 121 –Tel.No.0482-2275781, Mob: 9446121341 Subjects Offered: Commerce, Malayalam, Physical Science, Social Science, Natural Science	50
3. College of Teacher Education, Kanjirappally. Govt .High School Campus, Petta, Kanjirappally, Kottayam Dist., PIN-686 507 Tel.No.04828-202952, Mob: 9496555501 Subjects Offered: English, Mathematics, Natural Science, Physical Science, Social Science	50
4. College of Teacher Education, Kudamaloor. Govt. High School Campus, Kudamaloor, Kottayam Dist-686 017 TelNo. 0481-2391264, Mob:9497792417 Subjects Offered: Malayalam, Mathematics, Natural Science, Physical Science, Social Science	50
5. College of Teacher Education, Kumily. Amaravathy.P.O, Kumily –685 509 Tel.No.04869- 222839, Mob:9446288278 Subjects Offered: Malayalam, Mathematics, Natural Science, Physical Science, Social Science	50
6. College of Teacher Education, Muvattupuzha. Govt. Model High School Campus,Muvattupuzha, Ernakulam Dist.-686 661 Tel.No.0485-2833850, 2960850, Mob: 9446360667 Subjects offered: English, Natural Science, Physical Science, Social Science, Hindi	50

7. College of Teacher Education, Nedumkandam. Panchayath U.P. School Campus, Nedumkandam, Idukki Dist.- 685 553, Tel No. 04868-232616, Mob: 9061189898 Subjects offered: English, Mathematics, Natural Science, Physical Science, Malayalam	50
8. College of Teacher Education, Paippad Govt. High School Campus, Paippad, Changanachery, Kottayam Dist-686 537, Tel.No.0481-2441217, Mob: 9497615622 Subjects Offered: Hindi, Mathematics, Natural Science, Physical Science, Social Science	50
9. College of Teacher Education, Thodupuzha. Govt. Boys High School Campus, Thodupuzha, Idukki Dist., PIN 685585, Tel.No.0486-2227204, MOb 9447124470 Subjects Offered: Malayalam, Mathematics, Physical Science, Natural Science, Social Science	50
10. College of Teacher Education, Thottakkad, Champakara P O, Kottayam Dist-686540, Tel.No. Mob: 8281632126 Subjects Offered: English, Malayalam, Natural Science, Physical Science, Social Science	50
11. College of Teacher Education, Tripunithura. Near Govt. Boys High School Campus, Vaikom Road, Trippunithura, Ernakulam Dist-682 301, Tel.No.0484 – 2784656, Mob: 9447150100 Subjects offered: Malayalam, Mathematics, Physical Science, Sanskrit, and Social Science	50
12. College of Teacher Education, Vaikom Govt. Girls High School Campus, Vaikom, Kottayam Dist., PIN 686 141, Tel.No.04829-231917, Mob: 9605589568 Subjects Offered: Malayalam, Commerce, Physical Science, Natural Science, Social Science	50

### 3. CATEGORIZATION OF SEATS AND RESERVATION

Seats available in C.P.A.S Colleges of Teacher Education (CsTE) are Merit Seats only. Fifty percentage of the total seats shall be filled by the C.P.A.S, provided they satisfy the eligibility conditions prescribed by the M.G. University and CPAS. The remaining 50% of the seats under Merit quota will be filled up through M.G.U.C.A.P. allotment. Both type of allotments is on the basis of merit and by following the reservation policy of State Government, as detailed below. Reservation of seats and relaxation of marks will be granted based on the rules of the Government. The existing percentage of reservation is:

Sl.No.	Category	Percentage
(A)	State Merit (SM)	50%

(B)	Socially and Educationally Backward Classes (SEBC)	30%	
a.	Ezhava (EZ)	9	
b.	Muslim (MU)	8	
c.	Other Backward Hindu (OBH)	3	
d.	Latin Catholic and Anglo Indian (LA)	3	
e.	Dheevara and Related communities (DV)	2	
f.	Viswakarma and related communities (VK)	2	
g.	Kusavan and related communities (KN)	1	
h.	Other Backward Christian (BX)	1	
i.	Kudumbi (KU)	1	
(C)	Scheduled Castes and Scheduled Tribes	10%	
a.	Scheduled Castes (SC)	8	
b.	Scheduled Tribes (ST)	2	
(D)	Economically Weaker Sections (EWS) in General Category	10%	

The seats under the State Merit (SM) will be filled purely on merit basis irrespective of the category / Community to which the candidates belong.

#### 4. CLAIMS FOR MANDATORY RESERVATION AND CERTIFICATES TO BE PRODUCED

- (i) Claims for Mandatory Reservations must be made by a candidate at the time of submission of application, with supporting documents as required.
- (ii) The claims for mandatory reservation once made in the Application form cannot be altered by the candidate under any circumstances.

4.1.1 Claim for Communal reservation under 'Socially and Educationally Backward Classes' (SEBC): Reservation of seats to the Socially and Educationally backward Classes will be in accordance with the provisions contained in G.O.(P)208/66/Edn. dated 2.5.1966, as amended from time to time. The names of the castes and communities under SEBC are given in Annexure IV.

