

AUXILIUM COLLEGE (AUTONOMOUS)

(Accredited by NAAC with A+ Grade with a CGP of 3.55 out of 4 in the 3rd cycle)

Gandhi Nagar, Vellore – 632 006

ADMISSIONS 2021-2022

ONLINE APPLICATION

Dear Applicant,

Welcome to **Auxilium College Online Application Portal** for the academic year 2021-2022.

GENERAL INSTRUCTIONS :

- The applicants are advised to go through the admission process, prospectus, instructions and eligibility criteria before applying for the various Programmes offered by the College.
- Email ID and Mobile Number is necessary for online registration and your username should be your Email-ID for registration (admission portal) login.
- All the instructions regarding your admission process will be sent to your registered mobile number only.
- **Please Note:** Once you have filled the Registration form, you will receive the following message - "You have registered". After the publication of Results, the application must be submitted online with the marks and other requirements. Kindly note that if you are selected for admission, you will receive a message - "You are selected" to ensure your selection.

Documents to be uploaded after the publication of Results

Kindly ensure that you have scanned copies of the following:

Undergraduate Programmes:

1. A Recent Passport Size Photograph (in **.jpg** format with maximum Size 500 KB)
2. Std. X, XI and XII Mark Statements.
3. Community Certificate (BC, MBC, OBC, SC, ST Only)

The scanned copy of the above documents must be in black and white and within 500 KB size.

Postgraduate Programmes :

1. A Recent Passport Size Photograph (in **.jpg** format with Maximum size 500 KB)
2. Copies of Marks Statements from Semester I to V of the Qualifying Undergraduate Programme.
3. Community Certificate (BC, MBC, OBC, SC, ST Only)

The scanned copy of the above documents must be in black and white and within 500 KB size.

Application Status	Description
Registered	Your Application fee is paid successfully. You can fill up the application form
Submitted	Application is submitted successfully. Please wait for the confirmation message from the selection committee.
Selected	Candidate is provisionally selected for admission
Verified	Please proceed to pay the College fees in Auxilium College Admission portal, through Credit Card, Debit Card, Net Banking, UPI as per your convenience.
Admitted	Your admission process is completed.
Pending	Your application is on hold.

Cancelled	Your application is cancelled.
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- In case of any queries, reach us through ERP Helplines: 7598598809 / 0416-2241774, Timing: 10.00 AM to 04.30 PM (Monday to Friday), (Saturday – 9.30Am to 1.00PM) Email: admission@auxiliumcollege.edu.in
- Kindly watch the demo video to fill in the application form. <http://admission.auxiliumcollege.net/>

Best Wishes,

Auxilium Admission Committee

How to Register

- In the browser address window, type Auxilium College web site address www.auxiliumcollege.edu.in
- Click on 'Online Admission (2021-2022) New'.
- Click on 'Prospectus' to view the Prospectus .
- Click the link to view the Demo Video for the guidelines to register.
- Click on 'Programmes ' to know the details of programmes offered.
- Select the link '**Apply Now**' to apply online.
- In the 'Registration' Tab enter the Registration Information (Name of the Applicant as in SSLC mark sheet in English and in Tamil with Initial, Application Type, Std. X Register No, Mobile Number, Email Address and New password.)
- Click on 'Register' at the bottom of the Page.
- OTP or verification code will be sent to the Mobile specified.
- Enter OTP in the Verification Tab.
- Click on 'Submit' at the bottom of the Page. Your login details will be sent only to the registered mobile number after verifying your mobile number.
- You can Login by clicking on the link sent to your Mobile number. Use your Login Credential. (*Sign in using the user name and password sent to your Mobile number.*)
- If the link does not work, copy and paste the link onto your browser address window or retype it there and use your Login Credential. (*Sign in using the user name and password sent to your Mobile number.*)
- Choose the category of course whether UG/PG/MBA category type. UG application will have two options namely **AIDED** and **UN-AIDED**. Applicant has to choose the desired type.

- The Programmes offered will be displayed on your dashboard according to your application type. Click on 'Apply here' button. Then you will be directed to payment page.
- In the 'Payment' Tab, enter the Payment Information.
- Choose a Payment Method (Credit Card/Debit Card/Net Banking).
- Provide the Details required
- Click on 'Pay Now'.
- ***(Wait till your Payment is processed and Transaction is complete. Do not click refresh/ back button or leave/close the page.)***
- Verify the Payment Information in the 'Payment' Tab and click on 'Pay Now' Button.
- Click on 'Print' button to take the Printout of the Payment details.
- Save the above as PDF if desired/required.
- Payment Debited Details will be sent to your Mobile number.
- Application Registration Number will be sent to your Mobile number.
- If any applicant wants to apply for more than one programme, she has to register for there separately following the same procedure.

How to fill in the Application from after the Publication of the Results ?

