



St. Joseph's College for Women (A)

Gnanapuram, Visakhapatnam - 530004 (A.P)

(Affiliated to Andhra University)

Reaccredited by NAAC - ISO 9001:2015 Certified

Phone Nos: 0891-2558346, 7075856500, E.mail: info@stjosephsvizag.com, Web: www.stjosephscollegevisakhapatnam.ac.in

Admission Procedure & Policy Document

Policy Number: SJCW006

GBM: 01-08-2022

St. Joseph's College for Women, a comprehensive educational institution, offers diverse academic programs at the intermediate, undergraduate, and postgraduate levels. The admission window for these programs typically spans from April to July, accommodating students seeking admission.

Eligibility Criteria:

1. Intermediate: Applicants must have completed S.S.C., C.B.S.C., I.C.S.E., or equivalent courses.
2. Undergraduate: Candidates should have completed Intermediate (10+2) or an equivalent course.
3. Postgraduate: Aspirants must possess a Bachelor's degree in the relevant subject with a minimum passing percentage as mandated by the University.

Admission Process:

1. Application forms are available at the college office/Website immediately after the announcement of qualifying examination results.
2. Completed application forms, along with necessary documents, must be submitted within three days of issuance.
3. Applicants are contacted shortly after submission to attend an interview, accompanied by a parent or guardian.
4. Upon selection, admission is confirmed upon payment of the requisite fees.

Policy Guidelines:

1. The admission process adheres to transparent practices and government regulations for reserved categories, aligning with the privileges of Minority Institutions.
2. The Admission Committee ensures transparency by scrutinizing applications, selecting candidates, preparing and displaying merit lists, and communicating decisions to students.
3. The college admits students without regard to financial status, guided by minority norms applicable to minority institutions.
4. Preferential admission is granted to outstanding achievers in sports, cultural activities, and other extracurricular fields.
5. International students are encouraged to apply, with measures in place to facilitate cultural adaptation and residential arrangements.

S. Shyji

PRINCIPAL

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(Autonomous)
VISAKHAPATNAM - 530 004



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6. The college prioritizes admission for students with diverse abilities and provides support to ensure their success.
7. Courses and unique strengths of the college are publicized attractively on its website, facilitating informed decisions for potential students.
8. Various promotional activities, including posters, television, and radio advertisements, are utilized to reach potential applicants.
9. Parents or duly authorized guardians are responsible for monitoring the progress and welfare of students post-admission.

Admission Committee Members:

1. Principal
2. Vice-Principal
3. Senior-most staff member
4. Hostel Warden

Government Guidelines:

1. The term of the college admission committee is two years, with the Principal serving as the chairperson.
2. The admission committee may establish an admission counseling office to assist applicants, especially marginalized individuals, in selecting suitable courses based on their aptitude and academic background.

Functions of the Admission Committee:

1. Determine cut-off marks for various subjects and applicant categories.
2. Register and rank applications based on religion and community, assigning marks for admission to different courses.
3. Ensure strict adherence to admission policies outlined by the institution.

Other Important Information and Admission to Hostel:

1. The institution strictly prohibits the acceptance of donations or capitation fees for admission.
2. Financial, academic, and counseling assistance is provided to support poor and marginalized students.
3. Hostel admissions prioritize Catholic poor and marginalized students, followed by other categories based on economic backgrounds.

This comprehensive admission procedure ensures a fair and transparent process, aligning with the institution's commitment to providing quality education and fostering inclusivity.

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