ADMISSION GUIDELINES

STAGE-1

Please Read the Instructions Carefully Before Filling the Application

1. Use only the Laptop or Desktop. Avoid using smart phones.

2. This application form works best on Chrome/Internet Explorer.

3. All the fields with * mark are mandatory.

4. **Please keep scanned/photo images of photograph, qualifying marks card and SSLC/HSC marks card ready, to be uploaded. It should be in any of the following format not exceeding 600 KB in size.**

   .gif, .png, .jpeg, .bmp, .wmf, .doc, .pdf, .docx

5. **In case if you are paying through DD, Keep the DD ready for the application amount (Rs 300 for UG and Rs 600 for PG). DD must be drawn in favor of <u>Principal, St Aloysius College (Autonomous)</u>**

6. Name of the candidate shall be mentioned as recorded in SSLC/HSC/equivalent examination Marks Card.

7. Parents applying for more than one candidate may please click on + key on the Dashboard.

8. Please note that the preliminary application has to be submitted online only. In case you want to submit the application personally, arrangements are made to submit the application online in the college.

9. Please make sure that you are eligible for a specified programme/course after going through the **<u>eligibility criterion</u>** provided in the dashboard/general instructions/admission portal.

10. Provisional admission to any programme / course may be done based on

    First PU (+1) Final Marks Card for UG Programmes

    5 Semester marks Cards for any PG programme

STAGE-2:

Please note the following steps for successful submission of online application:

1. Please check the accuracy of the data entered before submitting the application.

2. Click on instructions tab in the dashboard to go through the instructions once again.

3. Documents to be uploaded:

   a. **UG Programme: The documents to be uploaded are photograph, copies of the Final marks card of first year of +2 course (for provisional admission), Internet copy or Final Copy of +2 or eqt course (for Final admission), along with the copy of SSLC/HSC/equivalent examination Marks Card.**

   b. **PG Programme: Copies of the marks card up to the 5th Semester of the degree programme (For provisional admission), Copy of 6th Semester marks card (For Final admission), along with the copy of SSLC/HSC/equivalent examination Marks Card.**

4. The application has 5 sections. Each section can be edited and saved at any point of time till the final submission is made.

5. Application Fee as prescribed below shall be paid through Online/DD/ Cash in the College Office

   i. Undergraduate: Rs.300
   ii. Postgraduate: Rs 600
   iii. Diploma Programmes: Rs 600

6. Please fill the Payment ID/DD/Cash Receipt Details in the Payment Section to complete the Application

7. When you submit the application after the payment of the application fee, **take printout of your filled application**, **candidate and parents shall put their signature and then submit /post the application** along with the photo copies of the required marks cards, Online Fee Receipt/DD/Bank Challan/Cash Receipt, Signed Checklist to:

> **ST ALOYIUS COLLEGE (AUTONOMOUS)**
>
> **P.O. Box 720**
>
> **Light House Hill Road, Kodialbail Post**
>
> **Mangalore - 575003**

8. If one wishes to pay through cash, then candidate must come to the main campus, pay cash at the College Office, Counter No. 3 and enter the cash Receipt details in the online application and may then submit the hard copy of the printed application along with the xerox copies of the required marks cards, Passport Size Photo and DD/Cash Receipt to the College Office

9. **Please note that the hard copy of the application must be submitted to the college either in person or through postal/courier mode. No provisional selection will be made unless the hard copy of the application is submitted duly filled up with the payment of application money.**

10. You will get the first SMS alert from the college only when you have submitted the Hard copy of the Online Application

11. Wait for the interview call through SMS or email. However, the interview message will be sent only for those who have paid the application fee. Those who pay the application fee while submitting the hard copy will get the SMS only after that.

STAGE-3

CANDIDATE INTERVIEW

1. On the specified day of the interview, please come along with at least one of the parents.

2. Provisional admission is made on the basis of the previous academic records. Final admission will be done only after the original documents /marks cards of final qualifying examination and other requested documents are uploaded in the admission portal and Printout of the Application duly signed is submitted to the college office.

3. Fees to be paid within 3 days of the provisional admission. If the payment is not made, the admission stands cancelled. Payment of college fees may be done either online/Demand Draft by paying to the bank, through a Bank challan (Central bank of India of the Main campus).

STAGE-4

FINAL ADMISSION:

1. Submit all original documents: +2 marks card and SSLC/HSC/equivalent examination (For UG).6th semester Marks Card and SSLC/HSC/equivalent examination (For PG). **Attested copy of each must be submitted**

2. Migration certificate (Original) issued by the Organization responsible for conducting the qualifying examination (+2 Board/PU Board of the concerned State) and Transfer Certificate (Original), Conduct Certificate (Original) issued by the institution

last attended are to be submitted. *The Migration Certificate is essential for candidates who have studied outside Karnataka State and for candidates studied Plus 2 under CBSE/ICSE within Karnataka State*

3. *You will get an SMS alert when your admission is confirmed at St Aloysius College (Autonomous)*

4. **Eligibility Certificate – Only for Students outside Karnataka state and foreign students.**

   Eligibility Certificate is issued by Mangalore University (www.mangaloreuniversity.ac.in). Application for eligibility certificate is available on Mangalore University Website.

General Instructions

1. Please ensure that you are eligible for the concerned degree or postgraduate programme. Please click **Eligibility Criterion.**

2. If the candidates are not residing with the parents when admitted, they must have local guardian/s. The particulars of local guardian and the place of stay must be mentioned in the application.

3. **Candidates applying for B.Com embedded with ACCA or B.Com Professional or B.Com. with Industry Integrated Batch and BBA or BBA Professional Batch may please note that the classes are scheduled in the morning at 7 am.**

4. **Candidates completing one year PU or equivalent examination in DISTANCE MODE are not eligible for admission.**

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