



**St. Joseph's College For Women (Autonomous)  
Visakhapatnam - 530004**

*(NAAC Reaccredited & ISO 9001:2015, 14001:2015 Certified)*



**2.1.2: Percentage of seats filled against reserved categories (SC, ST, OBC etc.)  
as per applicable reservation policy for the first year admission during the last  
five years**

**ADDITIONAL INFORMATION**

**ADMISSION PROCEDURE AND POLICY**



# 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

St. Joseph's College for Women  
(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.

*S. Shyji*

PRINCIPAL

St. Joseph's College for Women  
(Autonomous)  
VISAKHAPATNAM - 530 004

**\*\*\* As per the Madras High Court judgement dated 2014, educational institutes administered by minority groups need not follow reservation for BCs and SC/STs for admission in both aided and unaided courses from the following link**

**<https://timesofindia.indiatimes.com/city/chennai/Minority-edu-institutions-need-not-follow-quota-policy-Madras-HC/articleshow/28533710.cms>**

1:30 2019

Minority edu institutions need not follow quota policy Madras HC - Times of India

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**THE TIMES OF INDIA**

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## **Minority edu institutions need not follow quota policy: Madras HC**

TNN Jan 8, 2014, 06:07 AM IST

CHENNAI. Education institutions administered by minority groups need not provide reservation for BCs and SC/STs while admitting students in both aided and unaided courses, the Madras high court has held.

Quashing a state government order prescribing certain guidelines for admission of students to undergraduate and postgraduate courses in government, aided and unaided colleges, the first bench said: "The government order dated May 23, 2012 is in the form of guidelines for admission of students to UG/PG courses in government/aided/unaided arts and science colleges for the academic year 2012-13, and those guidelines cannot override the the Constitution of India."

The bench, comprising Chief Justice R K Agrawal and Justice M Sathyanarayanan , concurring with the submissions of advocate Isaac Mohanlal who represented the Federation of Catholic Faithful and the Loyola College (Autonomous ), said: "Reservation of seats for BCs, SC/STs in private educational institutions cannot be made applicable to minority educational institutions."

The bench also dismissed two other PILs which wanted the court to direct authorities to ensure that the college followed the provisions of the government order. Advocates N G R Prasad and P T Perumal, representing the petitioners, said that since Loyola College was receiving aid from the state it was bound to provide reservation as per the state policy and ensure total transparency in its admission process.

Isaac Mohanlal argued that the government order sought to virtually amend the Constitution and the state legislations in disregard for constitutional provisions which exempt minority educational institutions from following reservation norms.

The bench said: "In the light of the legal position and factual aspects, this court is of the considered view that the petition filed

<https://timesofindia.indiatimes.com/city/chennai/Minority-edu-institutions-need-not-follow-quota-policy-Madras-HC/articleshowprint/28533710.cms>

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**ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**  
(A Statutory Body of the Government of A.P)  
III, IV & V Floors, Neeladri Towers, Sri Ram Nagar,  
6<sup>th</sup> Battalion Road, Atmakur (V), Mangalagiri (M)  
Guntur – 522 503, Andhra Pradesh  
Web: [www.apsche.org](http://www.apsche.org). Email: [acapsche@gmail.com](mailto:acapsche@gmail.com)



**PROF.B.SUDHEER PREM KUMAR**  
**SECRETARY**

**URGENT/PRIORITY**  
Date: 15.09.2021

Lr.No.APSCHE/AC/ General UG Prog/Online Admns/2021-22

To  
The Registrars of all affiliating Universities in A.P,

Andhra University	Sri Venkateswara University	Sri Krishnadevaraya University
Dr.B.R. Ambedkar University	Acharya Nagarjuna University	Yogi Vemana University
Rayalseema University	Vikrama Simhapuri University	Adikavi Nannayya University
Krishna University		

Sir/Madam,

Sub: APSCHE – AC – APSCHE – Academic Cell – Online admissions-Admission into General UG programmes in A.P for 2021-22 – Data of programmes offered by Degree Colleges to be validated and finalised by Deans, CDC of the Universities - Reg.

- Ref: 1. G.O.Ms.No.34 Higher Education Department dated 15-10-2020  
2. Lr.No.APSCHE/AC/ General UG Prog/Online Admns/2021-22 Date: 31.08.2021  
3. Lr. No. APSCHE/AC/Non-professional UG Programmes/Online admissions/2020 Dt:29.12.2020

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While referring to the subject cited, I am directed to inform that the Council in association with the Commissionerate of Collegiate Education, A.P and the affiliating Universities in A.P has initiated the online admission process into general Degree programmes for the academic year 2021-22.

I am further directed to inform that:

1. The data of unaided UG programmes offered by Private Unaided Degree Colleges along with the programmes sanctioned/withdrawn/medium converted by the Council in respect of these colleges for academic year 2021-22 are to be verified through the University login in the OAMDC portal under 'Colleges reports'. Corrections/modification in the data may be sent to [ugonlineadmns@apsche.org](mailto:ugonlineadmns@apsche.org) by email along with necessary documents for rectification by 16.09.2021.
2. Admissions into 5 year integrated PG programmes with Intermediate qualification, which are offered by the affiliating Degree Colleges/University colleges, other than those offered under Engineering/Pharmacy stream are to be made through OAMDC, without which Government schemes like JVD will not be extended.
3. During the process of online admissions for 2020-21, the Council vide letter under reference 3 has informed that Degree Colleges which make admissions through OAMDC will be eligible for Government schemes. However, it is noticed that the following Degree Colleges have made admissions on their own for 2020-21:
  - a. Andhra Loyola College, Vijayawada
  - b. Ch.S.D. St.Theresa's College for Women (A), Eluru, W.G District
  - c. Maris Stella College (A), Vijayawada
  - d. St.Joseph's Degree College for Women, Gnanapuram, Visakhapatnam

In this background, I am directed to request the Universities to inform the Principals/Managements of all Degree Colleges affiliated to the University that admissions into the Degree Colleges which are made through OAMDC alone for 2021-22 are eligible for Government schemes like Vidyadevena, Vasathidevena, etc.

I am therefore directed to request the Universities to initiate necessary action as specified under points 1 to 3 so as to be ready for online admissions-2021.

Yours faithfully,



**SECRETARY**

Copy to:

1. Commissioner, Collegiate Education, A.P
2. The Registrars of Dravidian University, Kuppam, Dr.Abdul Haq Urdu University, Kurnool, Cluster University, Kurnool and Sri Padmavathi Mahila Visva Vidyalayam, Tirupati
3. The Dean, CDCs of the affiliating University for necessary action
4. The Secretary/Correspondent, Andhra Loyola College, Vijayawada
6. The Secretary/Correspondent, Ch.S.D. St.Theresa's College for Women (A), Eluru, W.G District
7. The Secretary/Correspondent, Maris Stella College (A), Vijayawada
8. St.Joseph's Degree College for Women, Gnanapuram, Visakhapatnam