INSTRUCTIONS TO THE CANDIDATES

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<th>List</th>
<th>Dates</th>
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<tr>
<td>Commencement of online registration for UG admission</td>
<td>14/06/2016</td>
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<tr>
<td>Last date for receiving Application</td>
<td>30/06/2016</td>
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<td>Publishing of rank list</td>
<td>2/07/2016</td>
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<tr>
<td>Date of interview</td>
<td>6-8/07/2016</td>
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<td>Classes starts</td>
<td>12/07/2016</td>
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Step 1: Requirements for Online Registration:

a. Visit the College Website (www.stjosephs.edu.in) and click ‘PG Admission 2016’ link.
b. Please read the Prospectus and instructions carefully before filling up the Application Form.
c. Candidate must have a valid email id. If she does not have an email id, create one.
d. All correspondence regarding the Admission Process will be communicated to this email id.
e. Candidates can opt maximum five courses in order of their preference, lower options will be cancelled if the higher options are allotted.

Step 2: Online Registration Process:

a. New user – click the data entry form available in the instruction page (already registered students give the email id and application no for editing or printing the Application Form).
b. Please fill up the Form carefully (the Application will be rejected, if your entries are not correct).
c. Please verify all the entered data carefully and submit the Application Form. Once submitted, the Application Form cannot be edited.
d. Take the print out of the submitted Application Form.
e. Catholic candidates belonging to Syro Malabar rite can select seat reservation as SyroMalabar for the purpose of Community Quota. Community Quota has no other separate form.
f. Management Quota Forms are available at the College Office.

Step 3: Mode of payment

a. DD for the amount (Rs. 200/- for General Candidates and Rs. 100/- for SC/ST candidates) to the College Office in the following address “The Principal, St. Joseph’s College (Autonomous), Irinjalakuda - 680 121”.
b. Fund transferring through net banking to the A/C Number: 67321809689
   State Bank of Travancore, Irinjalakuda Branch, Branch Code 70170, IFSC code: SBTR0000170
c. Direct payment at the college office

Step 4: Submission of the Application form

a. Submit the Application Form along with the self attested copies of SSLC Mark List, HSE Mark List (both sides), Degree Certificate, Caste Certificates for Reservation Categories, other relevant Certificates for eligible weightage of marks (NSS, NCC, PH, Sports, Ex-Servicemen, etc.), DD/ bank transaction details/fee receipt to the College Office on or before the last date of the submission of the Application Form (9.30 am to 4.30 pm on all working days).
b. Please write ‘Application for PG Programme 2016’ on the top of the cover. The Application Form should reach the College Office either as Registered Post or as Speed Post on or before the last date of the submission.

c. Application for admission should be submitted on or before 30/06/2016

d. The list of the selected candidates will be published according to the rules of the University subject to the terms and conditions put by the Government. Candidates will have to remit the fees stipulated by the University and the Government for Aided and the Self-Financing Programmes.

e. The applicant will receive an acknowledgement mail and Application no confirming the successful submission and payment.

f. The duly filled in application form from the portal shall be printed and submitted at the time of interview for admission also.

Step 5: Publishing of Selected List

List of Selected candidates will be published on the college notice board and in the college website. Candidates can see their Status/ranking also using their application no and date of Birth

Step 6: Produce the following certificates (original) at the time of interview:

1. Mark list of qualifying examination.
2. Transfer certificate and valid conduct certificate from the institution last attended.
3. Applicants who are eligible for fee concession, the income, community and nativity certificate, issued by the competent authority.
4. Applicants claiming NCC/NSS/Ex-servicemen weightage or quota for physically handicapped, certificate from the competent authorities.
5. Equivalency certificate for those who qualified from other Boards/University.
6. Original/ Provisional certificate in the case of PG admission.
7. stamp size photos.
8. Applicants under sports quota and physically handicapped should submit printout of the application at the office along with the self attested copies of all the relevant certificates
9. Parent/guardian should be present at the time of interview.

Reservation of Seats : The following percentage of seats are reserved for various category.

Open merit : 50%    SC/ST : 20%
Community : 10%    Management : 20%

Three percentage of the seats for undergraduate programmes are reserved for Physically Challenged Candidates. (Blind : 1%, Deaf : 1% and Orthopaedic : 1%).

N.B
Please take the sufficient number of photocopies of the Certificates and keep them for further use if any, before submitting the Originals to the College.

The submitted Certificates will be returned only after the completion of the Programme or at the time of issuing the TC.

FEES CONCESSIONS AND STIPENDS Students of Scheduled Castes / Tribes or other Backward Communities are eligible for fee concession under various schemes of the Government. Those who are eligible for fee concession must produce the Community/Income certificate of the parents from the Village Officer at the time of admission. If the student discontinues studies she shall refund the Scholarship or Concession amount received before obtaining the Certificates.
BONUS MARKS

Applicants eligible for Bonus Marks must attach copies of relevant certificates.

(1) **EX-SERVICEMEN**: For Degree Programmes, tick in the box only if the applicant is daughter of a

(i) Jawan or Ex-Serviceman or

(ii) BSF Personal Killed or disabled in action, and for Post Graduate Programmes, if the applicant daughter of a Service Personal awarded with any of the Vir Chakra Series, or Killed in Action.

(2) **DIFFERENTIALLY ABLED**: For Degree & Post Graduate Programmes, if the applicant is physically handicapped, tick in the box and attach copy of the relevant certificate issued by the Medical Board specifying the amount of handicap.

(3) **NCC**: If the applicant has obtained 75% attendance in NCC in the institution last attended tick in the box. For Degree Course, if the applicant holds any certificate (A, B, C) in NCC, attach a copy of the same.

(4) **NSS**: if the applicant has put in 240 hrs of National Service Scheme work in the institution last attended, tick in the box.

(5) **SPORTS/GAMES**: For Degree Programmes, if the applicant has represented in sports & games at the State, National and International level tick in the box. For Post Graduate Programmes, if the applicant was a member of any University Team or Winner in any individual item at the University Meet, tick in the box.