



St. Francis

College for Women

Begumpet, Hyderabad-500016

(Autonomous & Affiliated to Osmania University)

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

College with Potential for Excellence (2004-2019)

UG & PG ADMISSION NOTICE – 2023

APPLYING TO A PROGRAMME DOES NOT GUARANTEE ADMISSION INTO THE SAME.

- **Admission is strictly based on merit and limited to the sanctioned strength.**
- **All admission related communication will be strictly through email only.**
- **An email will be sent to provisionally selected students.**
- **In-person counseling will be from 16th May to 5th June 2023. (For UG)**

Issue of Application Forms & Prospectus

1. Application Forms and Prospectus for UG & PG will be available online from **1st May, 2023** onwards.

The cost of Application form for UG is ₹ 600/- and additional form ₹ 300/-

The cost of Application form for PG is ₹ 800/- and additional form ₹ 300/-

2. For further Admission details kindly go through the College prospectus available on the college website.
3. **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.**
4. **It is mandatory for all UG Catholic / Christian students and Parents to attend the meeting on 31st May 2023.**

For any queries related to 'Filling of Application Form' an online chat application is available. It is accessible through SFC College Website and functional from 16th May 2023.

UG – IMPORTANT DATES

CATEGORY/ COURSE	DATE OF SHORTLISTING	LAST DATE FOR FEE PAYMENT
Catholics/ Christians	30 th May 2023	1 st June 2023
B.A.	31 st May 2023	2 nd June 2023
B.Voc. (RM&IT)	31 st May 2023	2 nd June 2023
B.Com.	31 st May 2023	2 nd June 2023
B.Sc.	31 st May 2023	2 nd June 2023
Reservation Category	2 nd June 2023	4 th June 2023

ADMISSION FOR BMS

Admissions for BMS is strictly based on Merit, Written Test and Group discussion

COURSE	LAST DATE FOR ONLINE REGISTRATION	TEST/ TIMINGS	GROUP DISCUSSION	DATE OF SHORTLISTING	LAST DATE OF FEE PAYMENT
BMS	20 th May 2023	25 th May 2023 9:30 to 11 am	29 th May 2023	31 st May 2023	2 nd June 2023

NOTE:

1. Please ensure that you pay the College fees within the date and the time mentioned.
2. Failing to pay the fees on time, will result in cancellation of admission.
3. At the time of verification if any malpractice/ misuse is detected in the usage of certificates or the same is detected during the course of the programme, admission will stand cancelled without prior notice.

Orientation For I Years

Course	Date	Timings
BMS, BCom & BVOC(RM &IT)	15 th June 2023	10:00 am to 11:00 am
BA	15 th June 2023	02:00 pm to 03:00 pm
B.Sc.	16 th June 2023	10:00 am to 11:00 am

College reopens for UG I years on 19th June 2023

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 (CC) during the 3 years of study. Completing ONE CC is mandatory for awarding of final degree.
- 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 one course of SFC Wings at the time of admission.

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 lecturers 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.