

## GUIDELINES TO BE FOLLOWED WHILE FILLING AN APPLICATION

The class timings for B.Com. and BBA courses be from 7am to 12 noon. All other courses will have their classes between 9 am and 5 pm.

First and third Saturdays of the month are holidays. Rest of the Saturdays are full working days.

- ❖ Student Name, Date of Birth Should be entered as per the X<sup>th</sup> Marks Card only.
- ❖ A scanned copy of the recently taken passport size (35mm X 45mm or 98px X 128px) color photograph (formal attire) with white background and less than 100 kb. (mm= millimeter; Px =Pixels) in jpg/jpeg format. The photo should not be blurred or defaced. Selfies and cropped images are not acceptable. Remember the same photograph will reflect in all our documents.
- ❖ Mention a valid Email Id and Mobile Number.
- ❖ For definition of domicile please refer to Karnataka GO [http://kea.kar.nic.in/cet2014/hk\\_go\\_format.pdf](http://kea.kar.nic.in/cet2014/hk_go_format.pdf)
- ❖ If your religion is catholic, you need to identify as laity/priest/brother or nun. All laity are to produce the latest baptism certificate or a letter from the parish priest.
- ❖ If you indicate SC, ST, category Group I, II A, II B, III A, III B, a valid certificate should be produced at the time of interview. Follow the link to know the category of various castes in Karnataka. <http://backwardclasses.kar.nic.in/PDF/Caste/GB-Caste7.PDF>
- ❖ If the institution that you last studied is from urban area, indicate as Urban else non-urban.
- ❖ Please indicate your Aadhar number if you have.
- ❖ Mention the Disability and the Percentage of disability and Produce a valid Certificate.
- ❖ Kindly follow the Address Format while entering the address

#36, Lalbagh Road  
Bangalore - 560027

Before a door No: Enter # (Ex: #163)

First Letter of Each Word Should be in **CAPITAL LETTER** (Ex: Brigade Road)

- ❖ Landline Number should be 91-080-XXXXXX  
91 - Stands for Country Code

080 - STD Code

25360644 - Landline Number

- ❖ Mark details should be entered carefully. The candidate is liable to lose his/her seat if any discrepancy is found between the marks entered in the application form and the Marks card. Check the boxes to indicate the core subjects. If at the time of application your qualifying exam results are not declared, you can anyway submit the application form. You will have the option to update the marks after you obtain your qualifying exam results.
- ❖ Postgraduate applicants who are from an university with annual system may choose year wise format to enter the marks. The others may choose semester wise.
- ❖ Postgraduate applicants will have to indicate their cognate subject while entering the marks. If a student is applying for M.Sc. Chemistry, then the cognate subject is Chemistry in his/her B.Sc. course. There are some courses which do not have a cognate subject such as MSW. In such cases please indicate one of the best core subjects as a cognate subject. Please read the eligibility criteria for further information on this.
- ❖ Application fee is ₹ 500 for undergraduate courses and ₹ 700 for postgraduate courses. An additional fee of ₹ 100 will have to be paid if you are applying for a course that has an entrance exam. You can either pay online using credit card/debit card/net banking or use South Indian bank fee challan method wherein you can print out the challan and pay the fee in any of the South Indian Bank branches in India. You will be given a reference number by the bank which should be entered in the application form after 24 hours. You can then submit the application form. You will get a SMS and an email after you have submitted the application form successfully.  
In Case NRI, PIO, OCI and Foreign National who do not have a valid Debit Card/Credit Card issued by Registered Indian Banks, can pay application processing fee online made in favor of The Principal, St Joseph's College, Autonomous payable at Bengaluru.
- ❖ Application fee and application processing fee is non-refundable.
- ❖ Interviews for those courses with entrance exams will be conducted on the very next day of the entrance exam. For all other courses interview date and time will be notified by email and sms. are advised to check your inbox/spam folder regularly for any communication from the college authorities regarding admission.
- ❖ Applicants who are called for the interview should bring along with them the hard copy of the application form, Photocopies of marks cards, caste certificate (if

applicable) address proof, fees for the course and letter of undertaking duly signed by the parent/guardian and the applicant. Applicants who are Roman Catholics are expected to produce latest baptism certificate at the time of interview.

- ❖ Once the final interview is over, students have to pay their course fees within 24 hours and the mode of payment must be either Demand Draft or Online Transfer.
- ❖ Admission to the college is provisional until the student submits all the original marks cards, transfer certificate, migration certificate\* and provisional degree certificate\*\* to the office for verification. This is normally done in the month of August 2019. If the candidate is found ineligible as per the eligibility criteria, the admission stands cancelled and fees will not be refunded under any circumstances.

(\*Migration certificate: For those applicants who have completed PUC/12th from outside Karnataka or those students who have done their degree in an University other than Bangalore University.

\*\* For postgraduate students only).

- ❖ Admission for a particular course closes as and when seats get filled up. Therefore no last date of admission is announced.
- ❖ All applicants who have appeared for the qualifying examination outside India are required to get an eligibility certificate from Bangalore Central University.
- ❖ The decision of the admission committee, St. Joseph's College, Autonomous, Bengaluru will be final and binding in all matters concerning admission.

**The college does not accept capitation/donations for admissions. In case such a demand is made by anyone you are requested to bring it to the notice, in writing, to the Principal of the College or the Vice President, Bangalore Jesuit Educational Society, Jesuit Nivas, 35, Museum Road, Bengaluru– 560 025.**