

# **USER-GUIDE FOR FILLING UP ONLINE APPLICATION USING THE COLLEGE WEBSITE FOR YEAR 2018-2019**



## **IT-DEPARTMENT**

ERP TEAM

10th February 2018

**ST. JOSEPH'S COLLEGE OF COMMERCE  
(AUTONOMOUS)**

# Step 1

## Decide the course you are applying.

- A valid email id, mobile number and a photo (Passport Size) with white background is mandatory to upload
- Resize the photo image to dimensions (should be not be greater than) **98 X 128 pixels** and below **100 kb in size**.
- On how to re-size the photo click on the link or copy and paste the link in browser  
[https://youtu.be/UQT05KF6x\\_U](https://youtu.be/UQT05KF6x_U)
- The Photograph should be in color and of the size of 35MM X 45 MM less than 100KB (JPG FORMAT)
- The Photo-print should be clear and with continuous-tone quality.
- It should have full face, front view, eyes open
- Phot should present full head from top of hair to bottom of chin.
- Center head within frame
- The background should be a plain white colored background.
- There should not be any distracting shadows on the face or on the background.

## Step 2

### **Decide on payment option Online Payment / Demand Draft / Cash Payment**

- A Demand Draft of Rs.xxx/-, drawn in favour of the Principal, St. Joseph's College of Commerce, Bangalore – 560 025.
- Surcharges apply on usage of Debit Card /Credit Card / Net banking.
- Cash Payment can be made at the college counter and application can be filled by the candidate in the college(assistance provided)

# Step 3 Click on Apply Online

The screenshot shows a web browser window with the URL [www.sjcc.edu.in/admission\\_bcom.html](http://www.sjcc.edu.in/admission_bcom.html). The page header features the college's logo and name: **St. Joseph's College of Commerce (Autonomous)**. A navigation menu includes links for Institution, Courses, Academics, Admission, International Programmes, Faculty, Infrastructure, IQAC, Research, Placements, Student Corner, and Login. A sidebar on the left contains links for Refund / Cancellation Policy and Fee Structure. The main content area describes interdisciplinary subjects and specialization options for B.Com students. It includes a **Timing** section stating 'Shift II: 11 am onwards'. A process flow diagram consists of four colored rounded rectangles: Eligibility (orange), Fee structure (pink), Admission Process (purple), and Application procedure + (teal). A prominent green **Apply online** button is located at the bottom right. A **Note** at the bottom provides instructions for students unable to apply online, mentioning the need for a passport-size photograph and document copies.

Refund / Cancellation Policy

Fee Structure

interdisciplinary subjects. In the final year, the students also have an option to choose their specialization from a choice of eight electives. B.Com also offers several exposure programs such as international industrial visits, social and corporate internships, involvement in live research and participation in several clubs and forums.