MANDATORY INSTRUCTIONS TO APPLY FOR ADMISSION:

- Applicants will have to register and pay the application fees to access the application form.
- Applications which are incomplete/incorrect in any respect and without the necessary uploads shall be summarily rejected. Before applying online, applicants are advised to go through the detailed guidelines given below.
- Application Forms will be available **Online** in the College website www.auxiliumcollege.edu.in after the publication of Std. XII results.
- Application forms will **NOT** be sold in the College Office counter.
- Help desks are available in the Browsing Center of the College for applicants who need help for online registration and application process. If the candidate wishes to apply for more than one Degree Programme (under the aided or unaided stream) the candidate may do so, provided she submits separate application forms for each of the Programme opted by her.
- Kindly follow all the instructions. The College is not responsible for any loss.
- Click here <http://admission.auxiliumcollege.net/admission/Admissionprocess> to view the demo video for the guidelines to fill in the application form.
- You can fill up the required data, in the application form that will be generated in the admission menu after the publication of the Std. XII Results.

- In the 'Personal Details' Tab, enter the Personal Information required and upload your photo by clicking on 'Select Image'. Click on 'Next' at the bottom of the page.
- In the 'Contact Details' Tab, enter the Contact Information required. If the Postal Address and Permanent Address are the same, click on the check box at the upper right corner of the page. A checkmark will appear. Click on 'Next' at the bottom of the page, otherwise enter the permanent address.
- In the 'Qualifying Examination Details' Tab, enter the Examination Information (*Subject, Marks Secured, Maximum Marks...*) and click on 'Next' at the bottom of the page. (*Fill the Examination Information after the Results.*)
- In the 'Certificate Upload & Declaration' Tab, click on 'Select Image' and upload the Certificates – Std. X, XI and XII mark sheets and Community certificate. To upload additional files click on 'Upload More Files'. The Std. XII mark sheet can be downloaded from the net.
- In the 'Declaration' Part at the lower bottom of the Page, click on the check box. A checkmark will appear to declare that all the particulars furnished are true and correct.
- Click on 'Submit' button to submit your Application.
- Last date for the receipt of filled-in application forms for UG Programmes: 10 days after the date of publication of Hr. Sec. Results.
- Applicants are requested to note down their application numbers and name of the programme for future reference
- On successful submission of the application form, the applicant will get a 'Successfully submitted' notification.
- The filled in application form can be downloaded.

Note

- *Applicants can continue using the Login Credential till the Admission Process is Complete.*
- *To apply for more than one programme of study, register for each separately.*
- *After login find your programme on the dashboard and click on 'Apply here' button and make the payment.*
- *College Fee Payment Tab will be enabled after the Declaration of Std. XII Results.*

Application Fee for Aided and Self-financed Programme

UNDERGRADUATE PROGRAMMES (UG)	Rs. 150
POSTGRADUATE PROGRAMMES (PG)	Rs. 300
MBA	Rs. 1000
HOSTEL	Rs. 100

Admission

- Applicants will be informed about the date of admission through an SMS to the registered mobile number, depending on the lockdown and pandemic situations.
- If selected, the candidate should remit the prescribed fees (which will be intimated via SMS) immediately, failing which she will lose the seat.
- Sufficient number of attested copies of the original certificate should be kept by the applicants for future use, before submitting them to the College office.

Applicants to UG Programmes

- Students who have passed Examinations other than Tamil Nadu Std. XII must produce Eligibility Certificate from the Thiruvalluvar University, Serkadu, Vellore.

Applicants to PG Programmes

- Students who have passed UG Examinations other than Thiruvalluvar University, must produce Eligibility Certificate from the Thiruvalluvar University, Serkadu, Vellore.
- If selected, the candidate should remit the prescribed fees (which will be intimated via SMS) immediately, failing which one will forfeit the seat.
- Sufficient number of attested copies of the original should be kept by the candidate for future use, before submitting them to the College.

Documents to be submitted in the College Office after the admission process Document (Original) Date will be informed

- Transfer and conduct certificate.
- Std. X, XI, XII marks statements.

- Std. X, XI, XII and mark statements from Semester I to V of the Qualifying Undergraduate Programme (for applicants to Postgraduate Programmes).
- Community certificate.
- Income certificate.
- Baptism certificate (Catholics only).
- Xerox copy of Aadhaar card.
- Xerox copy of the 1st page of Bank pass book .
- Six passport size photographs (not in uniform).
- If the applicant requires hostel accommodation, she can fill the hostel application form (provided she has paid the Hostel application fee Rs.100/- along with the college application fee).
- Receipt of the College fee payment.

Cautionary Directions on Admission

- Requests for change/correction in the Application Form shall not be entertained under any circumstances after the submission of the application form. The College is not responsible for any consequences arising due to the furnishing of incorrect/incomplete details or failure to provide the required details College.
- Submitting the application does not guarantee a seat in the College.
- Applying for hostel does not ensure hostel accommodation.

- **We do not collect any donations towards admissions.**
- **We have no middlemen to procure seats.**
- **Candidates are strongly advised not to give any money to anyone who promises a seat in any programme in Auxilium. For such transactions, the Management is certainly not responsible.**