

BASELIUS COLLEGE, KOTTAYAM



DEGREE ADMISSIONS - 2020

INSTRUCTIONS TO APPLICANTS

1. Students seeking admission for various degree Programmes offered by the college under Community Quota and Management Quota only shall submit college level application. Admission under all other quotas will be directly done by the University.
2. Before giving college level applications, the students have to register themselves in the University CAP (<http://cap.mgu.ac.in/ugcap/>) and get a print out/ pdf of the application.
3. The college level application submission will be in online mode only. Hardcopy application will not be issued.
4. The applicants can download the Community Quota form and Management Quota Sponsorship form from the links provided in the College Website. It will be open only after the University opens registration under CAP process which is notified to be on 28th July,2020 at 2.00 p.m.
5. The applicants shall pay application fees through online mode and the links for the same will be available in the college website along with application. The transaction details shall be noted by the applicants. Application fees once paid will not be refunded. The applicant has to make sure that the correct payment option is selected.
6. Necessary signatures shall be obtained in the Community and Management Quota forms which are downloaded from the site. Duly filled Community and

Management quota forms shall be uploaded only at the time of college level registration (see instruction 7).

7. The college level registration will commence on 01-08-2020. The personal details and academic details shall be correctly entered. The application fee payment details also shall be entered. Before filling the college level application online, the applicant has to ensure that in addition to the personal and academic details, the following documents are readily available (in pdf form for uploading) :
 - (a) pdf of CAP application
 - (b) pdf of Community Quota form, duly filled
 - (c) pdf of Management Quota Sponsorship form, duly filled.
8. The applicant has to ensure that all details are correctly entered and all necessary forms are properly uploaded. Incomplete application should be summarily rejected without any intimation. The applicant has to ensure that the mobile numbers and the email address are working. This is to ensure that the applicant receives future communication from the college.
9. The Rank list for Community Quota admissions will be available in the college website as well as University Portal on the date prescribed by the University. The applicant has to check the rank position in the list and take admissions as per the direction of the authorities.
10. Those selected for admission under Management Quota will also be intimated by the authorities in accordance with the admission schedule of the University.
11. Note that all fees payments can be done online and links will be provided in the college website.
12. The students or parents **SHALL NOT** come to college for any queries relating to admission. All necessary guidelines will be published in the college website. All are advised to visit the website periodically for updates.
13. For matters not covered by the guidelines, the students may contact the Admission Nodal Officer Prof. Jinu Mathew (9447701318) or Joint Nodal Officer Dr. Anit M Thomas (9446552081). Please make sure that they are contacted only on cases of emergency from 8.30 am to 8.00 pm. For Management Quota admission related queries, contact College Bursar Dr. Joy Markose (9447356001)

14. Application Fee Payment Instruction

1. Login to college website www.baselius.ac.in and click on online application fee payment link available under Admission 2020.

