



St. Francis College for Women

Begumpet, Hyderabad -500 016

(Autonomous & Affiliated to Osmania University)

NAAC Accredited at the 'A' Grade (Third cycle)

College with Potential for Excellence (2004-2019)

UG ADMISSION NOTICE – 2021

For B.A./B.Sc./B.Com./ BMS/ B.Voc.

- **APPLYING TO A PROGRAMME DOES NOT GUARANTEE ADMISSION INTO THE SAME.**
- **Admission is strictly based on merit and limited to the sanctioned strength.**
- Admissions for B.A. (History/ Pub. Ad./ Pol.Sc.) and B.Sc. (Maths/ Phy/ Chem) are done through Degree Online Service Telangana (DOST) and candidates admitted through DOST only are eligible to avail Government Scholarships.
- An email will be sent to provisionally selected students and a date for mentor meeting will be notified.
- It is mandatory for all selected students to attend the mentor meeting and comply with instructions given
- Your admission into the **FIRST YEAR DEGREE PROGRAMME**, will be finalised **ONLY ON COMPLETION** of the below mentioned formalities:
 1. You with your parents will have an ONLINE meeting with the class mentor. A Printout of the LOU(Letter of Undertaking) from the admission Login for the meeting with the Class Mentor is mandatory.
 2. The fee payment portal will be made accessible to the applicant, only after the **Online Meeting** with the class mentor.
 3. Please ensure that you pay the Semester I fees within the date and the time mentioned.
 4. Failing to pay the fees on time, will result in cancellation of admission.
 5. **At the time of verification if Any Malpractice/ Misuse is Detected in the usage of certificates or at any time of Duration of the Course, the Admission will be cancelled without any notice.**

Admissions for the academic year 2021-2022 will be done in three phases

- PHASE – I - Short listing of Intermediate Merit List & Minority (Catholic & Christian)
- PHASE – II - Short listing of CBSE, ISC, other boards and Reservation Category
- PHASE – III - Spot Admission – (filling up the vacant seats based on the availability)

PHASE – I Intermediate Board, Catholic & Christian Minority

- 29th July - Short listing of all the courses (BA, B.Com, B.Sc. & B.Voc)
(An email will be sent to provisionally selected students)
- 30th July - Class Mentor's meeting for shortlisted students
- 3rd & 4th August - Payment of fees for Phase – I short listed candidates.

PHASE – II CBSE, ISC, Other Boards & Reservation Category

- 9th August - Short listing of all the courses. (BA, B.Com, B.Sc. ,BMS & B.Voc)
(An email will be sent to provisionally selected students)
- 11th August - Class Mentor's meeting for shortlisted students
(BA, B.Com, B.Sc., BMS & B.Voc)
- 14th to 16th August - Payment of fees for Phase – II short listed candidates

PHASE – III

Filling up of vacant seats for all courses based on the availability of seats

Important Notice

- In case of non-compliance to admission policy or non-eligibility of the candidate, the Management of the Institution has the right to cancel the admission of the particular candidate.
- Choice of the **Course, Combination and Second Language** once opted is **final**.
- **Fees once paid is not refundable**. However, those who leave due to unavoidable reasons 15 days from the date of admission, 50% of the fees paid will be refunded. No claim for refund thereafter will be entertained.
- **Degree must be completed in 3+2 years**.
- Students can opt for any Certificate Course during the 3 years of study and gain extra credits.
- For all Catholics & Christian students
 - Bible Certificate Course is compulsory
 - Participation in the Annual Retreat for all the 3 years and faith formation programme on every 2nd Saturday of the month is mandatory.
 - For all catholic students participation in the monthly Holy Mass is compulsory.
- Every student is required to opt for NCC or NSS or Sports at the time of admission.

The number of students who can enroll in NSS & NCC is 100 each, while the others will opt for sports.

All the students have to complete the required 60 hours in NSS/NCC/ Sports during their first and second year of study.

The requirements for

- NSS : 1 Camp + 40 hrs of outreach programme.
- NCC : 2 Camps + 40 hrs of NCC activities.
- Sports : 1 certificate course in sports + 30 hrs of indoor games.

Code of conduct for students:

1. All students are answerable to Principal, Faculty & other college authorities for their conduct and behavior.
2. Students are required to be on time to college, maintaining required attendance in theory and practical classes. Active participation in all college activities including seminars and guest lectures is mandatory.
3. All students are required to assemble on time for the Morning Prayer.
4. All students are required to read the notices displayed on the display screens, notice boards and student apps.
5. **Dress Code:**
 - a. The college recommends simplicity and modesty in the manner of dress in order to foster a congenial academic atmosphere
 - b. **Students must strictly follow the College dress code which is Salwar Kameez or Jeans/Pants with Knee length tops.**
 - c. **No Sleeveless, No Cold shoulders, No T-Shirts and No Tuck-ins.**
6. Students without SFC ID cards are not permitted inside the campus. **Wearing ID card is compulsory when in campus.**
7. Use of mobile phones inside the classroom during class hours is strictly prohibited. Charging of mobile phones in college premises is not allowed.
8. Ragging of any kind inside/outside the College campus is a punishable offence.
9. **Posting of unpleasant/ unacceptable/damaging statements/views about the College or Staff in Social media is forbidden and calls for disciplinary action.**
10. **Organizing students for any programme/event inside/outside the College without the prior permission of Principal is strictly prohibited.**
11. **Four wheelers are not allowed to enter in the campus and Street No.6 leading to the campus. Only two wheelers are allowed inside the college campus.**
12. Students with two wheelers have to register online at the beginning of the academic year.
13. During the free hours, students are expected to be in the Library or the Indoor stadium. **Sitting in the corridors or on the staircase is not permitted.**

Note: Rules are subject to change at the discretion of the Management with the approval of Academic Council.