- (a) Candidates belonging to socially and Educationally Backward Classes as per G.O. (P) 02/2019/BCDD dated 08.03.2019, who belong to the non-creamy layer are eligible for reservation under this category. The non-creamy layer certificate should have been issued not earlier than 12 months prior to the submission of application. Only the claims of the candidates of those communities that are included in the list of communities appended in the Prospectus will be considered.
- (b) Candidates belonging to Ezhava, Muslim, Other backward Hindus, Latin Catholic other than Anglo Indians and Other backward Christian communities, claiming reservation under SEBC Quota should

invariably produce both 'Community' and 'Income Certificates' or non-creamy layer certificate obtained from the Village Officer concerned. The digital copy of the above certificates should be uploaded during submission of online application. Candidates who belong to the non-creamy layer are eligible for reservation. The seats unavailed by SEBC category candidates will be allotted under open quota.

#### 4.1.2. Claim for Reservation under Kerala Scheduled Castes/Kerala Scheduled Tribes Quota

- (a) Candidates claiming reservation under Kerala Scheduled Castes/ Kerala Scheduled Tribes Quota should obtain caste/community certificate from the revenue authorities concerned. The names of castes and communities are given in Annexure I&II. The candidates who are reconverted to Hinduism from Christianity of Scheduled caste origin should produce community certificate from Village Officer along with a copy of the gazette notification.
- (b) Claim of OEC candidates against the un-availed seats of SC/ST candidates: Other Eligible Community (OEC candidates) who claim allotment to the un-availed seats, if any, under SC/ST quota should furnish community and income certificates or non-creamy layer certificate obtained from the revenue authorities concerned. The names of castes and communities are given in Annexure III. Those OEC candidates whose annual family income is upto Rs. 8 lakhs alone are eligible for such seats.

#### OTHER GENERAL RULES FOR MANDATORY RESERVATION:

The seats unveiled by the SC candidates will be diverted to ST candidates and vice versa.

The unveiled seats reserved for SC/ST shall be re-notified through print media. If such Seats are remaining vacant even after re-notification, these shall be filled as detailed below: -

- (i) The unfilled vacancies shall be filled from candidates belonging to OEC, and in their absence candidates belonging to SEBC. The seats that further remain unfilled shall go to open quota.
- (ii) The unfilled vacancies shall be filled from the rank list of applicants belonging to the same backward/minority communities. If seats still remain vacant, the same will be filled as per clause
- (iii) 4.2.1 (i). The College authorities should report such vacancies to the University within the stipulated time.

4.3 Reservation for Persons with Disabilities (PD): 5% seats of the sanctioned strength shall be reserved in all affiliated institutions exclusively for candidates with benchmark disability (as per clause 32 (I) of chapter VI, The Rights of Persons with Disabilities Act, 2016). If candidates are not available in a particular category, the seats shall not be filled from any other categories.

'Person with disability' means a person suffering from not less than 40% of any disability as certified by a Medical Board constituted for this purpose. Candidates who have a minimum of 40% disability alone will be eligible for this quota. Candidates seeking admission under Differently Abled category should submit the "Certificate of disability", issued not earlier than 5 years prior to the submission of application, by the District Medical Board or bodies of higher status, certifying the degree of percentage of disability. The Permanent Disability Card issued by the State Government is also considered. The permanent disability card has a lifelong validity when issued to a disabled person - above the age of 18 years. For disabled children below 18 years of age, the card is required to be updated once in every five years. Based on the details furnished in the online application, candidates will be provisionally included under the "Differently Abled" category. Candidates seeking admission under PD category should upload with their application form, an attested copy of the 'Certificate of disability' issued by a District Medical Board or bodies of higher status, certifying the degree or percentage of disability.

Only Blind and Orthopedically handicapped candidates are eligible to apply to the PD Quota. The selection of candidates under this category will be based on the rank in the inter-se-merit list  
and not on the basis of the degree of disability.

4.4. NRI quota- Five (5) seats in each C.T.E. are reserved for students sponsored by Non-Resident Indians (NRIs) and the admission will be on the basis of a separate rank list. Those who seek admission to NRI quota should remit additional fee of Rs. 1000/- towards application fee. NRI candidate should be prepared to pay fees in US dollars or equivalent sum in Indian currency. Foreign nationals will also be considered under NRI category.

Along with the filled in application form, NRI candidate and parent/guardian (sponsor) should submit a joint declaration on stamp paper worth Rs. 200/- stating that they may be considered under the NRI quota only and they are willing to pay the NRI fees either in US dollars or equivalent currency, throughout the course of study and also that no request for change from NRI quota to general category, shall be made in future. NRI candidate should submit sponsorship certificate, copy of passport and Employment. Certificate attested by the consulate/Embassy, and certificate to prove relationship with the student at the time of admission. No request for transfer from NRI quota to general category will be entertained by the CPAS.

#### 5. ELIGIBILITY FOR ADMISSION

Age Limit: There is no age limit for applying to various B Ed programmes.

Academic eligibility should be satisfied as on the last date for submission of academic data.

No candidate shall be admitted to the B Ed Degree programme unless he/she possesses qualification and minimum requirement thereof.

If an applicant for admission is found to have indulged in ragging in the past or if it is noticed later, admissions shall be denied or he/she shall be expelled from the educational institution.

5.1.3.(i) Candidates should have passed the corresponding Degree Examination under the 10 + 2 + 3 pattern with one core/main subject and two complementary/subsidiary subjects from any of the Universities in Kerala or of any other University recognized by Mahatma Gandhi University as equivalent thereto for admission, subject to the stipulation regarding marks.

