

LADY DOAK COLLEGE, MADURAI
GENERAL INSTRUCTIONS FOR ONLINE APPLICATIONS
UNDERGRADUATE ADMISSIONS 2019-20

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.

I. Online Application Registration

1. **APPLICATION UNIQUE ID:** Use 'New User' to fill the Application Unique ID Request

Form on the admission portal or by using the link: <http://ladydoakcollege.edu.in/admission>.

On successful submission of the Application Unique ID Request Form, the applicant will receive a Unique ID and Password.

2. **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 for their personal reference.

3. **PAYMENT:** Online Payment can be done once you complete the course selection process. The Applicant should possess a valid debit/credit card/net banking for payment. Avoid rupay cards for payment.

A. Applicants should have a valid Credit Card /Debit Card or Net Banking facility. Rupay Cards will not work

B. SC/ST/SCA applicants are eligible to apply for **Aided Courses** free of cost

C. Application Rates

a. Aided Course: **Rs.50 per course**

b. Self-financed Course: **Rs. 200 per course**

c. Hostel application **Rs. 100** (irrespective of the number of courses applied for – whether aided or self-financed)

4. **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. Applying for the hostel **does not guarantee** hostel admission.

5. **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 Aided Courses 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 mandatory details regarding Community affiliation.

II. Tentative Counselling Dates

A. Undergraduate Aided

25.04.2019 – Merit list will be generated at 6 pm. Applications submitted after 5 pm will **NOT** be considered for first Counselling

26.04.2019 – Christian Students at **8 am** – **OFFLINE**

Come in person for document verification (Baptism Certificate is mandatory for Christian students and Sports Certificate from selection committee for Sports students)

26.04.2019 - Other category applicants (OC/BC/BCM/MBC/DNC/DNT/SC/ST/SCA) at **8 am** – **ONLINE**

B. Undergraduate Self-financed

27.04.2019 – Merit list will be generated at 2 pm. Applications submitted after 10 a.m. will **NOT** be considered for first Counselling

29.04.2019 – Christian Students at **8 am** – **OFFLINE**

Come in person for document verification (Baptism Certificate is mandatory for Christian students and Sports certificate from selection committee for sports students)

29.04.2019 - Other category applicants (OC/BC/BCM/MBC/DNC/DNT/SC/ST/SCA) at **8 am** - **ONLINE**

III. Online Counselling Process

As per the single-window system of counselling, the seats will be blocked on a first-come first-served basis as per the quota system.

Online Counselling dates will be intimated through SMS and email on the mobile number and email-id given in their application form. This same information will be available on the updated status of the applicant on the admission portal.

1. Applicants can select the course **ONLINE** and must also pay the **Course fee** and **Hostel fee ONLINE**
2. Only after successful payment of fees, the seat will be blocked and the provisional admission is given
3. Applicant **CANNOT** transfer to another course after provisional admission is given.
4. In the event of withdrawal of the candidate from an AIDED course in which provisional admission is granted, the government fee alone will be refunded as per the UGC guidelines.
5. The date of document verification will be intimated through SMS and email on the mobile number and email-ID given in the application form. The same will be available on the updated status of the applicant on the admission portal on our website
6. **The applicants should keep track of their application status on the College Website.**
7. The list of students provisionally admitted for different courses will also be uploaded on the College website.
8. Dates specified on the counselling notification should be adhered to strictly.
9. Applications with incorrect and incomplete information will be rejected and provisional admission automatically cancelled.
10. 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 2019– 2020.
11. **The college will not be liable for any loss or delay in the information reaching the applicant.**
12. Mail to: admission@ldc.edu.in for any clarification with regard to online applications. You may also approach the college helpdesk on campus.
13. **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's notice immediately. Malpractices, if discovered, will lead to automatic cancellation of admission.**