This guide is applicable to fill both the **Undergraduate** and the **Postgraduate / Professional** application forms.

**General Instructions**

- Please read **carefully** the instructions given here before filling the Application Form. In case you have any doubts, consult a knowledgeable elder.
- The Form must be filled in **English** only.
- Use only **CAPITAL** letters, except for the signature.
- In places where you find squares, enter only a single alphabet or character (or a tick mark if explicitly called for).
- Fill in **ink only**; do not use pencil.
- **Paste (do not clip or staple)** a passport size photograph in the place shown. It must be the **most recent** photograph.
- The numbers that follow refer to the item numbers in the Application Form. Explanatory comments are given with respect to item where such comments are deemed useful or necessary.
- Read the Declaration to be signed by you. Make sure you understand what it means.
- Sign the application and affix the date.
- Give the application to your parent/guardian and make sure they first read the declaration they have to sign.
- Make sure your parent/guardian signs and affixes the date.

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**Common to ALL Programmes**

This means the following items relate to filling the form for all applicants – regardless of which programme you apply for – Undergraduate (UG), Postgraduate (PG) or Professional Programmes (e.g. MBA/MBA(Finance), M.Tech., B.Ed. etc.)

Please also note that the Item numbers vary from 1 to 39 for Undergraduate Forms and 1 to 47 for Postgraduate)

**Item 1:**

(i) The name should be as in the Secondary School (X Std.) Certificate.
(ii) Use one box for each letter. Leave one box blank between two words.

**Example:** V.P. Sumangala Sharma

Fill as:

```
S U M A N G A L A S H A R M A V P
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Instructions on filling SSSIHL Admissions Application Form | 2013

1
Item 3 (UG) / Item 4 (PG, etc.):
If your date of birth is August 31, 1993, you should enter it as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1</td>
<td>1993</td>
</tr>
</tbody>
</table>

Item 7 (UG) / Item 8 (PG, etc.):

Remarks:
(i) If you were born in a country other than India and your parents are normally resident in that country, the nationality you should enter is of that country.
(ii) If your parents are foreign nationals but currently resident in India, the nationality you should enter is that of your parents.
(iii) If you were born in a foreign country but your parents are citizens of India and normally live in India, then you should enter INDIAN.

Item 8& 9 (UG) / Item 9 & 10 (PG, etc.):

Example: If the address is: ‘KUNJ VIHAR’, 18/9 9th Cross, II Main Tilak Marg Mumbai – 400 012 Ph: 022 – 24657801

Enter it as:

