



St. Joseph's College of Arts & Science

(Autonomous)

Affiliated to Annamalai University, Annamalai Nagar

Recognised under section 2(f) and 12(B) of the UGC Act, 1956 | A Christian Minority Institution

St. Joseph's College Road, Manjakuppam, Cuddalore – 607 001.

Phone:04142-286311 | **Mail:**josecol27998@gmail.com | **Website:** www.sjctnc.edu.in

ADMISSION POLICY

1. Preamble:

St. Joseph's College of Arts and Science (Autonomous) is a self-financing Christian minority institution. The admission policy of the college is in line with regulations of (a) the parent university (b) the state government (c) University Grants Commission and the mission and vision of the college.

1.1 OUR MISSION

To Work hard to prepare

- Men and Women academically and technically equipped to steer the Nation along the path of progress and peace.
- Men and Women who will free the Nation from the clutches of Sectarianism and Parochialism.

1.2 OUR MISSION

To Work hard to provide

- Wholesome and Integral Education that will help the students to find their footings in life.
- Ethical and Social values that will help the students to confidently face the challenges of life.
- Human and Community values that will help the students in building up the solidarity of all Indians.

2. Objectives:

The policy is framed to:

- 2.1. Improve the quality, transparency and effectiveness of the admission process.
- 2.2. To ensure fair and equitable access in admission to all members of society.
- 2.3. To enable online admissions through the college website.
- 2.4. To ensure compliance with regulations and guidelines issued by the government.
- 2.5. To ensure compliance with the institution's vision and goal.
- 2.6. To provide information to all stakeholders, prospective applicants, and the general applicants, and the general public about application procedures, selection process and admission to the various programmes of the college.



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2.7. Admission Committee:

2.7.1 The principal shall be the convener of the admissions committee

2.7.2 Admission activities are regulated and supervised by the following admission committee:

- Secretary
- Principal
- Vice-Principal
- Controller of Examinations
- Dean of Studies
- Dean (Shift -II)
- Teaching Staff Member (Male)
- Teaching Staff Member (Female)
- The Manager
- The Admissions Co-ordinator (Member of the Administrative Staff)

3. Application for Admission

- 3.1. St. Joseph's College of Arts & Science (Autonomous) invites application for its various undergraduate and postgraduate programmes from male candidates for Shift – 1 and female candidates for Shift -2 and from both for PG programs.
- 3.2. Applications for admissions can be made offline by filling in the application form from the College Office.
- 3.3. Applications for admissions can be made online by filling in the application form from the College Website.
- 3.4. Any application found with incomplete/inaccurate/misleading information shall not be considered.

4. Eligibility Criteria

- 4.1. Eligibility criteria is listed in the prospectus.
- 4.2. Only Male Students are eligible for admission in Shift 1
- 4.3. Only female students are eligible for admission for Shift 2.
- 4.4. Male and Female students are eligible for admission in PG and PhD Programmes.



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5. Reservation Policy

- 5.1. As a minority institution, 50% of the seats are reserved for students from Catholic community.
- 5.2. The remaining 50% of the seats shall be filled as per the reservation guidelines of the government of Tamil Nadu.
- 5.3. The other 50% is filled by merit.
- 5.4. The college does not discriminate on the basis of caste or gender.
- 5.5. Merit and means based fee concession are provided to eligible candidate.
- 5.6. Differently-abled students are given special consideration.

6. Review and Selection of Applicants:

- 6.1. A selection list will be prepared and the selected students will be communicated through SMS.
- 6.2. For Postgraduate Admissions, entrance examination is conducted and the selected students are intimated through SMS.

7. Help Desk

- 7.1. A help desk at the reception shall be available for those applicants who have complaints/issues/clarification with regard to admissions.
- 7.2. An online Email Id and a contact phone number.

8. Statement on Transparency

- 8.1. Admission is purely based on merit as per the Government policies on reservations and regulations of the parent university.
- 8.2. The college does not accept or collect donation/capitation fee in any form.
- 8.3. No agents or middlemen are involved in the admission process.
- 8.4. It is the policy of the college any person indulging/misinforming the candidates or collecting any kind of donations will strictly be prosecuted to the fullest extent of the laws permissible.
- 8.5. All the candidates seeking admission to the Undergraduate (UG)/Postgraduate (PG) programmes are required to apply online.



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9. Statement on Equitable Access:

- 9.1. All applicants will be treated fairly and equitably across all programs and their applications will be assessed on the basis of formal admissions requirements in-line with the admission policy of the college.

10. Responsibilities of the Admissions Committee:


- 10.1. Preparing the prospectus.
- 10.2. Clearly identifying and communicating entry requirements for all programmes to all personnel involved in admissions.
- 10.3. Ensuring that the prospectus and other admission related communication materials are reviewed for correctness.
- 10.4. The receipt and review of all offline applications.
- 10.5. Continuous review and improvement of admissions service.
- 10.6. Determining the fee for the online and offline application forms.
- 10.7. Annual review and feedback to be given to the Head of the Institution.
- 10.8. All register and documents related to student's admission will be maintained and preserved by the college.

11. Responsibilities of the Faculty of all Departments:

- 11.1. Effectively implement the directives of the Admissions Policy and Guidelines for Admissions.
- 11.2. Conduct Interviews and entrance test in accordance with directives on dates set down by the principal.
- 11.3. Following government guidelines and policies in admission.

12. Admission Procedure for PhD Programmes.

- 12.1. For admission to **PhD Programmes**, Parent University Regulations are followed.


Dr. M. ARUMAI SELVAM, M.Sc., M.Phil., Ph.D.,
PRINCIPAL
St. Joseph's College of Arts & Science
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CUDDALORE - 607 001.