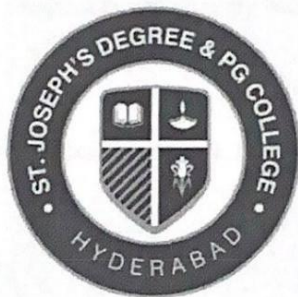


# ST. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous), Affiliated to Osmania University

Re-accredited by NAAC (3<sup>rd</sup> Cycle) with B<sup>++</sup>

King Koti Road, Hyderabad



## ADMISSION POLICY

w.e.f: 28/9/2020

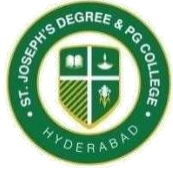


**PRINCIPAL**

Principal

ST. JOSEPH'S DEGREE & P.G. COLLEGE

King Koti Road, Hyderabad-500 029



# ST. JOSEPH'S DEGREE & PG COLLEGE

Autonomous

Affiliated to Osmania University

Re-accredited by NAAC King Koti Road, Hyderabad

## ADMISSION POLICY

### Introduction

The admission policy of St. Joseph's states its position on key matters of admission in compliance with the stipulated norms of relevant regulatory and statutory bodies of higher education.

### Scope:

The policy applies to the admissions of Undergraduate & Postgraduate Programmes of the College leading to the award of a degree.

### The objectives of this policy is to:

- a) Provide a framework to ensure the integrity of selection and admission decisions
- b) Set clear responsibilities and account-abilities pertaining to admissions.
- c) Ensure that selection and admissions processes are transparent and decisions are consistent and fair.

### Reservation Policy

The institution has by and large adopted an inclusive admission policy for providing equal learning opportunities to students, irrespective of their economic, social or regional backgrounds. However, St. Joseph's being a Catholic Christian Minority Institution follows the Government Minority reservation policy in its admissions for Catholics and Christian students applied for admission. However, no applicant belonging to the Christian minority community shall be denied admission and application forms shall not be refused to any candidate. When the number of applicants for admission belonging to that Minority Community are less the remaining seats are filled based on merit and socio-economic reserved categories. Preference is also given to

Students who are Differently abled, Students with Outstanding Sports achievements and Students belonging to CRPF, Army and Defense background. To promote healthy and balanced gender ratio, girls are also given preference.

### **Transfer between Programmes**

1. The Principal's approval is necessary for the student to transfer from one program to another Programme at the College, subject to the following conditions:
  - a) Meeting the prerequisites and other admission requirements for the Programme
  - b) The availability of seats as per the statutory policy
  - c) Regulatory requirements/University approvals or requirements
  - d) The minimum entry requirements for the Programme; and
  - e) The academic competitiveness of the applicant.

### **Transfer from other Autonomous Colleges**

A student belonging to another Autonomous college can be given admission during the middle of a Programme if there is 50 % equivalence in the course content of previously studied programs with the programme in which he /she is seeking admission subject to the approval of the Principal

However provisional admission is granted, subject to the clearance of courses as required by the program.

### **Cancellation or withdrawal of Admission**

1. The Principal / Admission Committee may withdraw or cancel the admission and enrolment of a student when:
  - a) The candidate fails to provide the required documents or fulfill other requirements within the stipulated time.
  - b) The admission has been made based on incomplete, inaccurate or fraudulent information

- d) The Student arrives late for a teaching period or does not engage with or genuinely begin his or her studies before a date determined and advised by the College;
- e) It is necessary or reasonable to withdraw the offer in order to fulfill regulatory or administrative requirements or guidelines.
- f) On the request of the Student for any valid personal reason with due approval of the Principal.
- g) In instances of misconduct or unethical behavior

### **Admission Process**

1. The admission procedure is monitored and processed through the Admission Committee, constituted by the Principal as the Convener with Faculty members representing different Departments and Office.
2. Admission policy for the academic year comes into force after due ratification and approval by the governing body of the college.
3. Admission Notification is given through print media and College website
4. Sale of application form with Prospectus
5. Admission Counseling

The committee provides extensive counseling to students seeking admission, providing an overview of Programme structure, Credits, Career Prospects. This helps them in choosing right Programme based on their aptitude and given academic background .In depth information is provided about Academic flexibility and Future prospects in Higher Education College culture, Students support and Infrastructure facilities.

### **Merit list**

The committee conducts a thorough scrutiny of Application forms from which Merit lists are prepared and displayed (The Admission committee selects only from among applicants eligible for consideration under the minimum entry requirements approved by the Concerned Authorities).

