



## **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**

#### **Introduction**

St. Joseph's Degree & PG College ensures a transparent , inclusive and fair admission process providing equal opportunity to all aspirants without discriminating on socio economic, cultural and education upbringing. The admission process to UG and PG programmes is in accordance to the norms and guidelines issued by the Government of Telangana and Osmania University.

#### **Purpose**

The Admission Policy is designed to provide an understanding about the admission process, to maintain a uniform process and standardized admission requirements that are Program specific to all students.

#### **Scope**

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

#### **The objectives of the policy are to:**

- a) Provide a framework to ensure integrity in selection and admission process.
- b) Set clear responsibilities and accountabilities pertaining to admissions.
- c) Ensure that selection and admissions decisions are transparent and fair, and are confirming with the guidelines of the concerned regulatory framework.

#### **Reservation Policy**

The institution has by and large has 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 who have applied for admission. However, no applicant belonging to the Catholic Christian minority community shall be denied admission. When the number of applicants for admission belonging to the 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.(Annexure 2)

### **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 staff members from 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. Comprehensive information is provided about Academic flexibility and Future prospects in Higher Education College culture, Student support and Infrastructure facilities.

### **Eligibility Criteria**

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

S.No	Department	Course	Eligibility
1	Commerce	B.Com	Candidates should have passed CBSE,ICSE/10+2 Intermediate or equivalent examination Candidates of any Stream (commerce/ Science/ Social Science) are eligible for admission. Students of Vocational Courses with Commerce/Computers subjects are also eligible.

2	Commerce	B.Com (Computers)	Candidates should have passed CBSE,ICSE/10+2 Intermediate or equivalent examination Candidates of any Stream (commerce/ Science/ Social Science) are eligible for admission. Students of Vocational Courses with Commerce/Computers subjects are also eligible.
3	Commerce	B.Com(Honors)	Candidates should have passed CBSE,ICSE/10+2 Intermediate or equivalent examination Candidates of any Stream (commerce/ Science/ Social Science) are eligible for admission. Students of Vocational Courses with Commerce/Computers subjects are also eligible.
4	Commerce	B.Com(Professional)	Candidates should have passed CBSE,ICSE/10+2 Intermediate or equivalent examination Candidates of any Stream (commerce/ Science/ Social Science) are eligible for admission. Students of Vocational Courses with Commerce/Computers subjects are also eligible.
5	Commerce	B.Com(IT)	Candidates should have passed CBSE,ICSE/10+2 Intermediate or equivalent examination Candidates of any Stream (commerce/ Science/ Social Science) are eligible for admission. Students of Vocational Courses with Commerce/Computers subjects are also eligible.
6	Commerce	B.Com(IF & A)	Candidates should have passed CBSE,ICSE/10+2 Intermediate or equivalent examination Candidates of any Stream (commerce/ Science/ Social Science) are eligible for admission. Students of Vocational Courses with Commerce/Computers subjects are also eligible.
7	Management	BBA, BBA IT, BBA BA,BBAFM,BBA ED	Candidates should have passed CBSE,ICSE/10+2 Intermediate or equivalent examination Candidates of any Stream (commerce/ Science/ Social Science) are eligible for admission. Students of Vocational Courses with Commerce/Computers subjects are also eligible.

8	Sciences	B.Sc (MSCs, MPCs,MECS)	Candidates should have passed CBSE/ICSE/10+2/Intermediate or equivalent Examination with MEC/MPC/MBiPC with concerned Science subjects viz Physical Sciences & Mathematics
9	Masscom	BA MCJ & JPE	Candidates should have passed CBSE,ICSE/10+2 Intermediate or equivalent examination Candidates of any Stream (commerce/ Science/ Social Science) are eligible for admission. Students of Vocational Courses with Commerce/Computers subjects are also eligible.
10	Management	MBA	As prescribed by the OU (as per Annexure I)
11	Masscom	MA	Candidates should have passed a three Year Degree from any recognized University (By UGC) with a minimum aggregate of 50%.

- To cater to the need for student diversity preference will be given to students belonging to non Telangana states in terms of cutoffs ( 5% relaxation in Percentage of 10+2 marks may be considered.)
- Second admission can be availed by the current batch of students for their immediate Family members.

### **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 confirmed.

### **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. (Annexure1)
- 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

## **MA ADMISSION PROCESS**

- All Admissions are made by the college.
- Students are selected through Interview by the Department of Mass communication.
- Student will be admitted after the payment of the stipulated fee and submission of the required certificates

### **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) Meet 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;
  - 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

### **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.

## **Annexure 2**

Preference of the student for the sports/ Cultural quota shall be made in the following order.

- Representing the Nation
  - Representing State
  - Representing the College at State/ National/ International Level.
- Candidate securing admission under this quota should give an undertaking of representing College in the concerned activities.

### **Differently Abled**

- Candidates seeking admission shall submit Medical Certificate from appropriate Medical Authority as prescribed in the Govt. G.O.
- The Priorities and the categories are as follows: - Visually Impaired - Hearing Impaired Orthopedically Handicapped – Dumb.

### **Alumni Quota**

Students seeking admission for the Alumni quota has to fulfill the following criteria:

- The Alumni must be a registered member of the College Alumni Association.
- He/She must be a regular participant of the Alumni Meet.
- Student seeking admission must belong to the immediate Family of the Alumni ( Brother , Sister ) .