```
K U N J  V I H A R  1 8 / 9
9 T H C R O S S  I I M A I N
T I L A K  M A R G
M U M B A I

State:
M A H A R A S H T R A
```

Pin Code: 4 0 0 0 1 2 Phone: 0 2 2 2 4 6 5 7 8 0 1

Make sure you Fill item 9 (UG), item 10 (PG). This is the address to which all communication would be sent. Item 12 & 15 (UG) / Item 13 & 16 (PG etc):

The Annual Income quoted must be the CORRECT figure. Do not routinely quote the figure given in the Ration Card. This information is needed to assess whether your parent / guardian can meet the hostel expenses etc.

Item 39 (UG) / Item 47 (PG etc):

Mention only the names of your OWN brothers, sisters, parents and relatives who studied in one of the three constituent colleges of the Institute or the Higher Secondary School. Do not give the names of cousins.
Specific to UNDERGRADUATE Programmes only

At the top right hand corner, there is a BOX with the heading APPLIED FOR. Make sure you put a tick against the course you have applied for.

Item 21:
Here enter the language in which you were taught. If all subjects were taught in English, then enter ENGLISH. If in Telugu then enter TELUGU and so on. Do not enter VERNACULAR, if the Instruction has been in an Indian language.

Item 22:
Here, depending upon the Board Examination you appeared for, enter as per following pattern:

<table>
<thead>
<tr>
<th>Andhra Pradesh Board (Telugu/......)</th>
<th>Whatever entry is there in the first column of the Marks Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karnataka Board</td>
<td>First Language</td>
</tr>
<tr>
<td>Kerala Board</td>
<td>First Language</td>
</tr>
<tr>
<td>Maharashtra Board</td>
<td>Marathi</td>
</tr>
<tr>
<td>Tamil Nadu Board</td>
<td>Tamil</td>
</tr>
</tbody>
</table>

Item 24(2): Here, language means the following:

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBSE</td>
<td>Hindi</td>
</tr>
<tr>
<td>Andhra Pradesh Board</td>
<td>Whatever entry is there in the first column of the Marks Sheet</td>
</tr>
</tbody>
</table>

Remarks:

i. Except in the case of CBSE, language here generally means mother tongue/State language, as specified by the Board/Examining Body. Many Boards refer to this as First language.

ii. Sometimes, there are two parts to this Language, i.e., Part I and Part II. Enter the TOTAL marks obtained in both Parts.

iii. If in addition to English and what the Board usually defines as First Language, you have studied a Third Language (e.g., Hindi or Sanskrit), do NOT enter the marks obtained in that subject.

iv. Specify the language you have been examined in (Malayalam, Kannada, etc.).

v. Note that you have to enter not only the marks you have scored but also the maximum marks, as illustrated in the examples below.

vi. In exceptional cases, where the pattern of examination does NOT conform to that specified in ITEM 24, (e.g., Tamil Nadu Matric, West Bengal Board) the candidate need not enter the marks. However, an attested photocopy of the Statement of Marks issued by the Board / Examining Body (X Std. level) must be attached.

vii. All applicants, irrespective of the Board Examination they have appeared for, must attach an attested photocopy of the Statement of Marks issued by the Secondary School Board / Equivalent Examining Body (X Std. level). The Application will not be considered for registration, if this statement is not attached.

Example: A student who has appeared for the X Std. Examination of the Orissa Board has secured the following marks.

First Language
<table>
<thead>
<tr>
<th>Oriya</th>
<th>Part I</th>
<th>42 out of 50</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Part II</td>
<td>46 out of 50</td>
</tr>
</tbody>
</table>
Second Language
  English Part I 44 out of 50
  Part II 39 out of 50

Third Language
  Hindi 38 out of 50

Mathematics
  Part I 45 out of 50
  Part II 48 out of 50

Science
  Part I – Physics 42 out of 50
  Part II – Chemistry 44 out of 50
  Part III – Biology 40 out of 50

Social Studies
  Part I 38 out of 50
  Part II 40 out of 50

Total 506 out of 600

The entries in this case should be as follows:

<table>
<thead>
<tr>
<th>English Language</th>
<th>Out of</th>
<th>Gen. Engl. %</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 8 3</td>
<td>1 0 0</td>
<td>8 3 . 0</td>
</tr>
<tr>
<td>Oriya Mathematics</td>
<td>0 8 8</td>
<td>1 0 0</td>
</tr>
<tr>
<td>Science</td>
<td>0 9 3</td>
<td>1 0 0</td>
</tr>
<tr>
<td>Social Science</td>
<td>1 2 6</td>
<td>1 5 0</td>
</tr>
<tr>
<td>Total</td>
<td>4 6 8</td>
<td>5 5 0</td>
</tr>
</tbody>
</table>

Candidates who wish to be considered on the strength of their marks in the XI Standard must:

i. enter their X Std. & XI Std. marks in the space provided as instructed above, and
ii. attach also attested photocopies of the marks obtained in the X & XI Standards.

Item 29:

Two pieces of information must be provided. Firstly, the year when you appeared (appearing) for the XII Standard Board Examination for the FIRST time, and secondly the three / four optional subjects studied by you in the XII Standard.

Example:

2 0 0 7

1. Mathematics
2. Physics
3. Chemistry
4. Computer Science

Item 30:

In Section 3, the Courses available have been indicated. The candidate’s choice must be indicated using the code as explained below.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A</td>
<td>B A</td>
</tr>
<tr>
<td>Bachelor of Home Science</td>
<td>B H S</td>
</tr>
<tr>
<td>B.Sc. (Hons)</td>
<td>B S C</td>
</tr>
<tr>
<td>B.Com. (Hons)</td>
<td>B C O M</td>
</tr>
</tbody>
</table>
**Item 31:**
Candidates are reminded about the following:

i. In the case of B.A., the candidate would be required to major in one particular subject. The options available have been given in below.

ii. In the case of candidates seeking admission to the B.Sc.(Hons.) course, some options are available, as explained below:
   a) Candidates having a background in Mathematics in XII Std. could opt for an Honours course, leading to eventual specialization in Mathematics or Physics or Chemistry.