OR

(ii) Candidates who have passed Degree examination with Double/Triple main are eligible for admission to B Ed in any of the subjects they have studied as their Core/main. However, they have to submit copy of the Equivalency/Eligibility Certificate from Mahatma Gandhi University, stating that, their Qualifying Examination is recognized for seeking admission to the relevant B Ed Degree Course(s) as applicable, at the time of admission. This provision is not applicable in the case of those applicants who have passed their qualifying examination from MG University.

(iii) Candidates who have undergone five-year Integrated Programme in Science/Arts are also eligible for admission for B.Ed. They have to submit programme wise eligibility / equivalency certificate from Mahatma Gandhi University stating that, their Qualifying Examination is recognized for seeking admission to the relevant B Ed Degree Course(s) as applicable, at the time of admission.

(iv) B.A./B.Sc. (Hon) Degree course in the subjects concerned are eligible for B.Ed degree admission

(v) The minimum requirements for admission to B Ed Degree Programmes are:

	Graduates who have passed qualifying examination in CBCSS  (2009) pattern - Four Point Scale	Graduates who have Passed qualifying examination in CBCSS (2013/2017) pattern - Seven Point Scale	Graduates who have passed qualifying examination in other patterns
(a)	Science & Arts		
	Graduation with not less than CGPA of 2.00 out of 4.00 in the Core Group (Core + Complementary + Open Courses) Or Graduation with not less than CGPA of 2.00 out of 4.00 in aggregate.	Graduation with not less than CCPA of 5.00 out of 10.00 in the Core Group (Core + Complementary + Open Courses) Or Graduation with not less than CCPA of 5.00 out of 10.00 in aggregate.	Graduation with not less than 50% marks in the Part III subjects (Main/Core+ + subsidiaries/Complementaries). Or Graduation with not less than 50% marks in aggregate.

OR

50% Marks in M. A/ M.Sc. /M.Com

The Open course under core group is taken only for reckoning the eligibility for applying for the B Ed programmes concerned. But a candidate cannot apply for the respective B.Ed. programmes solely on the basis of the open course only

Subject to fulfilling of eligibility criteria for individual programmes

Relaxation in Marks in the qualifying examination:

**Kerala Scheduled Caste/Scheduled Tribe Category:** The minimum requirement for admission to B Ed programmes is a pass in the qualifying examination for the Kerala Scheduled caste /Scheduled tribe category.

**SEBC Category:** A relaxation of 3% marks in the qualifying examination from the prescribed minimum is allowed (See Annexure I (d) ) i.e. CGPA of 1.88 for CBCSS (2009), CCPA of 4.7 for CBCSS (2013/2017), applicants and 47% marks for pre-CBCSS applicants for admission to B.Ed programmes

OEC Category: A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed (See Annexure I (c) i.e. CGPA of 1.80 for CBCSS (2009), CCPA of 4.5 for CBCSS (2013/2017) applicants and 45%marks for pre - CBCSS applicants for admission to B Ed programmes.

Persons with Disability category: A relaxation of 5% marks in the qualifying examination from the prescribed minimum is allowed i.e. CGPA of 1.80 for CBCSS (2009), CCPA of 4.5 for CBCSS (2013/2017) applicants and 45%marks for pre - CBCSS applicants for admission to B Ed programmes.

6. CHOICE OF OPTIONAL SUBJECTS.

The optional subject for the B. Ed. course should be the same as the one, which the student has selected as main subject for graduation, or the main subject for graduation conventionally recognized to be coming under the optional chosen. In case, the main subject is different from or conventionally considered as not coming under the optional opted for admission, Eligibility Certificate from Mahatma Gandhi University should be furnished along with the application.

Eligibility for different Optional subjects: Candidates seeking admission to the B. Ed. Course in a subject/stream will have to satisfy the academic eligibility applicable to the subject/stream.

Languages

- (a) English: B.A. Degree with English language and Literature/Functional English/B.A. Communicative English with 50% (CGPA of 2) Mark in Part III or in aggregate or 50% Marks in M.A English language and Literature/ Functional English/ Communicative English or B.A. /B.Sc. with 50% (CGPA of 2) of marks for Part I English and not less than 50% marks for Master's Degree in English Language and Literature.
- (b) Malayalam: B.A. Degree with Malayalam Language and Literature with 50% (CGPA of 2) marks in Part III or in aggregate or 50% Marks in M.A Malayalam Language and Literature or B.A./ B.Sc. with 50% of marks (CGPA of 2) for Part II Malayalam and not less than 50% marks for Master's Degree in Malayalam Language and Literature.
- (c) Hindi: B.A. Degree with Hindi language and Literature/Functional Hindi with 50% marks (CGPA of 2) in Part III or in aggregate or Hindi language and Literature or B.A./B.Sc. with 50% of marks for Part II Hindi and not less than 50% marks for Master's Degree in Hindi Language and Literature.
- (d) Sanskrit: B.A. Degree with Sanskrit Language and Literature with 50% (CGPA of 2) marks in Part III or in aggregate or 50% Marks in M.A Sanskrit Language and Literature or B.A./ B.Sc. with 50% of marks (CGPA of 2) for Part II Sanskrit and not less than 50% marks for Master's Degree in Sanskrit Language and Literature.

Note: Candidates applying for the course under the language stream with a Bachelor's Degree in the subject concerned will be ranked first in that particular stream. Candidates applying for the course under any language stream based on Part I/ Part II at under graduate level and having PG Degree in the same subject as in Part I/ Part II will be ranked only after that.

