



ST. XAVIER'S COLLEGE (AUTONOMOUS)

(Recognized as "College with Potential for Excellence" by UGC)
(Accredited at A** Grade with a CGPA of 3.66 / 4 in IV Cycle by NAAC)

PALAYAMKOTTAI - 627 002, TAMIL NADU



ADMISSIONS 2024-2025

GUIDELINES FOR ONLINE APPLICATION :

- Submission of Applications should be done through online mode only. There is no need to submit the hard copy of the application.
- The cost of applications including the processing fee is Rs. 100 per UG programme (Rs. 48 + Rs. 2 + Rs. 50 = Rs. 100) & Rs. 120 per PG programme (Rs. 58 + Rs. 2 + Rs. 60 = Rs. 120).
- Last date for the submission of applications is **TEN** working days after the publication of +2 results.
- SC/ST/SC(A) Candidates, including Dalit Christians, would receive free application for a maximum of **Three** programmes.

NEW USER REGISTRATION

- New User can register using applicant's personal mobile number, email ID, Date of Birth. *(Please avoid giving mobile number of internet center or friends).*
- Once registration is done the applicant is given a User Id (*personal mobile number*) & Password (*Date of Birth*).
- For the subsequent login use, please use the personal mobile number as User Id and Date of Birth (*dd/mm/yyyy*) as Password.
- The same login ID and password can be used to apply for other programmes.

STEP I. ONLINE APPLICATION – PERSONAL DETAILS

- When the applicant enters using login id for the first time, he/she can fill the personal, Family Details and Reservation Details (if applicable).
- Once details are filled in, the applicant must verify the same and press '**Save & Continue**' Button.

STEP II. UPLOADING OF SCANNED DOCUMENTS

- i. Upload passport size photo, **(file size: 50 kb (min) - 300 kb(max))**.
- ii. Upload scanned copy of your signature, **(file size: 30 kb (Min)-100 kb (Max))**.
- iii. **Upload the following scanned documents: (file size: 80 kb (Min) - 300 kb (Max))**.
 - Community Certificate,
 - Baptism Certificate, (Only if applicable).
 - Disability Certificate, (Only if applicable).
 - Ex-Service man Certificate, (Only if applicable). and
 - Income Certificate. (Only if applicable).

STEP III. ENTRY OF +2 MARKS

Instructions:

- For UG Admission, marks should be entered only after the declaration of + 2 results.
 - For PG Admission, applicants can apply with first five semester (I to V Semester) mark. Statements, if they do not have VI semester results.
- i. Upload the +2 Mark Statement. If mark statement is not available get an attested copy of the +2 results from your **HM / Principal** and upload it. **(file size : 80 kb (Min) - 300 kb (Max))**.

STEP IV. ONLINE PAYMENT OF APPLICATION FEE

Instructions:

- Do not attempt a second time to make a payment before verification. In case duplication / multiple / extra payment is made, college is not responsible.
 - Then go to the Login, enter User Id and Password for updating pending payments, if any.
 - Incomplete applications will be rejected.
 - Applications submitted after the specified last date by the Govt. will be treated as “Late applications.”
- i. If any applicant is selected/admitted for one programme, his/her applications will be disabled for other programmes. (If he/she has applied for more than one programmes).

- ii. Once the payment process is initiated, the system will give the **Transaction ID / Receipt ID** and the user has to make a note of the same for any future clarification on payment status.
- iii. **Debit card/Credit card/Net Banking/UPI Payment** can be used for making online payments.
- iv. After completing the payment process, the applicant will get a payment confirmation message and the Application Number.

SELECTION AND ADMISSION

- a) Provisional Selection list will be displayed on the College Notice Board and Website [Admission Portal] and intimated through SMS.
- b) Provisionally selected candidates can download the Application form from the applicant's login.
- c) Parents along with their wards (Applicants) have to meet the Principal with all necessary supporting documents in original with the hard copy of the application submitted online.
- d) The Date and time for meeting the Principal will be intimated through the College Notice Board and College Website [Admission Portal] and SMS.
- e) Provisionally selected candidates should bring a original +2 Mark Statement, Community Certificate, Passport Size Photos, Aadhar Card, Certificate for Physically Challenged and Ex-Servicemen / Widows at the time of the interview with the Principal.
- f) All the provisionally selected Roman catholic candidates should bring a letter from their Parish Priest and should also submit the Original Baptism Certificate at the time of the interview with the Principal.
- g) Provisionally selected candidates should pay their programme fee either Online through **SXCTN-ERP Mobile App** or Offline at the bank only after meeting the Principal. Payment is to be made on the same day before 07:00 p.m.
- h) After making the payment, the candidates should report to the respective office (Shift I and Shift II) immediately.

PLEASE NOTE: Giving or receiving bribe for admission is an offence. Complaints about bribe for admission should be brought to the notice of the Principal immediately.

