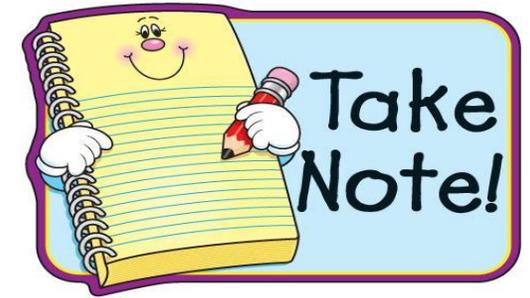# St. Joseph's College of Commerce (Autonomous)

Affiliated to Bengaluru City University
#163, Brigade Road, Bengaluru - 560025, Karnataka, India

User-Guide for filling up online application for year 2021-2022

Important Points to be Noted

- Decide the course you are applying for.

- Have a Valid Email id and Mobile Number.

- Keep a Photograph scanned copy (Passport Size only) with white background and the Image dimensions should not be greater than 35mm X 45mm and **less than 100 kb in size.**

- Keep a Copy of your Signature with white background less than 100 kb (Use Black pen Only)

- **NO SELFIES ALLOWED**

Photo Sample

SAMPLE ONLY

✔ Do's	✘ Don'ts
White Background Only	No Selfies
Formal Attire	No Cropped Images
Passport Size photo Only	Should not be Blur
Scanned Copy only	Trim the extras while scanning
Less than 100Kb	
Latest Photo	

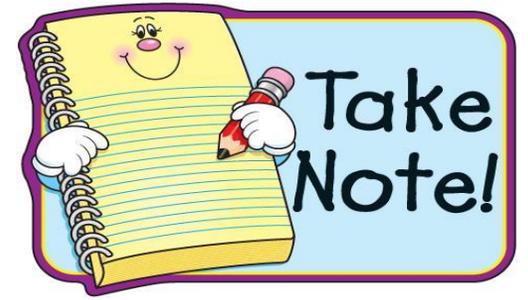****Note: Photograph in this document is for representation Purpose Only**

Signature Sample

✓ Do's	✗ Don'ts
White Background Only	Should not be Blur
Use Black Pen	
Scanned Copy only	
Less than 30Kb	
Should be Horizontal	

SAMPLE ONLY

**Note: Signature in this document is for representation Purpose Only

Important Points to be Noted

Decide on payment option : Online Payment / Cash Payment

✔ Surcharges apply on usage of Debit Card /Credit Card / Net banking/UPI Payment.

✔ For Cash Payment : On payment of cash at the college premises, Fee Vouchers can be obtained for applications, for details to be filled up at the college (assistance provided).

- Visit : www.sjcc.edu.in
- Click on Admission and go to apply online
- Choose your respective Course
- Click on Apply Now

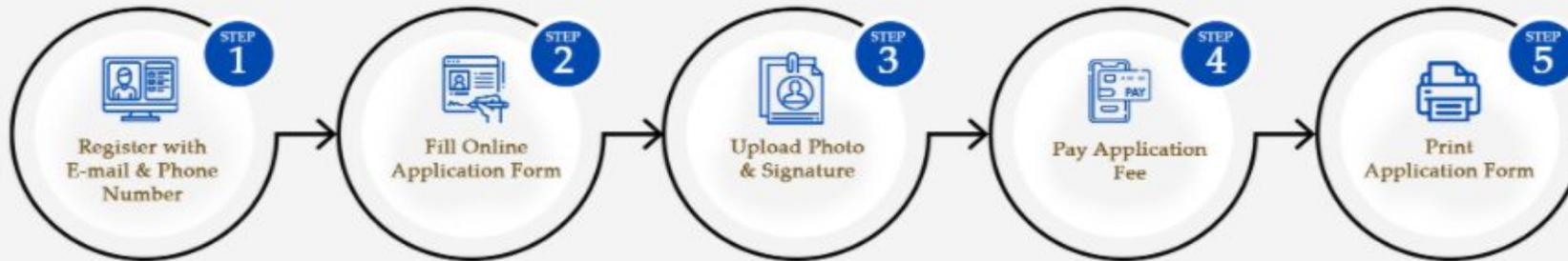**Read the Course details and the Guidelines under each course and then Proceed to Apply**

•Re-directed to application page

St. Joseph's College of Commerce (Autonomous)
Affiliated to Bengaluru City University
#163, Brigade Road, Bengaluru - 560025, Karnataka, India

STEP 1 — Register with E-mail & Phone Number

STEP 2 — Fill Online Application Form

STEP 3 — Upload Photo & Signature

STEP 4 — Pay Application Fee

STEP 5 — Print Application Form

Please Note :

☞ SJCC will send SMS through the sender ID - SJCCBR and Email from admission@sjccblr.in

☞ Applicants are here by cautioned with regard to SMS/E-MAILS from unauthorised sources Guaranteeing/ Confirming admission, No third party/agent is authorised to be involved in anypart of the admission process

☞ Use Updated Google Chrome / Firefox to get the best experience

Registered Applicant? Login Here.

