



INSTRUCTIONS FOR STUDENTS IN MERIT LIST

1. Admission Process will be Offline. The faculty advisors 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 allotment memo.**
3. As you come to the college for the Admission Process, please carry the hardcopies of the following Documents & Certificates.
 - Allotment Memo
 - Consolidated Mark List and Degree certificate/provisional certificate (For PG Admission only)
 - +2 certificate (For both UG and PG Admissions)
 - 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 +2 from a board other than CBSE, CISCE and Kerala State Higher Secondary Board, VHSE etc. Students from OPEN SCHOOL require eligibility/equivalency Certificate)
 - 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, student police cadet certificate, Nanmamudra/ Rajyapuraskar, 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 (**Online Mode Only**), 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.**

Sl. No	Department	Admission officer & Contact Number
1.	English	Sri. Deepak George, 6282895861
2.	Malayalam	Sri. Tony Joseph, 9846140493
3.	Mathematics	Dr. Bobby P Mathew, 9846114699
4.	Physics	Dr. Jobin Job Mathen, 9745135483
5.	Chemistry	Sri. Manjesh Mathew, 9495571755
6.	Botany	Dr. Anto Mathew, 9605828720
7.	Zoology	Dr. Pratheesh Mathew, 9566173103
8.	Economics	Sri. Joji Jacob, 9495247084
9.	History	Smt. Rose Scaria, 9496791924
10.	Political Science	Dr. Anju Lis Kurian, 9746077148
11.	Commerce (Aided)	Dr. James Varghese, 9048710208
12.	Sports Management(BSM)	Dr. Jince Kappan, 9447712616
13.	English(Self Financing)	Smt. Milu Tess Kurian, 9497071264
14.	Commerce (Self Financing)	Sri. Subin Thomas, 9947329646
15.	Computer Applications (BCA)	Sri. Arjun Ram Sankar, 8891601300
16.	Sustainable Agriculture	(B.Voc.)- Dr. Lini L Alappat, 8281817495
17.	Food processing Technology	(B.Voc.)- Sri. Jibin Joseph, 9447514220

8. Candidates shall contact the Department faculty advisors for further information/ guidance. Contact numbers are given below.