   b) Candidates interested in life sciences, could opt for the B.Sc.(Hons.) Biosciences course.

iii. Apart from General English, applicants to the UG Programme would have to take entrance tests in THREE subjects. The combination of the three subjects depends on the course for which the candidate wishes to apply. In some cases, the combination is fixed while in others there is a choice available. The details are given below.

**Item 32:**
As indicated in Item 24, the Language studied in XI & XII Stds. may be mentioned.

All applicants, irrespective of the Board Examination they have appeared for, must attach the attested photocopies of the statement of marks by the Senior Secondary School Board/Equivalent Examining Body (XI & XII Stds.). The Application will not be considered for Registration, if this statement is not attached.

**Example:** A student who has appeared for the XI and XII Std. Examinations of the West Bengal State Board has secured the marks as given below:

<table>
<thead>
<tr>
<th></th>
<th>XI Std.</th>
<th>Out of</th>
<th>XII Std.</th>
<th>Out of</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>0 9 0</td>
<td>1 0 0</td>
<td>0 8 5</td>
<td>1 0 0</td>
</tr>
<tr>
<td>Language</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bengali</td>
<td>0 8 2</td>
<td>1 0 0</td>
<td>0 7 6</td>
<td>1 0 0</td>
</tr>
<tr>
<td>Mathematics</td>
<td>0 8 1</td>
<td>1 0 0</td>
<td>0 8 1</td>
<td>1 0 0</td>
</tr>
<tr>
<td>Economics</td>
<td>0 7 9</td>
<td>1 0 0</td>
<td>0 8 0</td>
<td>1 0 0</td>
</tr>
<tr>
<td>Commerce</td>
<td>0 8 5</td>
<td>1 0 0</td>
<td>0 7 8</td>
<td>1 0 0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>4 1 7</strong></td>
<td><strong>5 0 0</strong></td>
<td><strong>4 0 0</strong></td>
<td><strong>5 0 0</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gen. Eng %</th>
<th>Agg</th>
<th>Gen. Eng %</th>
<th>Agg</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9 0 . 0</td>
<td>8 3 . 4</td>
<td>8 5 . 0</td>
</tr>
</tbody>
</table>

**Note:** The Science group students should write the practical paper marks along with the theory paper marks.

**Item 33:**
If the candidate has not passed in first attempt in XII Std., he/she may indicate no. of attempts and the subjects failed.

**Item 34:**
Mention here only your attempts (if any) to join the Institute earlier, and NOT the Secondary or the Higher Secondary School.

**Item 35:**
Here you must include also applications to appear for competitive examinations like CET, EMCET, etc.
Specific to POSTGRADUATE and PROFESSIONAL Programmes only

At the top right hand corner of the form (Grey box), you must indicate the Course you have applied for. The Codes for the various degree programmes are as below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.Ed.</td>
<td>B E D</td>
</tr>
<tr>
<td>M.Ed.</td>
<td>M E D</td>
</tr>
<tr>
<td>M.B.A.*</td>
<td>M B A</td>
</tr>
<tr>
<td>M.B.A.(Finance)*</td>
<td>M B F</td>
</tr>
<tr>
<td>M.Tech.(Computer Science)</td>
<td>M T C</td>
</tr>
<tr>
<td>M.Tech.(Optoelectronics and Communications)</td>
<td>M T O</td>
</tr>
<tr>
<td>M.Tech.(Nuclear Medicine)</td>
<td>M T N</td>
</tr>
<tr>
<td>M.Tech.(Analytical Methods and Chemical Instrumentation)</td>
<td>M T A</td>
</tr>
<tr>
<td>M.Sc.(Nanoscience and Nanotechnology)</td>
<td>M S N</td>
</tr>
<tr>
<td>M.A.(Economics)</td>
<td>M A E</td>
</tr>
<tr>
<td>M.A.(English Language &amp; Literature)</td>
<td>M E L</td>
</tr>
<tr>
<td>M.Sc.(Food Science and Nutrition) **</td>
<td>M F N</td>
</tr>
<tr>
<td>M.Sc.(Food Technology) **</td>
<td>M F T</td>
</tr>
</tbody>
</table>

* The Admission Test for MBA and MBA(Finance) is common. Hence, only one Application form is considered.

** Under the Department of Home Science, M.Sc. (Food Science and Nutrition) and M.Sc. (Food Technology) are offered. The admission test is common for both the programmes. The course of study in the first year is common for both the programmes. Hence, only one Application form is considered.

Enter the code appropriate, as in the example below.

Say, you wish to apply for M.B.A.
Then, your entry should be: M B A

Item 30:
Typically, at the Bachelor's level, one studies three subjects. Sometimes, one of these subjects is main or major, while the other two are subsidiary or ancillary. Whatever be the case, enter all three.

Example: A candidate has studied B.A., the main or the major subject being Economics, and the other subjects being History and Political Science. In this case, the entries would be as follows:

Degree: B.A.
Subjects:
1. Economics
2. History
3. Political Science

Example: A candidate has studied B.Sc.(Hons.), specializing in Physics. Apart from Physics, the candidate has also studied Mathematics and Chemistry. In this case, the entries would be as follows:

Degree: B.Sc.(Hons.)
Subjects:
1. Physics
2. Mathematics
3. Chemistry
Item 32, 33 & 37:
These three items deal with marks obtained during the Degree and the Postgraduate Degree Courses (if applicable). If you have undergone a three-year Degree Course wherein the Semester system was in vogue, then make entries against item 32.

If you have undergone a Degree Course wherein the annual examination system was in vogue, then skip 32 and make entries in the boxes provided in 33.

If you have undergone a Postgraduate Course also, then make entries in 37. Here, provision is made both for the Semester system as well as the Yearly system. Use the one appropriate to your case.

In case the results for the Final Qualifying Examination appeared for by you are not available, make entries up to the last but one Semester / Year, as applicable.

In case the Semester system is in vogue in the Institute/University where you have studied and the GPA system was employed there, then enclose separately with the application, the scheme of the GPA system and its relationship to percentage marks.

Against Item 37, enter the Aggregate percentage marks (if appropriate) by rounding off to the first decimal place as follows:

85.6

Remember, the last date for submission of Application form is 28 February 2013