

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/Mozilla.
3. All the fields with * mark are mandatory.
4. **Please upload scanned images of recent passport size photograph, qualifying marks card (XI/XII) and SSLC/HSC marks card. It should be in any of the following format not exceeding 600 KB in size.**

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

5. **Application Fee can be paid through Online or DD/Cash (Rs 400 for UG and Rs 600 for PG). DD may be drawn in favour of Principal, St Aloysius College (Autonomous)**
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 eligibility criterion 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. Online payment can be made through our College Website (Parent Login) only. Those who are paying cash, they have to collect the Receipt before filling the online application as they have to enter the Receipt No. in the prescribed column. Otherwise the application no. cannot be generated.
 - i. Undergraduate: Rs.400
 - 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/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 through our College Website (Parent Login)/Demand Draft by paying to the bank, through a Bank challan (South Indian Bank 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. Industry Integrated Batch may please note that the classes are scheduled in the morning at 7 am.**
4. **Candidates completing I Year PU or equivalent examination in DISTANCE MODE are not eligible for admission.**

Eligibility Criterion for UG Degree Programme

A candidate who has passed the two years Pre-University examination conducted by the Pre-University Examination Board in the State of Karnataka or any other examination considered as equivalent thereto by Mangalore University is eligible for admission to these programmes.

BA (Bachelor of Arts)

A Candidate for the BA Degree Course shall have passed the Pre-University Examination with any combination of subjects, or equivalent 12th standard examination of any other Board.

B.Com (Bachelor of Commerce)

Only those who have taken Business studies and Accountancy in PUC or equivalent 12th std examinations are eligible to apply.

Students who have not studied Business Maths /Statistics in II PUC, should attend Basic Maths classes for 1 month from June by paying the prescribed fee(Class Timings on Fri 3.45pm to 5.15pm)

B.B.A (Bachelor of Business Administration)

Those who have a minimum of 50% in any stream of PUC or equivalent 12th std Examination are eligible to apply.

Non Commerce students, who have not studied Maths/Statistics in II PUC should attend Basic Maths Classes and who have not studied Accountancy in II PUC should attend Basic Accountancy classes for 1 month from June by paying the prescribed fee (Class Timings Mon – Fri 3.45 to 5.15pm)

B.Sc (Bachelor of Science)

An applicant for the B.Sc Degree Course shall have studied **Physics, Chemistry and Mathematics** in the Pre-University to take up any Physical Science Programme and **Chemistry, Botany/Zoology or Biology** to take up any Biological Science Programme.

Students opting Electronics or Computer Science or Statistics as one of the optionals, need not have studied these subjects at the PU or equivalent level.

BCA (Bachelor of Computer Applications)

An applicant who has passed the two year Pre-University course or any other examination considered equivalent thereto by the Mangalore University having studied Mathematics/Business Maths /Statistics as one of the subjects with at least 45% marks in core subjects is eligible for admission to BCA.

Students who have not studied Maths in II PUC should attend Basic Maths classes by paying the prescribed fees(Class timings:Mon-Fri 3.45 to 5.15pm)

Additional Conditions of Eligibility for specific combinations in UG:

- 1) FOR B.Sc – PCM student HE/SHE should have studied PCM II PU/12TH STD
- 2) Those who opt PEM/PCSM/SCSM/ECSM/PSM he/she shall have studied **Mathematics** in II PU/12TH STD.
- 3) Candidates opting for **Economics/Statistics/Mathematics** – he/she shall have studied **Mathematics** in II PU/12TH STD.
- 4) Candidates opting MICROBIOLOGY, BIOCHEMISTRY, BIOTECHNOLOGY he/she shall have studied Physics, Chemistry and Biology in II PU/12thstd
- 5) Candidates opting for CBZ he/she should have studied CHEMISTRY AND BIOLOGY IN II PU/12TH STD.

