

ADMISSION POLICY

Preamble

The College pledges its commitment to provide best of services to the students and their parents / guardians in every aspect of the College functioning. Admission is an important process and adequate attention is given in order that the students have a smooth experience in the admission process of the College.

General Principles

- Admission to various Under Graduate / Post Graduate Programmes and Courses offered by the College is taken on a merit cum first-come-first-served basis after the applications are reviewed by the Admission Committee set up for the purpose and / or a personal interview / aptitude test.
- The College is desirous to provide equal higher education opportunity to female candidates and those coming from families where the applicant is first (Post) Graduate.
- The College follows a policy to promote diversity and inclusiveness.
- Outstanding sportspersons who have made distinction at the State, National and International Levels will be accorded special consideration.
- The College adheres to the existing reservation policy of the State government.
- The eligibility norms as prescribed by the Affiliating University / Government of Tamilnadu are followed.
- Students passing qualifying examinations for UG admission from Boards of Education other than that of the State of Tamilnadu need to adhere to and fulfil the criteria and procedure set by the Affiliating University / Government of Tamilnadu.
- Final admission will be confirmed on production of the original documents to the College Office and after approval by the Affiliating University.
- The management reserves the right to grant or deny admission.

Admission Process

The College follows both online and offline modes of application for admission to the various courses offered by the College.

Procedure for Online Application

Applications can be submitted on-line for all Under Graduate and Post Graduate Courses offered by the College. Applicants are directed / requested to follow the directives given below for a speedy and easy process:

- Visit <http://www.stalphonsa.edu.in/>
- Click Admission Registration
- While filling in the online form, kindly ensure that you have entered relevant data in fields marked mandatory.
- For every course applied, the applicant will be provided with a Unique Application ID (UAID). This UAID is used for all application related references.
- Admission to some courses are based on a Selection Process via Personal Interview and for other courses, admissions are on first-come-first served basis at the College, provided all the eligibility criteria are met.
- An amount of Rs. 200.00 per course will be payable for application for UG courses and Rs. 300.00 per course will be payable for application to Post Graduate (PG) Course.
- The payment to the above amount specified may be done by online method through the payment
- The documents to be uploaded, if any, shall be indicated.
- On receiving the online application, it shall be scrutinised and the applicants shall be contacted over telephone and informed of further procedure for completion of the admission process.
- Admission to the selected course is completed only after submission of the required documents and requisite fees at the College Office; Final admission will be confirmed on approval of admission through issue of Registration Number by the Affiliating University.

Procedure for Offline Application

- Candidates have to procure the Application Form and Prospectus from the College Office on payment of requisite payment. The candidate is to obtain all information regarding admission from the College Office.
- Duly-filled in forms should be submitted along with all necessary documents by the time and date notified / informed at the time of receiving the Application Form and Prospectus.
- The student may have to appear an interview process before being admitted to the courses offered by the College.
- The students who have been selected will have to report to the College Office and complete the process within the date and time as informed / notified.
- Internet Mark sheets are also allowed for admission provisionally.
- Admission to UG / PG Course begins from the date of declaration of results to the qualifying examination by the Tamilnadu Board / Affiliating University or as per the direction given by the Government of Tamilnadu / Affiliating University.

Advance Booking of Admission

- Candidates who prefer to book in advance the courses for which admission is sought well ahead of time in the College office by filling the form and on payment of requisite fees.
- The candidate has to visit the College immediately after the declaration of the results of the qualifying public / university examination and complete the admission process.
- On the failure on the part of the candidate to complete the admission process on time in spite of reservation of admission, the College shall be forced to allot the reserved / booked seat to other deserving and eligible candidates; however, the College shall contact the candidate over telephone / email regarding the time limit for completion of the admission process.
- The candidate has to possess the minimum requirement for the course in the qualifying examination, as prescribed by the Government / affiliating University for final admission.
- Admission to the selected course is completed only after submission of the required documents and requisite fees at the College Office; Final admission will be confirmed

on approval of admission through issue of Registration Number by the Affiliating University.

The Admission Policy has been approved by the Governing Body of the College in its meeting on 23rd May, 2016.

