

ADMISSION GUIDELINES

STAGE-1

Please Read the Instructions Carefully Before Filling the Application

1. The application has to be submitted online only.
2. All the fields with *mark are mandatory.
3. Name of the candidate shall be mentioned as recorded in SSLC/HSC/equivalent examination Marks Card.
4. Parents applying for more than one candidate may please click on + key on the Dashboard.
5. Please make sure that you are eligible for a specified programme/course. Go through the **Eligibility Criteria** provided in the dashboard/general instructions/admission portal before filling the application.
6. **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

7. Application Fee (Rs 400/- for UG and Rs 600/- for PG) can be paid through Online (using the debit card) or DD/Cash. DD may be drawn in favour of Principal, St Aloysius College (Autonomous).
8. Provisional admission to any programme / course may be done based on

I PU / +1 Final Marks for UG Programmes
5th Semester marks for PG programmes

STAGE-2:

Please follow the 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 and go through the instructions once again.

3. The application has 5 sections. Each section can be edited and saved at any point of time till the final submission is made.
4. Documents to be uploaded:
 - a. **UG Programme:** Scanned images of the recent passport size photograph, SSLC/HSC/equivalent examination Marks Card and Final marks card of I PU/+1 course for provisional admission.
Internet copy or Final Marks Card Copy of II PU/+2 or equivalent course for Final admission.
 - b. **PG Programme:** Scanned images of the recent passport size photograph, SSLC/HSC/equivalent examination Marks Card marks card and 5th Semester of the degree programme for provisional admission.
Copy of 6th Semester Marks Card for final admission.
5. Application Fee as prescribed below shall be paid through Online/DD/ Cash. Online payment can be made through our College Website (Parent Login) only.
 - 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. **After submitting the online application, take a printout of the application. Candidate and parent should sign at the end of the application and Undertaking Page and submit it the College Office** along with the photo copies of the uploaded documents , Online Fee Receipt/DD/Cash Receipt OR post the same to the following address:

ST ALOYIUS COLLEGE (AUTONOMOUS)
P.O. Box 720, St Aloysius College Road, Kodialbail Post
Mangalore - 575003
8. If anyone 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.
9. After scrutinizing your application, if you are selected, you will be intimated for the interview through a phone call as well as SMS/Email.

STAGE-3

INTERVIEW PROCESS

1. Interview will be done online only. You will be intimated for the interview well in advance through a phone call as well as SMS/Email.
2. Provisional admission is made based on the previous academic records.
3. Final admission will be done only after the original documents /marks cards of final qualifying examination and other required documents are uploaded in the admission portal and printout of the Application duly signed is submitted to the College Office.
4. Course Fees to be paid within 3 days after the interview held for the provisional admission. If the payment is not done within the said period, your admission stands cancelled. Payment of the College Fees may be done either Online through our College Website (Parent Login)/Demand Draft by paying in the College Bank (South Indian Bank of the Main campus) through a challan.

STAGE-4

FINAL ADMISSION:

1. **Submission of the original documents:** Attested copies of II PU/+2 marks card and SSLC/HSC/equivalent examination for UG Courses. Attested copies of 6th Semester Marks Card and SSLC/HSC/equivalent examination for PG Courses. The same to be submitted to the respective counters in the College Office.
2. Original Migration Certificate issued by the PU/+2 Board of the concerned state and Original Transfer Certificate 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 which is issued by the Mangalore University. Application for eligibility Certificate is available on Mangalore University Website (www.mangaloreuniversity.ac.in).**

Eligibility Criteria for UG Degree Programme

A candidate who has passed the two year 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.

B.A. (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 recognised Board.

B.Com. (Bachelor of Commerce) - Candidates who have taken Commerce subjects in PU or equivalent 12th Std examinations are eligible to apply. Students who have not studied Business Maths /Statistics in II PU, should attend Basic Maths classes for 1 month from June by paying the prescribed fee.

B.B.A. (Bachelor of Business Administration) - Candidates who have a minimum of 50% in any stream of PU or equivalent 12th Std Examination are eligible to apply. Non Commerce students, who have not studied Maths/Statistics in II PU should attend Basic Maths Classes and who have not studied Accountancy in II PU should attend Basic Accountancy classes for 1 month from June by paying the prescribed fee.

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 50% 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.

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/12th Std.
- 5) Candidates opting for CBZ he/she should have studied CHEMISTRY AND BIOLOGY IN II PU/12TH STD.

Languages Selection

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 Embedded) B.Com. CA Integrated B.Com. (Apprenticeship/ Internship Embedded)	Kannada,Hindi, Additional English, Malayalam, French
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

The University Grants Commission (UGC) has launched a scheme on skills development based higher education as part of college/university education, leading to setting up of Bachelor of Vocation Courses (B.Voc.) to serve multiple needs. Bachelor of Vocation will have multiple exits such as Diploma and Advanced Diploma under the NSQF (National Skills Qualifications Framework).

- Retail Management
- Food Processing and Engineering
- Animation & Multimedia
- Software Development
- Renewable Energy Management

ELIGIBILITY FOR ADMISSION:

- **Bachelor of 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.
- **Bachelor of 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.
- **Bachelor of 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 AFTER THE FINAL ADMISSION

Students who have availed final admission in this institution should submit the following documents for the approval of their admission from the Mangalore University.

- I. Candidates who have passed the Second Pre-University examination of Karnataka State should submit the following documents after the final 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. **Passport size recent photograph**

ADMISSION TO DEGREE PROGRAMMES FOR INTERNATIONAL STUDENTS

The candidates who wish to take admission in this College 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, those candidates are required to submit the following documents in particular:

- 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) Copy of the Residential Permit
- h) Registration Certificate from Superintendent of Police and Foreign Registration Office