6.1.2.2. Other Optional

- (a) Mathematics: B.Sc. Degree with Mathematics/Statistics/Applied Statistics as main, with 50% marks (CGPA of 2) in Part III or in aggregate or 50% marks in M.Sc. Mathematics/Statistics/Applied Statistics/Operational Research. Candidates with

Statistics/Applied Statistics/Operational Research should have studied Mathematics as one of the subjects at degree level.

(b) Physical Sciences: B.Sc. Degree with Physics/Chemistry/Polymer Chemistry/Geology/Petrochemicals/Bio-Chemistry/Industrial Chemistry/Electronics with Computer Hardware/ Physics (Instrumentation)/Physics Model III (Electronic Equipment Maintenance), Chemistry (Environment and Water Management)/Electronics with 50% marks (CGPA of 2) in Part III or in aggregate or 50% marks in M.Sc. Physics /Chemistry/ Polymer Chemistry/ Geology/ Petrochemicals/ Bio Chemistry/ Industrial Chemistry/ Electronics. The Candidates should have studied Physics or Chemistry as one of the subjects at degree level.

Natural Sciences: B.Sc. Degree with Botany/Zoology/Bio-Chemistry/Plant Science/Home Science/Psychology with Zoology or Botany as subsidiary/Aquaculture (with Bio-Chemistry and Zoology as Subsidiaries)/ Biotechnology/Microbiology/Biological Techniques and Specimen Preparation (with Bio-chemistry and Zoology as subsidiaries), Food Science and Quality Control, Zoology with Sericulture (Botany as compulsory/subsidiary subject at graduate level) with 50% marks (CGPA of 2) in Part III or in aggregate or 50% marks in M.Sc. Botany/Zoology/Bio-Chemistry/ Plant Science/Home Science/Psychology. They should have studied Zoology/Botany/Bio-Chemistry/Psychology as one of the subjects in Degree level.

(c) Social Science: B. A. Degree with History/ Arabic and Islamic History/ Geography/ Politics/Economics/Sociology/Philosophy/ West Asian Studies/ B.Sc Degree in Geography with 50% mark (CGPA of 2) in Part III or in aggregate or 50% marks in MSW/M.A. History/ Arabic and Islamic History/ Geography/ Politics/ Economics/ Sociology/ Philosophy/ West Asian Studies/ Gandhian Studies /International Relations /Music. Candidates should have studied History/Economics/Political Science/Geography/Sociology as one of the subjects at degree level.

(d) Commerce: Candidates who have secured M. Com Degree with not less than 50% Marks (CGPA of 2) alone are eligible for admission to the B.Ed. Course in Commerce. Such candidates are not eligible for admission to any other B.Ed. Course.

#### 7. PREPARATION OF RANKLIST:

The rank list shall be prepared for all subjects except Commerce as detailed below: Under Pre - CBCSS pattern, the following formula should be used to calculate the Index mark.

$$\frac{(\text{Part I} + \text{Part II} + \text{Part III}) + \text{Mark of Core Course /Main Subject}}{(\text{Total Maximum Mark of Part I, Part II and Part III} + \text{Maximum Mark of Core/Main subject})}$$
 The score thus is converted into score out of 1000. The index mark is arrived at after adding/deducting weight age /bonus marks/handicap marks, if any. Under CBCSS (2009) and CBCSS (2013/2017) pattern, the following formula should be used to calculate the INDEX mark. (Programme Grade Point Average x Programme Credit + Core Course Grade x Core Course Credit) / (Programme Credit + Core Credit)

The score thus is converted into score out of 1000. The index mark is arrived at after adding/deducting weightage/bonus marks/handicap marks, if any.

For Double /Triple main Subjects, only that subject for which the candidate seeks Admission for B. Ed Programme will be considered for calculating the Index marks. In the case of Integrated

Courses, their qualifying examination Mark/CGPA for PG will be considered for admission to B.Ed. In such cases where PG is taken as the Qualifying degree, no additional weightages for PG will be given. For Commerce, marks obtained for the post-graduation in the concerned discipline shall be converted to 1000. The index mark is arrived at after adding/deducting weightage/bonus marks/handicap marks, if any.

8. **BONUS MARKS**

The Bonus marks will be awarded as follows:

- a. Bonus mark of 10 shall be awarded to 'B' and 'C' Certificate holders in proof of their high proficiency. For NCC candidates the bonus marks will be awarded on the basis of the NCC certificates signed by the Director and issued by the Directorate provided the candidates have secured at least 75% attendance after having participated in NCC activities during the period of study for Undergraduate programmes. The Claim of these candidates who have participated in NCC/NSS activities prior to the University level programme i.e. Higher Secondary/Plus Two /Vocational Higher Secondary etc will not be taken into account for awarding bonus marks.
- b. Bonus mark of 10 shall be awarded to NSS Certificate holders. In respect of NSS candidates the bonus marks will be awarded on the basis of NSS certificates signed by the Vice-Chancellor or the Pro-Vice-Chancellor and issued to volunteers who have completed 240 hours of work within a period of 2 years of undergraduate study immediately preceding the P.G programmes for which admission sought.
- c. A bonus of 15 marks will be awarded to the Ex-servicemen applicants and widows and children of Jawans and Ex-service men seeking admission to the P.G. Programmes. Applicants in this category should invariably produce the certificate in support of their claim at the time of admission. The certificate should be obtained not earlier than six months from the last date of submission of application from the military authorities or state/Zilla Sainik Welfare Officer to the effect that the applicant is the son/daughter of ex-service man or an ex-service man himself/herself.
- d. "Weightage for PG will be given in the subject concerned and no weight age will be given if it is in subjects other than the optional subject chosen for B. Ed". A weight age of 15 marks can be given to candidates having PG with 75% marks and above, 10 marks to 60% and above, & 5 marks for 50%andabove.
- e. The benefit of bonus marks can be scored by a candidate only under one category i.e.; either NSS or NCC
- f. Sports Weightage- weight age of 1% marks shall be given to the candidates who have represented the University / State / National level in Sports and Games. Rounding of marks of 0.5 and above to the highest figure shall not be done while calculating the percentage of marks for minimum eligibility
- g. Locality weight age- Certain percentage of marks shall be given to the local candidates as locality weight age on production of proper locality certificate from the competent authority. The percentage of marks and the revenue area shall be decided by the Society, and it vests all the rights in implementing and withdrawing the conditions regarding the local weight age.
- i. 10% of the marks obtained for the qualifying examination will be given as weight age to those who belong to Cooperation or Municipal area and 15% of the marks obtained will be given to those who belong to other areas.