Languages

The candidates have to study two languages in their degree programme. **English Language is offered as the compulsory first language for all the degree programmes.** The candidates have to choose any one of the following Second languages as specified:

Programmes	Languages
B.A	Kannada, Hindi, Konkani, Additional English, French, Malayalam
B.Sc	Kannada, Hindi, Sanskrit, Konkani, Additional English, French, Malayalam
B.Com(Regular)	Kannada, Hindi, Sanskrit, Konkani, Additional English, French, Malayalam
B.Com(ACCA, Prof, Ind. integrated)	Kannada, Hindi, Additional English, Malayalam
BBA	Kannada, Hindi, Additional English, French, Malayalam
BCA	Kannada, Hindi, Additional English, French, Malayalam

Note: Additional English shall be offered only for Foreign, NRI, Anglo-Indian and other Indian students who have not studied the languages listed below, either at SSLC or at PUC. As per Mangalore University Regulations:

Kannada, Sanskrit, Hindi, Urdu, Persian, Arabic, Tamil, Telugu, Malayalam, Marathi, French, German, Russian, Konkani, and Manipuri

BACHELOR OF VOCATIONAL PROGRAMMES

- **Retail Management**
- **Food Processing and Engineering**
- **Pharmaceutical Chemistry**

ELIGIBILITY FOR ADMISSION :

B. Vocational Diploma (Level 5): A candidate who has passed the two years Pre-University Examination conducted by the Pre-University Education Board in the State of Karnataka or any other examination considered as equivalent thereto by Mangalore University and candidate who

has passed Higher Secondary in the vocational stream by the recognized institution is eligible for admission to this programme.

Candidates qualifying from polytechnics with equivalent qualification to higher education are also eligible for admission to this programme.

B. Vocational Diploma (Level 6): A candidate who has passed B.Vocational Diploma examination or first year Bachelor's degree examination of Mangalore University or any other University considered as equivalent thereto is eligible for admission to this programme.

B. Vocational Diploma (Level 7): A candidate who has passed B.Vocational Advanced Diploma examination or second year Bachelor's degree examination of Mangalore University or any other University considered as equivalent thereto is eligible for admission to this programme.

DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION:

- I. Candidates who have passed the Second Pre-University examination of Karnataka State should submit the following documents at the time of admission.
 - a. **Original Transfer Certificate issued from the institution last attended**
 - b. **Attested Copy of SSLC Marks card.**
 - c. **Attested copy of PU Marks card.**
 - d. **Pass port size photograph.**
- II. Candidates who have studied Plus 2 under CBSE/ICSE within Karnataka State should submit the following documents:
 - a. **Original Transfer Certificate issued from the institution last attended**
 - b. **Original 10th (HSC/SSLC) and 12th (+2) marks cards along with one photocopy of each of the marks card.**
 - c. **Original Migration Certificate from their respective Board.**
 - d. **Pass port size photograph**
- III. Candidates who have studied outside Karnataka State should submit the following documents:
 - a. **Original Transfer Certificate issued from the institution last attended.**
 - b. **Original 10th (HSC/SSLC) and 12th (+2) marks cards along with one photocopy of each of the marks card.**
 - c. **Original Migration Certificate from their respective Board.**
 - d. **Original Eligibility Certificate from Mangalore University.**
 - e. **Pass port size photograph.**
- IV. Candidates who have studied Job-Oriented (JOC) equivalent to PU of Karnataka or those who have done VHSE should submit the following documents:
 - a. **Pass Certificate along with a photocopy**
 - b. **Original marks card along with a photocopy**
 - c. **Original copy of SSLC marks card**
 - d. **Eligibility and Migration Certificates if the course is done outside Karnataka.**
 - e. **Pass port size photograph**

INTERNATIONAL STUDENTS

Admission to Degree Programmes

The candidates must have passed the qualifying examination recognized by Mangalore University as equivalent to Pre-University/+2 of Karnataka State.

International Students must submit the Eligibility Certificate issued by Mangalore University before the admission is formalized.

In addition, such candidates are required to submit the following documents:

- a. **Migration Certificate**
- b. **Marks Cards of the qualifying examination (Original and attested copy)**
- c. **Transfer Certificate(original)**
- d. **Original Marks card of SSLC or Equivalent examination**
- e. **Attested copy of Student VISA**
- f. **AIDS free Certificate from a Competent Authority**
- g. **Residential Permit**
- h. **Registration Certificate from Superintendent of Police and Foreign Registration Office.**

General Instructions

1. Please ensure that you are eligible for the concerned degree or postgraduate programme. Please see **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 with ACCA or B.Com Professional Batch/ACCA/Industry Integrated may please note that the classes are scheduled in the morning hours from 7am.**
4. **Candidates completing one year PU or equivalent examination in distance mode are not eligible for admission**