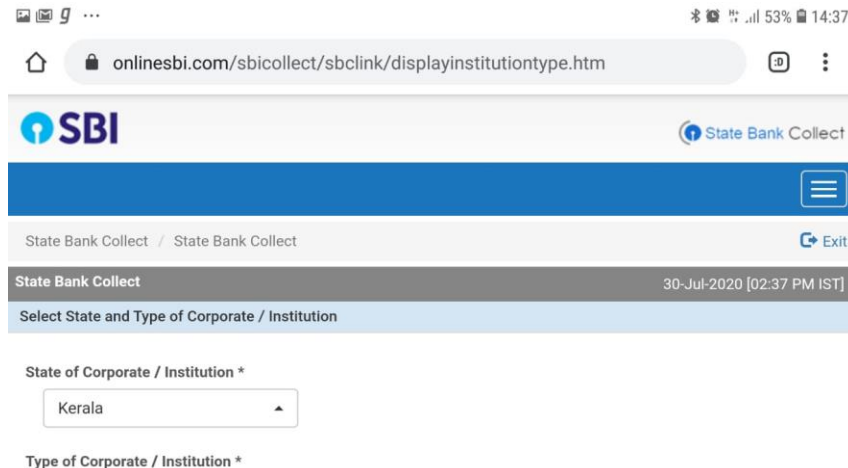


The screenshot shows the SBI State Bank Collect website. The browser address bar displays "onlinesbi.com/sbicollect/". The page header includes the SBI logo and "State Bank Collect". Below the header, there is a navigation menu and a banner for "STATE BANK COLLECT A MULTI-MODAL PAYMENT PORTAL". The main content area is titled "Terms Used" and contains several bullet points:

- > **Corporate Customer:** Firm/Company/Institution (F/C/I) collecting payment from their beneficiaries.
- > **User:** The beneficiary making a payment to F/C/I for the services/goods availed.
- > Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandise or any of the services related thereto, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. Any request for refund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.
- > Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim against the Bank for deficiency in the services provided by the Corporate Customer.
- > The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information Technology (Intermediaries guidelines) Rules, 2011.
- > In case of non-compliance of the terms and conditions of usage by the User, the Bank has the right to immediately terminate the access or usage rights of the User to the computer resource of the Bank and remove the non-compliant information.

At the bottom of the terms section, there is a checkbox that is checked, with the text: "I have read and accepted the terms and conditions stated above."

2. Choose 'State of Institution' as **Kerala** and 'type of Institution' as **Educational Institution**.



The screenshot shows the SBI State Bank Collect website. The browser address bar displays "onlinesbi.com/sbicollect/sbclink/displayinstitutiontype.htm". The page header includes the SBI logo and "State Bank Collect". Below the header, there is a navigation menu and a banner for "STATE BANK COLLECT A MULTI-MODAL PAYMENT PORTAL". The main content area is titled "Select State and Type of Corporate / Institution".

State of Corporate / Institution *

Kerala

Type of Corporate / Institution *

3. Choose the name of Institution as 'Baselius College' and submit
4. Now you will enter into payment portal of the college, select payment category and choose your option
 - (a) Those opting for 'Community admission only' for aided programmes shall select 'Application-Community Only' option .
 - (b) Those opting for Management Quota only for aided programmes shall select the option 'Management Quota Sponsorship Form'.

- (c) Those opting for ‘**Management & Community quotas**’ for aided programmes shall select ‘**Management Quota Sponsorship Form**’ .
- (d) Those opting for **Self financing** programs shall select the option ‘**Application fees – Self Financing Programmes**’

onlinesbi.com/sbcollect/payn

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BASELIUS COLLEGE
LEARN LABOUR LOVE
ESTD 1964

baselius college
baselius college kottayam, , kottayam-686001

Provide details of payment

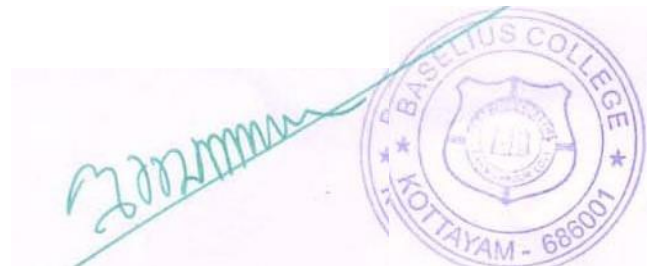
Select Payment Category *

-- Select Category --

- Mandatory fields are marked with an asterisk (*)
- The payment structure document if available will contain detailed instructions about the online payment process.
- Date specified(if any) should be in the format of ddmmyyyy. Eg., 02082008

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5. Provide details of payment by filling necessary fields and submit.
 6. Now you will enter the State Bank collect multi option payment system and choose your option for payment of fees.
 7. After remitting the application fee download the e-receipt and enter the transaction details while filling the application form.
15. Please follow the guidelines issued by the Government and University relating to social distancing for breaking the chain.



24-07-2020

PRINCIPAL