**Timing**

Shift II: 11 am onwards

Eligibility

Fee structure

Admission Process

Application procedure +

**Apply online**

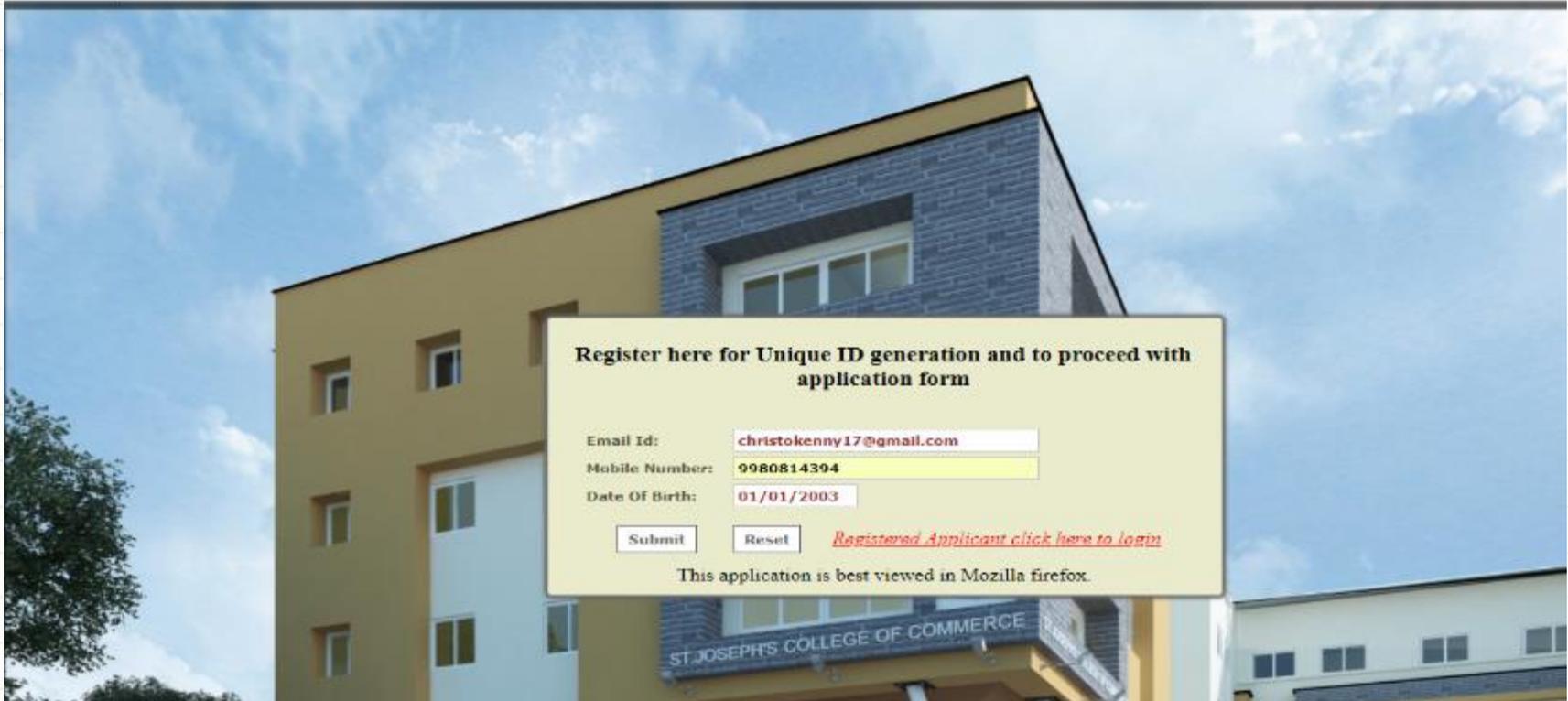
**Note :**

In case you are unable to submit applications ONLINE, you could visit the College with a copy of a passport size photograph (soft copy), along with copies of documents. Assistance will be provided to you in the College campus for filling the

# Step 4

- Re-directed to application page
- Register to get a unique id.
- It will take about 30sec to 180 secs to

← → C Not secure | 14.141.47.59/KnowledgePro/uniqueIdRegistration.do



Register here for Unique ID generation and to proceed with application form

Email Id:

Mobile Number:

Date Of Birth:

[Registered Applicant click here to login](#)

This application is best viewed in Mozilla firefox.

# Step 5

Note Down the Unique ID and Date of Birth to login to your account and fill applications

Click on Proceed to Application



St. Joseph's College of Commerce  
(Autonomous)

Affiliated to Bangalore Central University  
No.163, Brigade Road, Bangalore-560025

Dear Candidate,

Thank you for registering with St. Joseph's College of Commerce (Autonomous).

Your Unique ID is **1801180616** with date of birth **01/01/2003**. (dd/mm/yyyy). Please use the same credentials for future references

**You are required to click the (*Proceed with Application*) button to apply online for your preferred programme and submit the online application.**

Wish you the best

Office of Admissions

Proceed with Application

# Step 6

- Fill in the required details Basic details and press the continue button



Affiliated to Bangalore Central University  
No:163, Brigade Road, Bangalore-560025

Basic Information

Guidelines

Terms & Conditions

Detailed Application

Payment

## Online Application Form

Field marked with \* symbol should be filled compulsory

*Program Type:	<input type="text" value="Under Graduate"/>
*Program:	<input type="text" value="Bachelor Of Commerce"/>
*Course:	<input type="text" value="B.Com"/>
*Candidate's Name ( As Per Class X Records):	<input type="text" value="TEST ACCOUNT"/>
*Date of Birth: (DD/MM/YYYY) As Per Class X Records	<input type="text" value="01/01/2003"/>
*Domicile Status: Domicile Status	<input type="text" value="Karnataka"/>
*e-mail:	<input type="text" value="christokenny17@gmail.com"/> (e.g. name@yahoo.com)
*Re-confirm e-mail:	<input type="text" value="christokenny17@gmail.com"/>
*Mobile:	Country code: [+] <input type="text" value="91"/> Mobile No: [+] <input type="text" value="9980814394"/>

Continue

Back

# Step 7

- Fill in the required details , upload the photo press submit button

The screenshot shows a registration form with the following elements:

- Contact Information:**
  - State: - Select -
  - Zip Code: [Empty text box]
  - Country code: [+], Area code: [Empty text box], Phone No: [Empty text box]
  - Mobile: Country code: [+], 123; Mobile No: [+], 1234568970
- Save Draft:** A green button in the bottom right of the contact section.
- How did you know about this institution?\*** - Select -
- If selected, my objective during the period of study at sjcc will be:\*** [Empty text box] please don't exceed more than 999 Characters
- Document(s):** A section with a blue bar containing "Document(s)" and "Upload Docs" buttons.
- Photo \*** [Browse...] No file selected.
- Photo Requirements:** *(35mm x 45mm white background photograph in JPEG format less than 100kb)*
- Submit/Cancel:** Two green buttons at the bottom of the form.

# Step 8

Choose your payment options and fill in required details and press continue.



St. Joseph's College of Commerce  
(Autonomous)  
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No:163, Brigade Road, Bangalore-560025

Basic Information   Guidelines   Terms & Conditions   Detailed Application

Payment

Payment Details

\* Mandatory Fields

Application fee Details

*Program Type:	Under Graduate
*Program:	Bachelor Of Commerce
*Course:	B.Com

Credit Card/Debit Card/NetBanking    Demand Draft    Cash

Close

# Step 9 For net banking / debit card /Credit card

1. You will be re-directed to payment gateway site
2. Fill in the required details & click make payment
3. Choose the payment type / enter the details
4. **Complete the transaction , do not press browser back button, wait for screen as shown below.**
5. On successful completion you are redirected to the college website to **automatically to generate your unique 6 digit application no.**

Admission >> Online Application Confirmation

## Application Form

Application No. 190636 having Date of Birth 01/01/2003 submitted successfully.  
Please note the Application Number and Date of birth for future reference.

If payment is through demand draft then on the reverse side of the DD record the course & application number. be sent by post to the College (The Principal, St Joseph's College of Commerce, 163, Brigade road, Bangalore-560025, Karnataka, India)in A4 Size Envelope only as per the date mentioned in guide lines.

Note: Please check your spam folder also for the mail.

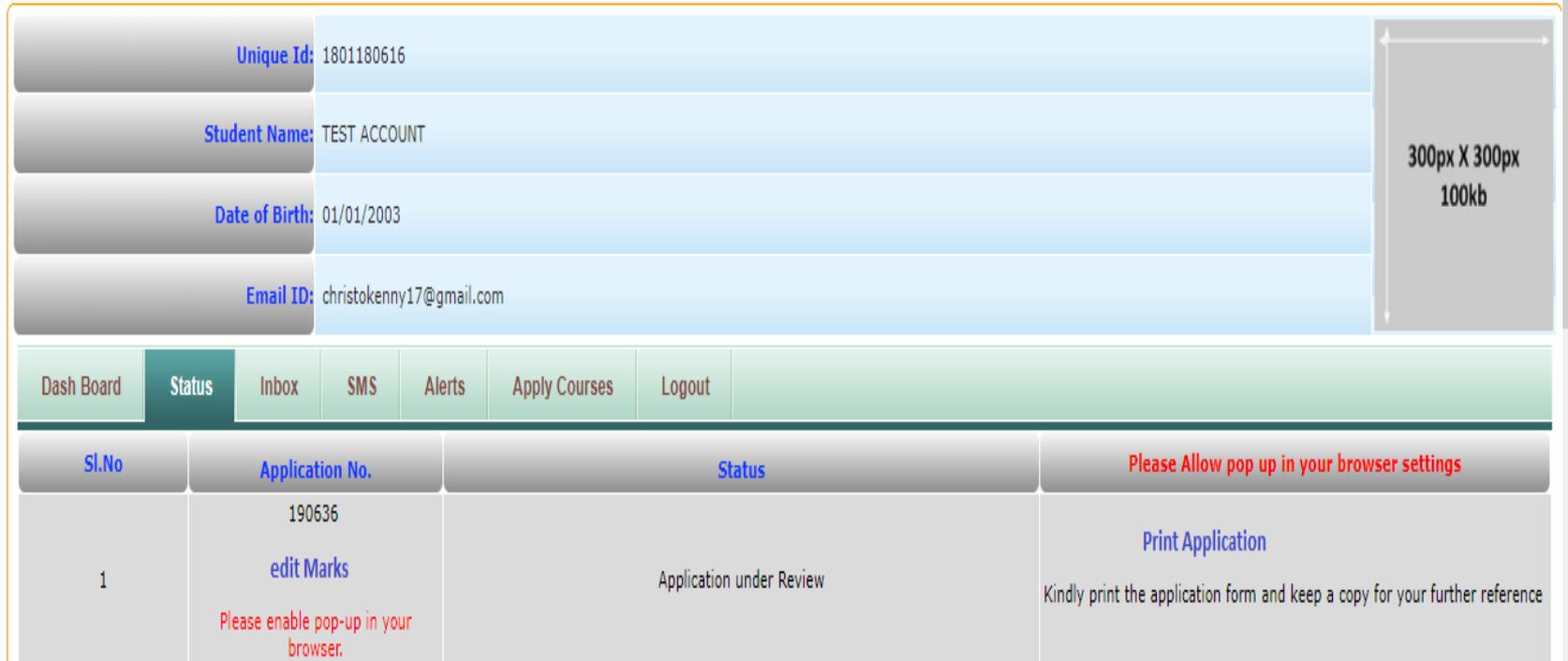
[Print Application](#) [LogOut](#)

