

Sadakathullah Appa College (Autonomous),

Reaccredited by NAAC at an 'A' Grade *An ISO 9001:2015 Certified Institution (Co-Educational)

Rahmath Nagar, Tirunelveli - 627 011

Admission Procedure

Online Application for Admission – Guidelines for Applicants

- ☞ Online Application facility for admission is made available from this academic year (2022-2023) onwards. All applications have to be made online only.
- ☞ All applicants have to read the procedures for online Admission before proceeding to apply.

Step 1. USERNAME REGISTRATION

- ☞ Students / Parents have to register their Names, Mobile phone numbers first and give a password for online application login. You have to give a valid and working mobile phone number since the System will send an OTP – (one time password) for the first time login only.
- ☞ For the subsequent login use your Mobile phone number as login ID and use the password given by them.

Step 2. ONLINE PAYMENT OF APPLICATION/REGISTRATION FEES

- ☞ Once the student/parent login to his/her page, software will be self explanatory. A candidate can apply for any number of programmes.
- ☞ Fees payable for various programmes UG or PG – Aided or Self Financing are mentioned in the prospectus. Once the students select the programme, the fees payable will be displayed and the Application / Registration fees has to be paid **ONLINE** only by using Debit/Credit Card or Net Banking. **No cash payment or DD payment will be accepted.**
- ☞ Online payment process is similar to any other online payment mode commonly used. Software will give a transaction REFERENCE number

and the student has to make a note of the transaction number for future clarifications.

- ☞ **PLEASE NOTE THAT APPLICATION FEES ONCE PAID IS NOT REFUNDABLE AT ANY COST** and Students can use it for filling up the applications only. Please be sure to select the correct programme – Aided or Self financing programmes so that Fees payable will be appropriately displayed.
- ☞ In case, the fee is debited but the payment process is not completed in the system and student is not able to fill in the application, there is a provision in the software to update the pending payments. Please go to Registered Login, enter mobile phone number and password. After login there will be an option in the second page, **PLEASE USE THAT OPTION FOR UPDATING ANY PENDING PAYMENTS.**
- ☞ Please note that to carry out **OFFLINE UPDATION OF PAYMENTS**, Transaction number is important and student/ parent has to make note of the **TRANSACTION REFERENCE** number or click the forget transaction number.
- ☞ Once the updation of pending payment is done, student can proceed to fill in the application form.
- ☞ However, if the fee to be paid is not debited, this option will not work and student has to make the fresh attempt to make the payment.
- ☞ **PLEASE DON'T MAKE SECOND ATTEMPT TO MAKE PAYMENT** before proper verification. College will not be responsible for any second attempt and the amount can be used only for purchase of application.

Step 3. FILLING IN APPLICATION FORMS

Once application payment is completed, student can proceed to fill in the application form.

APPLICATION FORM FILLING IN IS SPLIT INTO TWO PHASES.

- ☞ **PERSONAL DATA FILLING**
- ☞ **MARK ENTRY**

PERSONAL DATA FILLING: Application form is self-explanatory and students have to fill up all the data as required in the form. If any of

compulsory data is not filled up then application cannot be processed. Hence, filling up all the data correctly is important.

MARK ENTRY: Students can enter the subject marks by using the separate option given in the software.

Step 4. FINAL SUBMISSION OF FORMS

- ☞ After filling up all the personal data and Marks, students have to finally submit the application form, and once the form is submitted, it cannot be edited and that the online submission date and time will be taken as the final registration time for the application.

NOTE: FILLING IN ONLINE APPLICATION FORMS DOES NOT ENTITLE OR GURANTEE AUTOMATIC ADMISSION. COLLEGE SELECTION COMMITTEE WILL FINALISE THE LIST OF PROVISIONALLY SELECTED APPLICANTS FOR ADMISSION INTO COLLEGE AND THE SELECTED CANDIDATES WILL BE INTIMITATED BY SMS or e-MAIL with clear instructions regarding preselection interview at the College. Parents along with their wards have to meet the Principal with all necessary supporting documents in original along with hardcopy of the application submitted online.

Required Documents at the time of Admission:

- ✓ Mark Sheets 10th and 12th
- ✓ Transfer Certificate
- ✓ Printed Application Form
- ✓ Community Certificate (BC / BCM / MBC / DNC / SC / ST /SCA)
- ✓ Certificate of Proof to be produced by Differently Abled, Son Or Daughter of Ex. Serviceman and for Participation in Sports / NCC / NSS in School if any
- ✓ Blood Group Certificate
- ✓ Aadhaar Card
- ✓ Recent Passport Size Photos (2 Nos.)
- ✓ All the Original Certificates along with three sets of photocopies should be produced at the time of Interview