Enter Email

Enter Password

Sign In

Forgot Password?

Register

step 3

- **Fill in the Below Details and submit to Register your Details**
- **Kindly register with a valid email id and mobile number the same will be used for any official communication.**

St. Joseph's College of Commerce (Autonomous)
Affiliated to Bengaluru City University
#163, Brigade Road, Bengaluru – 560025, Karnataka, India

Register Student

Candidate Name*	Enter Name
Gender*	Select gender
Email address*	Enter Email address **Check availability**
	Use lower-case letters to enter E-Mail ID
Mobile number*	Enter Mobile number

I'm not a robot — reCAPTCHA
Privacy - Terms

Back to home   **Register student**

- **After Successful Registration, you will receive your username and Password to your Registered Email Id and Mobile Number**

Registered Applicant? Login Here.

Enter Email

Registration completed. The password has been send to your Phone number & E-mail ✕

STEP 1 Register with E-mail & Phone Number

STEP 2 Fill Online Application Form

STEP 3 Upload Photo & Signature

STEP 4 Pay Application Fee

Print Application Form

Sign In

Forgot Password?

Register

Please Note :

☞ SJCC will send SMS through the sender ID - SJCCBR and Email from admission@sjccblr.in

☞ Applicants are here by cautioned with regard to SMS/E-MAILS from unauthorised sources Guaranteeing/ Confirming admission, No third party/agent is authorised to be involved in anypart of the admission process

☞ Use Updated Google Chrome / Firefox to get the best experience

Registration completed. The password has been send to your Phone number & E-mail

step 5

- **Read the Terms and Conditions carefully**
- **Click the Check box to Accept and Proceed**

TERMS AND CONDITIONS

TERMS & CONDITIONS OF SERVICE

St. Joseph's College of Commerce, (Autonomous) (henceforth SJCC), provides the facility of Online Application for admission through the Internet. SJCC's rules & regulations apply to all such transactions along with special conditions imposed for Internet-based applications.

The following terms and conditions will apply if you wish to use the SJCC online application service. Please go through the conditions carefully and if you accept them, then you are deemed to have agreed to the terms and conditions set forth below. If you do not agree with all these terms and conditions, you must not transact on this Website.

2536O644- Landline Number

Note: Father/Mother mobile number and email id are to be entered.

✓ I accepted terms and conditions

cancel   **Proceed**

Login with your username and Password received and Click on the Course you wish to apply from the Apply Online Option .

St. Joseph's College of Commerce

UG   PG   PG DIPLOMA

B.Com

B.Com (Travel and Tourism)

B.COM Analytics

B.Com (Professional-Strategic Finance)

BBA (Professional- Finance and Accountancy)

BBA (Twinning)

B.B.A

BBA(Entrepreneurship)

B.Com (BPM-Industry Integrated)

B.Com (Professional-International Accounting and Finance)

step 7

 Fill in the required details in the application form.

 Personal Details, Education and other Details, Mark Details

B.Com (Professional-International Accounting and Finance)

| PERSONAL DETAILS | EDUCATIONAL AND OTHER DETAILS | MARK ENTRY | PAYMENT |

Candidate Name *

STEFFY

As Per class X Records

Profile Image *

Upload a file

Recent scanned Passport size photo with white background less than 100kb (NO SELFIES ALLOWED)

Signature Image *

Education and other Details

Fill in the Details with utmost Care

| PERSONAL DETAILS | EDUCATIONAL AND OTHER DETAILS | MARK ENTRY | PAYMENT |

Class X Details

Class X Board *

Karnataka SSLC   × ▾

Class X Institution *

Delhi Public   × ▾

Class X Instituition State *

karnataka

Class X Register No *

3456765432

Class X No of Attempts *

1

Marks Entry

- Marks obtained in Grade or out of 10 to be converted to percentage or out of 100.
- Kindly Check the conversion chart of the respective Boards and convert it.

St. Joseph's College of Commerce

Back To My Application

B.Com (Travel and Tourism)

PERSONAL DETAILS   EDUCATION AND OTHER DETAILS   **MARK ENTRY**   PAYMENT

Class X Mark Entry

Sl.No	Subject	Subject Name	Max. Marks	Obtained Marks
1	Kannada	Kannada	100	80
2	Literature in English	Literature in English	100	80
3	Hindi	Hindi	100	80
4	Social Science	Social Science	100	80

Mark Details

- Enter the secured marks as per the marks sheet.
- **Note:** In case the 12/Degree **results awaited**, enter the subject and submit blank details.

