

# MAHATMA GANDHI UNIVERSITY

## INSTRUCTIONS FOR ONLINE EQUIVALENCY-ELIGIBILITY CERTIFICATE AND COURSE RECOGNITION

1. Visit website <http://certificates.mgu.ac.in>

The screenshot shows the 'Instructions to Applicants' page on the Mahatma Gandhi University Equivalency-Eligibility Online Portal. The page includes a navigation menu on the left with options: Instructions, Check Eligibility, Apply Online, and Contact. The main content area lists several instructions for applicants, such as providing a valid e-mail and mobile number, reading instructions carefully, and ensuring uploaded certificates are clear and readable. A note specifies that documents should be at least 500px wide and 500px high, with a maximum size of 100K and supported formats of gif, jpg, png, and jpeg.

2. Candidate can apply for Equivalency / Eligibility certificate and Course recognition through this portal.

3. For viewing courses recognized by MG University, Click on **Check Eligibility** link, select the university and search. It will list all the courses of that particular university which are recognized by MG University along with the list of documents needed to apply for each course.

The screenshot shows the 'Check Eligibility' page on the Mahatma Gandhi University Equivalency-Eligibility Online Portal. The page features a search bar where 'Amrita Vishwa Vidyapeetham, Coimbatore, Tamil Nadu' is selected. Below the search bar is a table listing recognized courses with their corresponding MGU courses, special conditions, purposes, certificates provided, and required documents.

Sl.No	Course	Equating MGU Course	Special Condition	Purpose	Certificate Provided for	Documents to be uploaded
1	Bachelor of Arts in English ( Regular )	Nil	Nil	Higher Studies .Employment	Eligibility	Refer UG Regular/Distance of below table
2	Bachelor of Business Management ( Regular )	Bachelor of Business Management ( Regular )	Nil	Higher Studies .Employment	Equivalency, Eligibility	Refer UG Regular/Distance of below table
3	Bachelor of Commerce ( Regular )	Bachelor of Commerce ( Regular )	Nil	Employment .Higher Studies	Equivalency, Eligibility	Refer UG Regular/Distance of below table
4	Bachelor of Computer Application ( Regular )	Bachelor of Computer Application ( Regular )	Nil	Higher Studies .Employment	Equivalency, Eligibility	Refer UG Regular/Distance of below table
5	Bachelor of Science in Biotechnology ( Regular )	Bachelor of Science in Biotechnology ( Regular )	Nil	Employment .Higher Studies	Equivalency, Eligibility	Refer UG Regular/Distance of below table

4. For applying online click on **Apply Online** link. If you are a new user, you have to create an account first. To create an account click on the **Create Account** link. Your login id and password will be sent to you via registered email id and mobile number.

The screenshot shows the 'Account Creation' page of the Mahatma Gandhi University Equivalency-Eligibility Online Portal. The page has a dark blue header with the university logo and name on the left, and the portal title on the right. A left sidebar contains navigation links: 'Instructions', 'Check Eligibility', 'Apply Online', 'Account Creation' (highlighted), 'Login', and 'Contact'. The main content area is titled 'Account Creation' and contains a form with the following fields: 'Name of the Applicant', 'Address', 'Gender' (with radio buttons for 'Male' and 'Female'), 'Mobile Number', 'Email Id', and 'Security Code'. A 'Create Account' button is located below the Security Code field. A CAPTCHA image is visible next to the Security Code field. At the bottom of the page, there is a copyright notice: '© 2017 Mahatma Gandhi University, Kottayam, Kerala. Powered by IT Cell Admin. All Rights Reserved.'

5. If you already have an account, login with the login id and password.

6. Candidate can apply for more than one application through their account.

7. After login there will be a dashboard in which detailed instructions for the applicant are provided.

## **How to apply for Equivalency/Eligibility Certificate**

Step 1: Click on the **Apply for Equivalency/Eligibility Certificate** Menu.

Step 2: Check whether you are eligible to apply for equivalency/eligibility certificate by providing your education details and purpose for which certificate is required. If your course is

recognized by MGU you can proceed by selecting the course you studied and the equivalent MG university course.

Check Eligibility	
Certificate required for	: Equivalency
Name of the University/Board which conducted the examination	: Amrita Vishwa Vidyapeetham,C
Course Level	: UG
Mode of study	: Regular
Course Scheme	: Semester
Course Type	: Full Time
Duration of the Course	: 2011 2015
Purpose for which certificate is required	: Higher Studies
Name of the course passed by the candidate	: Bachelor of Computer Applicati
Equivalent Course	: Bachelor of Computer Applicati

Step 3: Upload all the required documents and click on the **Proceed to next step** button.

Step 4: This page will display the detailed application. Verify the details, edit as needed using the edit button. You can't edit the application once you proceed to payment.

Step 5: Complete the Online fee payment, print the receipt if needed and proceed to next step.

Step 6: Submit application after verifying the details.