- ii. District weight age- A weight age of 2% marks will be given for purpose of ranking candidates who belong to the revenue district in which the college is situated. In case, there is no college in the particular Revenue District under the jurisdiction of the society, the candidates will be eligible for such concessions in the College of Teacher Education of the adjoining district. The candidates claiming weight age under clause (i) are not eligible for concession under this category.

SI NO	COLLEGE	AREA	PERCENTAGE OF LOCAL WEIGHTAGE
1	C.T.E. ELANTHOOR	<u>TALUKS</u> ADOOR KONNI RANNI KOZHENCHERRY THIRUVALLA MALLAPPALLY	15%
		<u>MUNICIPALITIES</u> THIRUVALLA ADOOR PATHANAMTHITTA PANTHALAM	10%

2	C.T.E. ERATTUPETTA	MUNICIPAL AREA OF ERATTUPETA	10%
		POONJAR POONJAR THEKKEKARA THALANADU MOONNILAVE THIDANADU TEEKOY MELUKAVU THALAPPALAM	15%
		KOTTAYAM DISTRICT OTHER THAN THE ABOVE	2%
3	C.T.E. KANJIRAPPALLY	KANJIRAPALLY THALUKKOKKAYAR PERUVANTHANAM VILLAGE	15%
		DISTRICT OTHER THAN THE ABOVE	2%
	KUDAMALLOOR	MUNICIPAL AREA OF KOTTAYAM	10%

		AREA UNDER KOTTAYAM TALUK	15%
		KOTTAYAM DISTRICT AREA OTHER THAN THE ABOVE	2%
5	C.T.E. KUMILY	KUMILY VANDIPPERITYAR PEERMEDU ELAPPARA UPPUTHARA PERUVANTHANAM KOKKAYAR CHAKKUPALLAM VANDENMEDU	15%
		IDUKKI DISTRICT AREA OTHER THAN THE ABOVE	2%
6	C.T.E. MUVATTUPUZHA	ALL PANCHAYATH OF KANAYANNUR TALUK ALL PANCHAYATHS OF KOCHI TALUK ALL PANCHAYATHS OF KUNNATHUNAD TALUKALL PANCHAYATHS OF ALUVA TALUK ALL PANCHAYATHS OF PARAVUR TALUK ALL PANCHAYATH OF MUVATTUPUZHA TALUK ALL PANCHAYATHS OF KOTHAMANGALAM TALUK	15%

	C.T.E. MUVATTUPUZHA	TRIPUNITURA MUNICIPALITY MARAUD MUNICIPALITY TRIKKAKKARA MUNICIPALITY KOCHI CORPORATION PERUMBAVOOR MUNICIPALITYALUVA MUNICIPALITY ANGAMALI MUNICIPALITY PARAVUR MUNICIPALITY ELUR MUNICIPALITY KALAMASSERY MUNICIPALITYALUVA MUNICIPALITY MUVATTUPUZHA MUNICIPALITY PIRAVOM MUNICIPALITY KOTHATTUKUL;AM MUNICIPALITY KOTHAMANGALAM MUNICIPALITY	10%
7	C.T.E. NEDUMKANDAM	UDUMBUMCHOLA TALUK IDUKKI TALUK DEVIKULAMTALUK	15%
		IDUKKI DISTRICT AREA OTHER THAN THE ABOVE	2%
8	C.T.E. PAIPPAD	AREA UNDER CHANGANACHERRY TALUK KUNNAMTHANAM KAVIYOOR	15%
		KOTTAYAM DISTRICT AREA OTHER THAN THE ABOVE	2%
9	C.T.E. THODUPUZHA	KARIMKUNNAM MUTTOM RAMAPURAM EDAVETTY VELLIAMATTOM	15%
		KODIKULAM UDUMBANNOOR	
		THODUPUZHA MUNICIPALITY	10%
		IDUKKI DISTRICT AREA OTHER THAN THE ABOVE	2%

