

LADY DOAK COLLEGE, MADURAI
GENERAL INSTRUCTIONS FOR ONLINE APPLICATIONS
ADMISSIONS 2017-18

Applicants must read through the information provided on the admission portal - Application Guidelines, Eligibility rules, Prospectus, Fee Structure, etc. before filling in the online application form.

1. **APPLICATION UNIQUE ID:** Use 'New User' to fill the Application Unique ID Request Form on the admission portal or using the link:
<http://ladydoakcollege.edu.in/application/admission2017/login.php>. On successful submission of the Application Unique ID Request Form, the applicant will receive a Unique ID, Password and Payment Reference ID.
2. **PAYMENT USING SBCOLLECT:** Payment Reference ID should be used for online application fee payment on SBCollect. On successful payment, a **SBCollect Reference Number** will be generated.
3. **ONLINE APPLICATION:** Login with the Unique ID and Password on the Lady Doak College admission portal to complete the online application form. After successful submission of the online application, the applicant is required to take a printout of the completed form.
4. **HARD COPY SUBMISSION:** For each course applied for, the applicant is required to submit (**in person or by registered post/acknowledgement due**) a complete set of application form and supportive documents, as these will be issued to the respective departments to initiate the process of scrutiny and selection.

The supportive documents are photocopies of:

- Qualifying examination marksheets/s
- Community Certificate
- Christian Affiliation Certificate (eg. Baptism, Community Certificate)
- Any other certificate(s) cited in the application form (eg. Sports/Extracurricular Achievements/Exserviceman)

The application is to be sent to:

VICE PRINCIPAL
Lady Doak College
Madurai 625002

Tamil Nadu, INDIA

- Those submitting application forms **in person** are requested to collect a stamped acknowledgement slip at the time of submission from the Vice Principal's Office for each of the courses applied.
6. **HOSTEL APPLICATION:** Hostel application can be made on the admission portal only after successful submission of the Course Application form using the same Application Unique ID and Password. The payment for the Hostel Application Form should also be made on SBCollect. Applying for the hostel **does not guarantee** hostel admission.
7. **UPDATES:** Check the status of your application on the admission portal on a regular basis.

NOTE:

1. SC/ST applicants are eligible to apply for one Aided Course free of cost but failure to submit a copy of the community certificate will result in cancellation of the application.
2. Applicants who do not have Community Certificates are required to opt for the OC category while filling up the mandatory detail of the Community affiliation.
3. Provisionally selected candidates will be intimated by SMS to the mobile number given in their application form. This same information will be available on the updated status of the applicant on the admission portal.
4. The list of students provisionally selected for different courses will also be uploaded in the College website.
5. Dates given in the provisional selection notification should be adhered to strictly. Failure to do so will result in cancellation of the offer of admission.
6. Applications with incorrect and incomplete information will be rejected and provisional selections, if any, will be void.
7. You are expected to adhere to the rules and regulations of the College, wherever given, for the smooth conduct of admission for the academic year 2017– 2018.
8. The college will not be liable for any loss or delay in the information reaching the applicant.
9. Mail to: admission2017@ldc.edu.in for any clarification with regard to online applications. You may also approach the college helpdesk at the Multimedia Lab on campus.

10. The College does not accept donations for admission. If anyone promises admission on payment of Donation in cash or kind, it must be brought to the Principal immediately. Malpractices, if discovered, will lead to automatic cancellation of admission.

PAYMENT DETAILS: ONLY THROUGH SBCOLLECT

1. Applicants should have a valid Credit Card /Debit Card or Net Banking facility. Rupay Cards will not work on SBCollect.
2. SC/ST/SCA applicants are eligible to apply for one **Aided Course** free of cost.
3. Application Rates:

UG:

- Aided Course: **Rs. 50**
- Self-Financed Course: **Rs. 150**

PG:

- Aided Course: **Rs. 60**
- Self-Financed Course: **Rs. 300**

PG DIPLOMA/DIPLOMA/CERTIFICATE:

- Rs. 50 per course

HOSTEL APPLICATION: Rs 100 (irrespective of the number of courses applied for – whether aided or self-financed)