### Entrance Test and Interview

Entrance test is conducted for certain Programmes for shortlisted students. Based on the results a list of selected students is prepared. The selected students along with parents are called for an Interview after which admission is confirm

**Admissions are based on the Eligibility Criteria which is as follows:**

#### Eligibility Criteria:

S.No	Department	Course	Eligibility
1	Commerce	B.Com (Regular)	The students who have passed CBSE/ICSE/ 10+2/ Intermediate or equivalent to Examination with CEC/MEC/MPC/BiPC with 60% and above in the optional subjects.
2	Commerce	B.Com (Comp)	The students who have passed CBSE/ICSE/ 10+2/ Intermediate or equivalent to Examination with CEC/MEC/MPC/BiPC with 60% and above in the optional subjects.
3	Commerce	B.Com(Honors)	Candidates should have passed CBSE/ICSE/10+2/Intermediate or equivalent Examination with CEC/MEC/MPC/BiPC with 65% and above in the optional subjects. Students of Vocational Courses with Commerce/Computers subject are also eligible.
4	Commerce	B.Com(Professional)	Candidates should have passed CBSE/ICSE/10+2/Intermediate or equivalent Examination with CEC/MEC/MPC/BiPC with 65% and above in the optional subjects. Students of Vocational Courses with Commerce/Computers subject are also eligible.

5	Commerce	B.Com(IT)	Candidates should have passed CBSE/ICSE/10+2/Intermediate or equivalent Examination with CEC/MEC/MPC/BiPC with 75% and above in the optional subjects. Students of Vocational Courses with Commerce/Computers subject are also eligible.
6	Commerce	B.Com(IF & A)	Candidates should have passed CBSE/ICSE/10+2/Intermediate or equivalent Examination with CEC/MEC/MPC/BiPC with 90% and above in the optional subjects.
7	Management	BBA, BBA IT, BBA BA	Students must have passed Intermediate or 10+2 equivalent with an aggregate of 65 % of marks.  Candidates of any Stream (commerce/ Science/ Social Science) are eligible for admission.
8	Management	MBA	As prescribed by the OU (as per Annexure I)
9	Masscom	BA MCJ & JPE	A minimum of 60% at the Intermediate Level. The medium of instruction should be English at the intermediate level.
10	Masscom	MA	A minimum of 60% at BA/B. Com/B.Sc Level.
11	Science	B.Sc (MSCs, MPCs,MECS)	A pass in the two year Intermediate Examination of A.P. or +2 Examinations recognized as equivalent to and with an aggregate of 50 % marks in the concerned Science subjects viz Physical Sciences & Mathematics

### **Annexure I**

**A candidate seeking admission into the MBA programme must satisfy the following criteria:**

- Must possess graduate/equivalent Degree from Osmania University or other recognized university in any discipline with 50% marks in aggregate (45 percent for reserved categories).
- The candidates should be Indian Nationals and should satisfy local/non-local status requirements laid down in the Telangana State Educational Institutions (Regulations of

Admission) Order, 1974 as amended up to date (as per G.O. Ms. No. 25, dated: 19.03.2004 & G.O.Ms.No.108, dated 3-7-2005, Higher Education Department, dated 30-7-2005 and its amendments).

- The candidates other than Indian Nationals should satisfy the rules of the Universities concerned.
- The candidates seeking admission for MBA should have passed recognized Bachelor's Degree Examination of minimum three years duration except Oriental Languages.
- The qualifying Degree obtained by Distance Mode Program should have recognition by joint committee of UGC, AICTE and DEC/DEB.
- Seventy percent (70%) seats are filled through University common ICET counseling. The seat shall be filled on the basis of rank obtained in ICET in that particular year or on the basis of rank obtained in All India Common Entrance Test
- The other 30% is filled by the Management under the Management quota. For admissions under Management Quota the student should be qualified in ICET
- NRI & NRI sponsored seats (15% of Management quota) shall be filled with candidates who have passed the qualifying examination with not less than 50% of aggregate / group subjects or cumulative grade point average (CGPA) equivalent to 5 on a scale of 10
- The left over seats shall be filled on merit basis by the Management of the Institution with candidates from other States and Union Territories of India who have passed the qualifying examination and secured rank in any ALL India Common Entrance Test
- The vacant seats if any shall be filled with eligible candidates including those securing not less than 50% marks in aggregate or in group subjects in the qualifying examination duly
- In case, a student has obtained a degree from the Open University, it must be recognized by the joint committee of AICTE, UGC and DEC/DEB as per UGC Regulations of 2013.

#### **MBA ADMISSION PROCESS**

- 70% of the students are selected by TS-ICET counselling procedure followed by TSCHE & 20% of the students through management quota as per the Eligibility rules given in the Govt. order released in the respective academic year by TSCHE
- Student selected through counselling need to report the college within the date specified by TSCHE

- Student will be admitted after the payment of the required fee and submission of the required certificates



*[Handwritten signature]*

Principal

ST. JOSEPH'S DEGREE & P.G. COLLEGE  
King Koti Road, Hyderabad-500 029