St. Joseph's College of Commerce

| PERSONAL DETAILS | EDUCATION AND OTHER DETAILS | **MARK ENTRY** | PAYMENT |

UG Mark Entry

Semester 1

Subject Name/Paper Name	Maximum Mark/CGPA	Mark/CGPA Obtained
English	100	0
Science	100	0
Maths	100	0
kannada	100	0

Students awaiting Results

UG Applications : If XII results are awaited kindly enter the subject names and enter the maximum marks as per the Board and marks Obtained as 0 (Zero) to proceed. Provision will be made to Update marks after announcement of the result.

PG Applications: If last semester results are awaited kindly enter the subject names and enter the maximum marks as per the Board and marks Obtained as 0 (Zero) to proceed. Provision will be made to Update marks after announcement of the result.

step 10

• **Choose your payment method and fill in required details and press submit.**

Bangalore Karnataka - 560025

Back To My Application

B.COM Analytics

PERSONAL DETAILS   EDUCATIONAL AND OTHER DETAILS   MARK ENTRY   **PAYMENT**

Payment Options

Amount to be Paid :

Particulars	Amount
APPLICATION FEE	1.00
Total	1

Choose Payment method :

○ Online Fee payment
○ Voucher

Submit

Submit

• **Steps to be followed for Online Fee Payment**

Options available Debit/Credit Cards/UPI Payments or Net Banking

Choose any one payment gateway to complete the Payment

Available Payment Gateways for online payment

Amount to pay: 1

Choose Payment Gateway to proceed payment

○ Bank of Baroda E Gateway

◉ South Indian Bank

Proceed to payment

On the Selection the payment gateway, you will be re-directed to payment gateway site

Fill in the required details, choose the payment type / enter the details and press PAY Now .

On Successful completion you are redirected the college website. This page may take few seconds kindly wait)

Please be patient... We are processing your payment response.This process might take some time, please do not hit refresh or browser back button or close this window

Redirecting...

Once the payment is confirmed application Number will be generated. Click on My Applications

Thank You ! Your Payment has been completed successfully for

B.Com (Professional-International Accounting and Finance)

Your Application Number is : 226001

Click here to go to My Application

Payment Processing Issues

IF PAYMENT IS DEBITED FROM YOUR ACCOUNT AND APPLICATION NUMBER IS NOT GENERATED

- Click on My application Screen on the Home page and Click on Check Status
- If the Status shows pending then Click on the button to view status
- If the payment details are updated, the application no: gets generated

Note: Status shows failed, then initiate new payment (if payment not debited from your account)

My Applications

Sl. No.	Form Name	Application Number	Application Status	Payment Type	Check Payment status	Edit	Preview	Print
1	B.Com	1	Under Process	ONLINE	🖃	✎	👁	🖨
2	P.G.Diploma PGDBA		Application Not Completed		🖃	✎	👁	🖨
3	B.B.A	231002	Under Process	ONLINE	🖃	✎	👁	🖨
4	BBA(Entrepreneurship)	235001	Under Process	ONLINE	🖃	✎	👁	🖨

Print Application Screen

- Click on proceed to view Applications and Status.

- Click on Details/Print to Print Applications.

- Kindly follow the guidelines from the college website on submission of Application.
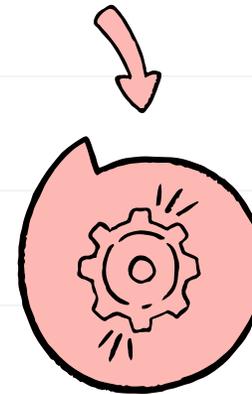
For any Queries you may feel free to contact us @
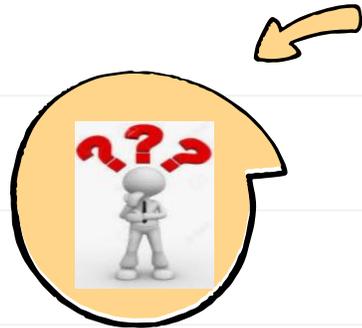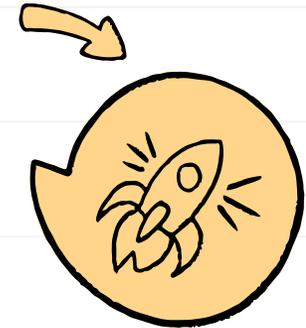
General Queries

080-25360644/46

Email

admission@sjcc.edu.in

Technical/payment related queries

7406211823

Programme /Fee related DeTails

Visit the college website www.sjcc.edu.in

__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.