10	C.T.E. THOTTAKAD	THOTTAKKAD NEDUMKUNNAM PUTHUPALLY MEENADOM VAKATHANAM VAZHOOR MADAPPALLY VELLAVOOR CHIRAKKADAVU KARUKACHAL KANGAZHA	15%
		KOTTAYAM DISTRICT AREA OTHER THAN THE ABOVE	2%
11	C.T.E. THRIPUNITURA	AREA UNDER TRIPUNITURA MUNICIPALITY	10%
		ERNAKULAM DISTRICT AREA OTHER THAN THE ABOVE	2%
12	C.T.E. VAIKOM	AREA UNDER VAIKOM MUNICIPALITY	10%
		KOTTAYAM DISTRICT AREA OTHER THAN THE ABOVE	2%

h. Bonus marks will be added only if the candidate has obtained the prescribed minimum qualifying marks in the qualifying examination while calculating the index marks. Deduction will be made from the total ranking marks for those candidates who had availed more than one chance in passing the qualifying examination as detailed below:

8.1 Handicap mark of 5 will be deducted from the total rank marks for each additional appearance he/she has taken for completing the qualifying examination. Number of chances means the number of chances for passing any part of the qualifying examination excluding cancellation.

Wherever letter grades are given for the qualifying examination, the candidate should produce the relevant document so that the grades can be converted into actual marks. In the case of grades where marks range is given, the mid value will be taken for computation of index marks.

Resolving of Tie: In the case of more than one candidate obtaining equal index marks (including weight age/ if applicable), the candidate who has scored more marks in Part III Main will be placed higher in ranking. If the tie persists the candidate who has scored more marks in Part I common courses/papers English will be placed higher in ranking and if the tie still persists, the marks scored in Part II common course/additional language will be considered. If the tie still persists, the age of the candidates will be taken into account, the older being placed higher in the ranking.

Even after this exercise, if the tie persists, the alphabetical order of the first name of the candidates will be taken into account.

Rounding of marks of 0.5 and above to the highest figure shall not be done while calculating the percentage of marks for minimum eligibility.
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1. Candidates applying for admission to all courses under College of Teacher Education should apply online and send a printout to the centers concerned on or before the last date.
2. Online submission of Application may be made by accessing the website – [www.cpas.ac.in](http://www.cpas.ac.in).
3. Copy of the printout of the Application form must be retained for future reference.
4. The applicant is fully responsible for the details and marks entered in the application form. Any disparity in marks or claims noticed at the time of admission will result in the application being summarily rejected.
5. Applicant should ensure the following before sending the printout of the application form:
  - i. All certificates furnished are properly filled in and signed by the competent authority and affixed office seal at specified place.
  - ii. The photograph uploaded online and the photograph pasted in the printout of application form should be identical and properly self-attested.
  - iii. The applicant should select the course/courses which he/she desires to study while applying online.
  - iv. The candidate should maintain confidentiality of the password created at the time of registration for submission of online application and keep it in safe custody till the end of allotment process.
6. No memo will be sent by post from this office in the case of defective applications. The defects, if any, should be rectified before the cut-off date by the candidate. In that case hardcopy of the corrected application should be sent to the college.

10. REMITTANCE OF APPLICATION FEE

The applicant has to remit Rs. 1000/- as application Fee by online payment through the payment gateway. (for SC/ST candidates Rs. 500/-) and ( for NRI candidates Rs.2000/- )

11. ADMISSION GUIDELINES

Allotment for 50% seats by admission through the M.G. University Centralized Allotment Process and for 50% seat will be from the rank list prepared by the CPAS. All

Admissions shall be based on merit .i.e., solely based on the marks of the qualifying examination.

Candidates applying for admission through CPAS Merit seats (50% of the total seats) should apply online by accessing the website - [www.cpas.ac.in](http://www.cpas.ac.in) or [www.sme.edu.in](http://www.sme.edu.in). And send a printout with copies of certificates uploaded, to the Principal of the College of Teacher Education concerned on or before the last date mentioned. Candidates can apply for more than one optional subject in a college but submit separate online application for each subject. Candidates can apply to more than one college through one online application but send the printout with copies of certificates uploaded, to the College of Teacher Education where the candidate applied. The applicant is fully responsible for the details/marks/grades/credits entered in the online application form. Any disparity in the entered details/marks/grades/credits/claims noticed at the time of admission will result in the application being summarily rejected.

Candidates applying for admission through Mahatma Gandhi University CAP Merit seats (50% of the total seats) should register online on or before the last date stipulated in the admission schedule by accessing Mahatma Gandhi University Admission website ([cap.mgu.ac.in](http://cap.mgu.ac.in)). For C.P.A.S Merit seats, registration in Mahatma Gandhi University B.Ed

C.A.P. site is compulsory. The candidate should upload the MGU B.Ed. CAP number on the online application of C.P.A.S.

1. Depute one faculty as Admission Officer for each institution. He/she will be responsible for the admission process. In the case of handling large number of applications an admission cell under the admission officer shall be constituted.
2. Applicants will send a printout of the application submitted online along with copies of certificates uploaded to the colleges concerned
  - a. Application should be verified by the faculty and inform the candidates by mail if data are missing. Provision for online verification is provided in the admission software.
  - b. Register should be maintained to record the verified documents and there should be the name of the faculty, application numbers (range) of documents verified, date of verification, and total number of documents verified, and signature of that faculty.
  - c. Application form should be sorted serially according to the application number and bundled in 100 numbers each.
  - d. Extension of last date for application shall be done only after obtaining prior sanction from the CPAS Director.
  - e. Make sure all relevant data and documents are uploaded.
3. Make sure candidates listed in the rank list are eligible. Candidates who are not eligible should be identified and removed from the rank list. These applicant details should be recorded in the admission file, stating the reason for the rejection.
4. Orders of affiliation from Universities/Regulatory Bodies should be collected before admitting students. Copies of the order should be maintained in the admission file.
5. All correspondences and complaints received shall be filed.
6. Rank list shall be published only after the approval of the CPAS Director.
7. After publishing the rank list if there are any anomalies and correction is needed, a request with the required amendment shall be forwarded to the Director CPAS and approval shall be obtained. The modified rank list shall be published after the permission is obtained from the CPAS Director.
8. All approved rank lists shall be filed.
9. Admission counselling dates shall be intimated to the candidates by means of SMS, Memo (available in the website), and newspaper.
10. The counselling schedule shall be published in the C.P.A.S .website.
12. SEAT MATRIX
 