Home	Submit Application
Basic Details	Name of Applicant : Amrutha Manoharan
Apply for Course Recognition	Email Id : amruthamanoharan01@gmail.com
<b>Apply for Equivalency/Eligibility</b>	Certificate required for : Equivalency
Application Status	Name of the University/Board which conducted the examination : Amrita Vishwa Vidyapeetham, Coimbatore, Tamil Nadu
Contact	Name of the course passed by the candidate : Bachelor of Computer Application
Logout	Equivalent Course : Bachelor of Computer Application
	Purpose for which certificate is required : Higher Studies
	Fee Paid : 100.00
	<input type="button" value="Submit Application"/>

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\* Status of the application will be sent to you via Email and SMS, or the applicant can view the status by login to their account.

\* Click on Application Status link. It will display applications along with status shown in the status column. If the application is rejected the status will be Resubmit and you can resubmit your application with proper details. If the status column having a **download** button, it means your certificate is generated and you can download your certificate by clicking **download** button. If this column shows status as **INCOMPLETE**, the you have to click on that text to complete the application. Status will be Accepted when the start proceeding application.

\* When your certificate is ready to download, you will be informed via Email and SMS. You can download your Equivalency/Eligibility certificate by clicking the **download** button in the **Application Status** menu.

\* If the applicant failed to complete the application, the he/she can login to their account and click on the **Application Status** link and proceed with the application by clicking the **INCOMPLETE** text in status column.

8. For any query applicant can contact the corresponding section using the Email and Phone number provided.

9. In case your degree is of a regular course and the degree is not found amongst the mapped courses, you can send an email with scanned copies of Degree certificate/Provisional Certificate and TC/course certificate for taking necessary action for listing the said course and enabling you to submit application.

## **How to apply for Course Recognition**

Step 1: Click on the **Apply for Course Recognition** Menu.

Step 2: Complete the basic details. (Communication will be sent to you via the Address/Mobile Number/Email Id provided.)

Step 3: Complete the application by providing details of course for which the recognition is sought and click on the **Save and Proceed** to next step button.

**Details of the Degree to be recognized**

Course Conducted by : --Select--

Name of University/Board/Institution which conducted the examination :

Course Level : --Select--

Name of Course :

Mode of study : --Select--

Course Scheme : --Select--

Course Type : --Select--

Pattern of Study : (eg: 10+2+3)

Duration of the Course : --From-- --To--

Month and year of passing the examination : --Month-- --Year--

Register No :

Name of the Degree of MG University to be equated : --Select--

Purpose for which recognition is sought : --Select--

[Save and Proceed to next Step](#)

Step 4: After verifying the details in the page click on **Pay Now** button. Complete the Online fee payment, print the receipt if needed and proceed to next step.

**MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA, INDIA.** **Equivalency-Eligibility Online Portal**

Home Fee Payment

Basic Details

**Apply for Course Recognition**

Apply for Equivalency/Eligibility

Application Status

Contact

Logout

Name of Applicant : Amrutha Manoharan

Mobile Number : 8889785758

Email Id : amruthamanoharan001@gmail.com

Fee Amount : Rs. 300

[Pay Now](#)

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Step 5: This page will display full details of application. Print the application form by clicking the **Print Application** button provided at the bottom of the page.

Step 6: Mail the application form along with listed documents to **courserecogn@mgu.ac.in**.

\* Status of the application will be sent to you via Email and SMS, or the applicant can view the status by login to their account.

\* Click on **Application Status** link. It will display applications along with status shown in the status column. If the application is rejected the status will be **Rejected** and if it is approved then the status will be **Approved**. If the status column having a **download** button, it means your application is completed and you can download your application by clicking **download** button. If this column shows status as **INCOMPLETE**, then you have to click on that text to complete the application.

The screenshot displays the 'Application Status' page of the Mahatma Gandhi University Equivalency-Eligibility Online Portal. The page features a navigation menu on the left and two main tables showing application details.

**Application status of Eligibility/Equivalency Certificates**

Sl.No	Application Number	Certificate Required for	Name of University/Institution where the applicant studied	Name of Course	Date of Submission	Status
1	20015	Equivalency	Bharathiar University, Coimbatore, Tamil Nadu	Master of Science in Zoology	26-10-2017	Application Verification Started
2	20019	Eligibility	University of Kerala, Thiruvananthapuram, Kerala	Bachelor of Education in English	26-10-2017	SUBMITTED

**Application status of Course Recognition**

Sl.No	Application Number	Name of University/Board/Institution which conducted the examination	Name of Course	Purpose for which recognition is sought	Date of Submission	Status
1	20014	Bharathiar University	Master of Science in Electronics	Employment	30-11--0001	INCOMPLETE

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\* If the applicant failed to complete the application, the he/she can login to their account and click on the Application Status link and proceed with the application by clicking the **INCOMPLETE** text in status column.

\* Applicant will receive University Order by post.

\* After approval of course recognition, candidate can apply for Eligibility/Equivalency Certificate through this portal.

Email : [mgucerthelp@mgu.ac.in](mailto:mgucerthelp@mgu.ac.in)

Phone Number : **0481-2733316**

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