



INSTRUCTIONS FOR STUDENTS IN PG MERIT LIST

1. Admission Process will be Offline. Department co-ordinators of each department will inform you the date and time at which you should be present in the college with the Parent/Guardian to take admission, failing which the admission will be cancelled.
2. **Candidates should login to their profile, fill up the mandatory fields and take print out of the application form**
3. As you come to the college for the Admission Process, please carry the hardcopies of the following Documents & Certificates.
 - Application form
 - Consolidated Mark List and Degree certificate/provisional certificate (For PG Admission only)
 - Proof of date of Birth (SSLC certificate-2 copies)
 - TC and Conduct Certificate obtained within six months from the institution last studied.
 - Eligibility/ Equivalency certificate from MG University if the candidate qualified Degree from a university outside Kerala.
 - Caste and income certificate / non-creamy layer certificate/ EWS certificate for claiming seat reservation/fee concession (if applicable).
 - Certificates in proof of bonus marks (NCC,NSS,Dependent certificate from Zilla Sainik Welfare officer etc. whichever is applicable)
 - For Admission under Community Quota- SSLC Certificate mentioning the community (Syrian Catholic/RCSC) or Caste Certificate.
4. The selected candidate shall report to the Department concerned. The Head of the Department / Faculty advisor shall verify the documents produced by the candidate. Students cannot claim admission to any programme merely based on the fact that their name was listed in the merit list. If the candidate fails to submit any of the required certificates/ fails to meet the eligibility criteria applicable to a particular programme, or selection is made on the basis of wrong index mark, the admission will be cancelled.
5. Once the formalities in the department are successfully completed, the candidate shall pay the fee, meet the principal and complete the admission process in the Office. If the candidate fails to pay the fee within the stipulated time, the admission will be cancelled.
6. For more details check the Prospectus and College website: www.stcp.ac.in
7. **If there are vacancies in a programme, Candidates from Waiting list will be informed in the order of Merit list. Please avoid unnecessary enquiries in this regard.**
8. Candidates shall contact the Department admission co-ordinators for further information/ guidance. Contact numbers are given below.

Sl. No	Department	Admission officer & Contact Number
1.	English	Smt. Shilpa Mathew, 9744508800
2.	Malayalam	Dr. Thomas Scaria, 8547508464
3.	Hindi	Dr. Anish Cyriac, 9446197745
4.	Mathematics	Dr. Bobby P Mathew, 9846114699
5.	Statistics	Dr. Sr. Jisha Varghese, 9495017870
6.	Physics	Dr. Dintomonjoy J, 8606 543 662
7.	Chemistry	Sri. Jithin Prakash PA, 9447916999
8.	Botany	Dr. Bince Mani, 9497325192
9.	Economics	Dr. Joben K Antony, 9496826436
10.	History	Dr. Justin Jose, 9400221984
11.	Political Science	Sri. Sijo Mathew, 9496568703
12.	Commerce	Dr. Binoy Chacko, 9947308652
13.	Biotechnology	Smt. Praveena George, 9846174671
14.	Applied Microbiology	Smt. Anupama K.S, 9895564785
15.	Biostatistics	Smt. Meenu Tom, 9400601341