St. JOSEPH'S DEGREE COLLEGE
Sunkesala Road, Kurnool – 518 004. A.P.

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Student Admission Policy and Procedures

Introduction

1. As per G.O. Ms.No.34 Higher Education dt: 15.10.2020, Online Admission Process was introduced for admission into Under Graduate Programmes offered by the Degree Colleges in the state. As per G.O.Ms.No. 46 HE (CE) Dt: 22.12.2020, non professional Degree Programmes shall be 4-year Honors Programme from the academic year 2020-21. There will be an exit option after 3 years with a Degree. The eligible candidates who passed out from Board of Intermediate, AP or other recognized Boards are eligible to choose a college of their preference in web counseling for the seats available in that college in Undergraduate Programmes like Arts, Science, Social Sciences, Commerce, Management, Computer applications, Social Work, etc., leading to the award of B.A., B.Sc., B.Com., BBA., B.Voc, etc, in Government Degree Colleges, Government Autonomous Degree Colleges, Private Aided Degree Colleges, Private Unaided Degree Colleges, Private Autonomous Degree Colleges (Aided and Unaided) in the State of Andhra Pradesh from the academic year 2020-21. This G.O. is applicable to all categories of colleges – Government, Private, Autonomous, Aided and Un-Aided colleges.
2. 70% of the sanctioned seats in every college will be filled by the Government through online mode and is called as convener quota. The remaining 30% of the allotted seats are authorised to be filled by the management and is called as management quota.

Procedure for online admission:

1. Government announces the commencement of registration for Degree admissions into Government/Aided/Unaided/Autonomous and Unaided Degree Colleges through an online admission portal.
2. <u>Pre registration</u> - Students qualified from Board of Intermediate Education, Andhra Pradesh, the Candidate selects the intermediate Board name as Board of Intermediate Education, Andhra Pradesh. And Enter the Intermediate Hall ticket Number, the remaining details like Aadhar Number, Student Name, Date of Birth will be populated. Other than Board of Intermediate Education, Andhra Pradesh, candidates need to select the Board from the list of boards available.

3. Online payment for the Registration. Government fixes a fee for registration based on categories.
4. The Candidate will receive the Application ID and Password through SMS to the registered Mobile Number. So the candidate is advised not to change his/her mobile number and email id.
5. An application form will be opened or accessed only on successful payment of fee.
6. The details of the candidate will be automatically displayed if the candidate is from BIE, Andhra Pradesh. For Other Board Candidates, they need to enter the details like Gender, Father Name, and Mother Name. In addition to SSC hall ticket number (not mandatory). Student name and Aadhar number and Date of birth will be populated from the Pre-Registration and payment screen.
7. If the candidate completed a bridge course, He / She need to select the bridge courses and upload the certificate.
8. After entering all the details, the candidate needs to click on the **Preview**.
9. If the entered details are correct the candidate may click on **Save**. Or the Candidate wish to edit the data they may click on **Edit**.
10. If No Objections like Names Mismatched in the Reservation Category / Income/ SADEREM/ Special Reservation Categories those Candidates will directed for Exercising of Web Options.
11. After the successful procedure student receives a message in the registered mobile number, the candidate is advised to note the user id/registration number and password that is allotted to him/her. This is to facilitate the candidate in downloading the allotment order from the portal.
12. After receiving the allotment letter, take admission in the allotted college.
13. Maintaining records
14. All the applications of the admitted candidates are maintained group wise.
15. An admission register is maintained with the details of the admitted candidates in every academic year.