# Step 9

Logout and Login to your account.

The application details will be under status tab. To **view and print** application click on link [print application](#).

You can also **update the marks** by using the [edit marks](#) button



The screenshot shows a user profile page with the following details:

- Unique Id: 1801180616
- Student Name: TEST ACCOUNT
- Date of Birth: 01/01/2003
- Email ID: christokenny17@gmail.com

Navigation tabs: Dash Board, Status, Inbox, SMS, Alerts, Apply Courses, Logout.

Sl.No	Application No.	Status	
1	190636 <a href="#">edit Marks</a>	Application under Review	<a href="#">Print Application</a> Kindly print the application form and keep a copy for your further reference

Additional text in the table: "Please enable pop-up in your browser." and "Please Allow pop up in your browser settings".

# Step 10

## Upload XII Std Marks

Once the results are announced, Login to your account.  
Go to status tab , use edit marks link.

The screenshot displays a user profile section with the following details:

- Unique Id: 1801180616
- Student Name: TEST ACCOUNT
- Date of Birth: 01/01/2003
- Email ID: christokenny17@gmail.com

Navigation tabs include: Dash Board, Status, Inbox, SMS, Alerts, Apply Courses, Logout.

Sl.No	Application No.	Status	
1	190636 <a href="#">edit Marks</a>	Application under Review	<a href="#">Print Application</a> Kindly print the application form and keep a copy for your further reference

Additional text in the table row: **Please enable pop-up in your browser.** and **Please Allow pop up in your browser settings**

### Note :

Separate marks card copy for each course applied for.

# Screen 1

Select the respective choices and click on Semester /Detailed marks entry

ADMISSION >> Online Education Details >>

## Online Education Details

\* Mandatory Fields

\* Application No.: 140064

\* Date of Birth:(DD/MM/YYYY) 01/01/1983

Submit

Reset

## Educational Info

Sl.No	Qualification	*Exam Name	*University/Board	*Name of the Institute	State	*Year of Passing	*Month Of Passing	*No. of Attempts	*Previous Exam Reg. No.	*Total Marks	*Marks Obtained
1	Degree.	B.Con ▼	Bangalore Unive ▼	SJCC ▼	Karnataka ▼	2015 ▼	APR ▼	1 ▼	<input type="text"/>		

[Update](#)

[Semester wise Marks Entry](#)

# Screen 2

Enter your subject / max marks /obtained marks and press submit and update.



ST. JOSEPH'S COLLEGE OF COMMERCE  
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No:163, Brigade Road, Bangalore - 560 025

Admission >> Semester/Year >>

Semester/Year

Note : Languages not to be considered

Semester No.	Semester Name	Obtained Marks	Total Marks
1	<input type="text" value="Semester1"/>	<input type="text" value="100"/>	<input type="text" value="99"/>
2	<input type="text" value="Semester2"/>	<input type="text" value="200"/>	<input type="text" value="199"/>
3	<input type="text" value="Semester3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4	<input type="text" value="Semester4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5	<input type="text" value="Semester5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
6	<input type="text" value="Semester6"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
7	<input type="text" value="Semester7"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
8	<input type="text" value="Semester8"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
9	<input type="text" value="Semester9"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
10	<input type="text" value="Semester10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total Marks:</b>		<input type="text" value="300"/>	<input type="text" value="298"/>

# Greetings !

## Disclaimer

The contents of this manual are Informatory in nature. Information is being made available purely as a measure of public facilitation. While every effort has been made to ensure that the information is accurate and up-to-date, SJCC, Bangalore does not hold itself liable for any consequences, legal or otherwise, arising out of use of any such information.