Date: 01 JULY 2024

ADMISSION GUIDELINES

- Candidates decisive of pursuing their studies at the college only shall take their admissions so as not to deprive other candidates seeking their admission in the college.

- The admission process will be online. No candidate is required to come to the College for admission.

- After the respective selection lists are published, only the selected candidates will be able to pay the fees online. Fees to be paid online only by Debit Card / Credit Card / Net Banking. No other mode of payment will be available.

- A separate link shall be provided for payment of admission fees.

- Payment of fees does not guarantee admission. The admission will be finalized subject to fulfilling the admission criteria, online and physical verification of the original documents

- Any deficiency and/or incomplete/illegible upload of requisite documents, and/or any discrepancies in the original documents will lead to the cancellation of the candidature even after the payment of fees or at any point of time the discrepancy is discovered. No fees will be refunded in such cases.

- The physical verification of marksheets, certificates and relevant documents will take place in the College campus / department as per the schedule given in the next page. Reporting personally / physically to the College During physical verification is compulsory for every student.

- Any concealment of the required information will lead to cancellation. No fees will be refunded in such cases.

Documents required at the time of physical verification:

1. Class-XII Marksheet
2. Class-XII Admit Card / Hall Ticket
3. Migration Certificate in original (for other than WBCHSE Boards)
4. Copy of Date of birth Certificate (Class X Admit card)
5. 3 Passport Size Photograph and 1 Stamp Size Photograph
6. Admission fee payment receipt in the original
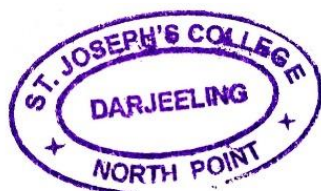7. College Uniform Order receipt (original) from the authorized outfitters

8. Letter from the Parish Priest (for Roman Catholic)

9. Copy of Caste certificate (for SC / ST / OBC candidates)

10. PWD certificate from a competent authority for Persons with Disability

ADMISSION AND VERIFICATION SCHEDULE 2024

SN	DATE	SCHEDULED EVENT / PROCESS
1	06 JULY 2024	Publication of Provisional Merit List and Waiting List
2	07 – 09 JULY 2024	Payment of Admission Fees – Merit List I
3	10 JULY 2024	Publication of Provisional Merit List II
4	11 – 13 JULY 2024	Payment of Admission Fees – Merit List II
5	15 JULY 2024	Physical Verification of Document BA / B. Com / B. SC / Major and BBA / BCA
6	19 JULY 2024	Physical Verification of Document BA / B. Com / B. SC (Multi-Disciplinary)
7	29 JULY 2024	Beginning of Classes for SEM I (Offline / In-Person)

Please call for any Assistance (10:00 AM – 03:00 PM)

1. **Fr Xavier Binay**   **81161 31345** (Arts and Commerce)
2. **Fr Pragasan**   **97338 85100** (Sel-Financed Courses)
3. **Fr Pascal Ekka**   **75010 76433** (Bank Transaction)

The Principal

Principal
St. Joseph's College
North Point, P.O.
Darjeeling - 734104