Seat matrix of the CPAS merit seats should be prepared by including community reservation and general seat in the ratio 50:50 including EWS. Additionally, NRI seat, and physically handicapped reservation if applicable shall be given. Approval from the Admission officer shall be obtained at least one week prior to the first admission counselling.
- 12.1 Admission counseling process
  - a. Counseling memo shall be collected from the candidates present.
  - b. Sort the memo based on the rank order.
  - c. Admission officer/authorized cell member shall explain the admission procedure to the candidates/guardians.
  - d. Verify the original certificates of the candidates in rank order.
13. ADMISSION PROCESS: Certificate verification
  11. The Allotment Memo downloaded from the website.
  12. Certificate to prove date of birth.
  13. Transfer Certificate (T.C.) from the Institution last attended and Conduct Certificate.

14. Grade card/ Mark lists of all parts of the Degree examination and Provisional/Degree Certificate.

15. In the case of students from other Universities, Eligibility Certificate from Mahatma Gandhi University specifically stating that, their Qualifying examination is recognized for seeking admission to B.Ed. Degree course (not Higher Studies) in a particular optional subject/in a stream is mandatory at the time of admission to the course.

- a. Migration Certificate, if applicable.
- b. Caste certificate from the revenue authorities concerned in the case of SC/ST candidates. Any other documents required to be produced before the Head of Institution.
- c. Community Certificate along with non-creamy layer certificate (as per Government rules) from the revenue authorities concerned in the case of SEBC candidates who claim reservation under SEBC category. The non-creamy layer certificate should not have been issued earlier than 12 months prior to the submission of application.
- d. Income and Asset Certificate from the revenue authorities concerned as stipulated in GO (MS) No. 128/2020/H Edn dated 20/03/2020 in the case of candidates who wish to avail of reservation under EWS.
- e. Candidates who wish to avail of bonus/weight age of marks shall produce the relevant certificates. The college authorities, after verifying the originals of the above documents, shall confirm the online admission granted earlier on the basis of digital documents and make necessary updations 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 college.

14. SEAT ALLOTMENT

Total seats should be provided by specifying the nature of the seat based on subject and category allotted.

The seats unavailed by SC candidates will go to ST candidates and vice versa.

The seats unavailed by SC/ST candidates will go to OEC candidates. The seats that still remain unavailed of will go to SEBC, then to open merit. But this shall be done only after notifying the vacancy in the newspaper and website.

15. ADMIT CARD

- a. A system generated Admit card is issued to each student during the admission process. The admit card should contain the details of the students like photograph, name, date of birth, community details, parent contact details, rank, application number, course and seat admitted, type of admission (MGU B.Ed. CAP or C.P.A.S. merit), certificates received from the students, and the fee collected from the students (admission fee, tuition fee, caution deposit, and special fee), and the date of admission.
- b. Certificates due should be marked in the admit card.
- c. All certificates received along with the copy of application form and the allotment memo issued should be kept in the docket entering all the details as entered in the admit card on the docket cover.

16. FEE PAYMENT

- a. After receiving all the documents that are compulsory, permit the candidate to remit the fee by generating a Challan

- b. After receiving all the certificates and fee the Admission Officer or authorized cell member should verify the admit card for all the details received and entered. The admission officer should sign the admit card and this should be countersigned by the Head of the Institution.
- c. All the correspondence regarding cancellation of the course should also be online.

17. M.G.U. B.Ed. C.A.P. allotment

Candidates allotted through M.G.U.-C.A.P. shall be admitted only after the verification of the original certificates and documents. The application form generated should be kept along with the original documents/certificates collected from the students. If the candidates have already paid any fee (other than application fee) as mentioned in the concerned website at MGU B.Ed. CAP, then he/she shall remit the balance amount of fee. Otherwise, the candidate shall make the full payment and the fee paid at MGU B.Ed. CAP shall be reimbursed to the students once the amount is released from MGU B.Ed. CAP.

18. SPOT ADMISSION

Filling up of vacant seats (general/reservation) through Spot admission shall be done only after notifying in the newspaper/website. A list of candidates attending the spot admission shall be maintained in the institution with their dated signature. After verification of the original certificates/documents a rank list shall be prepared and published with the consent of the Head of the Institution. Spot admission shall be done based on this rank list. Approval of the C.P.A.S Director shall be obtained later. The rank list(s) and the list of candidates attended shall be filed. The admitted students shall register in the admission portal, fill details, make fee payment, and generate application form which shall be kept along with the original documents.

19. FEES

- i. Fee once remitted shall not be refunded. However, the amount shall be refunded to those who discontinue after getting admission but before closure of admission. Those who discontinue after closure of admission shall have to pay the tuition fee for the remaining semesters of study as liquidated damages as per Rules in force.
- ii. Caution deposit will be returned on completion of the course (after adjusting liabilities if any).

