

ADMISSION PROCEDURE

General Remarks:

1. Admission to the Degree Course, both in UG and PG, in Sanjo College will be made mainly on the basis of merit and will be strictly grounded on M.G. University norms. This in mind, the admission policy in place at Sanjo College is intended to ensure equal opportunity of access to higher education for qualified students. Students should be aware of the specific requirements for each course, which are listed in the programme overview by the Sanjo College admission team.

2. Some courses have limited places and are very selective in admitting students. Further examinations, interviews, aptitude tests, letters of recommendations may form part of the admission process. Together, these provisions make admission to Sanjo College quite competitive. A cumulative content: even if an applicant is eligible, for example, from a strictly legal perspective, admission may still be denied for academic or other reasons and the college will assess students for admission individually based on their previous academic qualifications and other attitudinal and behavioural track-records.

3. By law, students who hold a higher secondary-school diploma from an accredited education institution in Kerala, India or any other equivalent examination with not less than 45% of the aggregate marks in the General category and 40% marks in the category of SC, ST and OEC are eligible to seek admission to the bachelor's degree programme, though some programmes have specific field of required study. Students having a diploma from abroad should produce their equivalent foreign diplomas to be admitted to Sanjo College. In deciding whether to accept students holding a foreign diploma, the college considers whether that diploma would give access to university-level studies in the issuing country.

4. Master's programmes will require a previous Bachelor's degree in the same field of study or, where indicated by the specific programme, in a related field of study. Percentage requirements for admission in Master's degree is 45% and above. Candidates applying for admission should also consult the other academic prerequisites such as language proficiency.

Admission Procedure

1. Admission will be strictly based on M. G. University norms. Application for management quota admission is to be made in the prescribed form available in the office on payment of a prescribed fee. Submission of an application does not guarantee selection for admission. The application fee will not be refunded under any

circumstance. The application form, duly filled in, should reach the College Office on or before the last date for submission of applications declared by the University. Incomplete and illegible applications will not be considered. In all subsequent enquiries the application number should be quoted.

2. The applicant should attach the following self-attested copies of all the certificates with the completed application form for weightage of marks: SSLC Book, Plus Two Certificate or equivalent certificate, Transfer Certificate and Conduct Certificate. The original certificates should be produced at the time of interview. The applicant will be called for an interview. All selections are provisional and will only be confirmed after the personal interview with the selection board, scrutiny of the certificates and payment of the first installment of fees. If the candidate fails to appear for the interview at the date and time fixed, the seat stands cancelled.

3. At the time of interview, the applicant should produce: All the certificates in original: Transfer certificate from the school/college, course and conduct certificate from the head of the institution, original mark list and two passport size photographs. If admission is granted after the interview, the applicant may get him/herself enrolled forthwith on payment of fees. Fees once paid will not be refunded. Original Certificates submitted at the time of admission will not be returned to students during their course of study. Students are therefore directed to keep attested true copies of the certificates before submitting the original for admission.

4. The selected candidates and their parents are required to read the Prospectus carefully and sign a declaration of compliance with the rules and code of conduct stipulated by the Institute before the payment of fees. If a student leaves or is dismissed on account of unsatisfactory conduct or habitual neglect of study before the completion of the course, the entire amount of the course fee should be remitted to get back the given certificates. Pass certificates will not be issued unless the entire fees due are paid in full.

Eligibility for Admission for all Courses:

Any candidate who has passed the Plus Two of the Higher Secondary Board of Kerala or Pre Degree of Mahatma Gandhi University or that of any other University or Board of Examinations in any State recognized as equivalent to the Plus Two of the Higher Secondary Board in Kerala, with not less than 45 % marks in aggregate is eligible for admission. However, SC/ST, OBC and other eligible communities shall be given relaxation as per University rules.

Internal Assessment

All courses shall have internal assessment as specified in the common regulations of CBCS System of the M. G. University.