Fee Structure (General seats in INR)

Semester	I	II	III	IV	Total
Tuition Fee(MGU CAP admission)	22500	22500	22500	22500	90000
Tuition Fee(CPAS Merit admission)	30000	30000	30000	30000	120000
Library Fee	1000	0	0	0	1000
Laboratory	1000	0	0	0	1000
Caution Deposit	300	0	0	0	300
Admission Fee	1000	0	0	0	1000
Association Fee	50	0	0	0	50
Calendar Fee	50	0	0	0	50

Game Fee	250	0	0	0	250
Magazine Fee	300	0	0	0	300
Registration Fee	250	0	0	0	250
Stationary Fee	250	0	0	0	250
Medical Fee	200	0	0	0	200
Student Amenities	650	0	0	0	650
UUF	70	0	70	0	140
SWF	50	0	50	0	100
SSIP	100	0	100	0	200
Sports Affiliation Fee*	370	0	370	0	740
Student Affiliation Fee	1325	0	0	0	1325
Annual Administration Fee	1280	0	1280	0	2560
Course Affiliation, College Affiliation & inspection Fee	485	0	485	0	970
Recognition Fee	3500	0	0	0	3500

270/- for university and 100 for college annual sports meet

(Fee will be subject to the changes based on the changes made by the C.P.A.S/Govt./MG University) Fee Structure (NRI seats in US Dollars)

Semester	TnFee	LibraryFee	LaboratoryFee	CautionDeposit	OtherFee	StudentAffiliation Fee	UUF	SWF	SSIP	SportsAffiliationFee	Annual AdministrationFee	Course Affiliation, CollegeAffiliation	TOTAL
I	\$580.91	\$148.04											\$728.95
II	\$580.91	0	0	0	0	0	0	0	0	0	0	0	\$580.91
III	\$580.91	0	0	0	0	0	\$27.35						\$608.26
IV	\$580.91	0	0	0	0	0	0	0	0	0	0	0	\$580.91
Total													\$2499.03

\*Fee will be subject to the conversion rate prevailing at the time of remittance. Fee Structure (SC/ST/OEC students)

Sl. No	Particulars	I Sem	II Sem	III Sem	IV Sem
1	Admission Fee	1000	Nil	Nil	Nil

2	Caution Deposit (refundable)	300	Nil	Nil	Nil
Grand Total		1300	Nil	Nil	Nil

SC/ST/OEC candidates are exempted from paying the fees except Caution Deposit and Admission fee subject to the condition that they have not availed themselves of similar concession for B.Ed. Course

**\*\*Fee structure may vary as per C.P.A.S./Government norms and MG University. Examination fee shall be remitted by each student to the university at the time of respective examinations. SC/ST/OEC students are exempted from examination fee as per Government norms.**

#### Schedule of remittance

Fee for the 1<sup>st</sup> semester of all the courses are to be remitted at the time of admission. For all subsequent semesters, fee should be remitted without fine within the Fifth working day of the month of January for the Even semesters and the fifth working day of June for the Odd semesters; and there after within ten days with a fine of Rs. 100/-. A fine of Rs.10/- per day including holidays will be levied from the last day of remittance of the fine of Rs.100/-. This is applicable for online payment done at prior date but submitted after the last day of remittance without fine. However, the students are required to remit the fee within the cut- off date mentioned by CPAS.

Mode of payment: All fee payment should be through State Bank Collect link provided in the web site. The fee shall be paid using Credit/Debit card or Net Banking or at SBI with the challan generated from the online transaction.

#### GENERAL INFORMATION

1. The University and the Society reserves the right to make any changes in the rules and regulations laid down in the Prospectus.
2. Original documents should be produced at the time of admission/Interview.
3. Last date to receive the filled in application forms in the College of Teacher Education concerned will be as per Government notification.
4. Completed Applications Forms should reach the office concerned before the prescribed date.
5. Admission will be provisional till it is finalized by the Society.
6. The institution will not be responsible for delay in communication or late receipt of Memo sent by the institution.
7. Incomplete application forms will be rejected.
8. Those who have qualified from universities other than Mahatma Gandhi University or

Boards shall produce Eligibility /Equivalency Certificate/ Recognition Certificate from this University and Migration Certificate / NOC from the parent University at the time of admission.

9. Reservation candidates should submit authentic certificates.
10. No college transfer will be permitted.

If the number of applications for a subject is below 5 the Society reserves the right to transfer the subject from one college to another.

#### 20.1. Check list

Please check whether your application form contains the following:

1. Self-attested copies of the mark lists of the qualifying and other examinations.
2. Self-attested copies of the Pass Certificate/Certificates/Provisional or Degree Certificate of the qualifying examinations; relevant SSLC pages to prove age
3. Self-attested copies of the certificate to prove claims based on reservation (caste), children of Ex-Service personnel. etc.
4. Registration fee remitted by way of bank pay in slip in favour of the Director, Centre for Professional and Advanced Studies, Kottayam.
5. Other details if any.

(Candidates shall read the prospectus carefully and familiarize themselves with all the relevant information relating to the admission process. This prospectus is subject to modification/addition/deletion as may be deemed necessary by CPAS)

The Hon. Supreme Court of India has directed that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory; the authority would expel him from the Institution.

Place: Gandhinagar

Date: 07.05.2025

DIRECTOR