SIVANATH SASTRI COLLEGE

ADMISSIONS 2023

NORMS FOR CHANGE OF COURSE

1. Application for change of course will only be allowed if a candidate has
    a. Had applied to, was Merit Listed and had taken admission in a Course under Sivanath Sastri College with full payment of fees. This will be called Course A for convenience.
    b. Has applied and has been Merit Listed in a different Course under Sivanath Sastri College. This will be called Course B for convenience.
    c. Wishes to study Course B.
2. **Change of Course will be allowed from the time of publication of Second Merit List onwards.**
3. Upon publication of the Merit List in Course B in which the candidate has been Merit Listed, candidate must first check if all details are correct.
4. To make a course change request the candidate must click on the link below →https://173.230.131.185:8443/hrclIRP/startup.do for login to her portal. For successful login, candidate must use the new UID which has been sent to the registered mobile number at the time of admission fees payment and also use their earlier password given at the time of submission of online application form. Candidate can also know the new UID from the link below https://173.230.131.185:8443/hrclIRP/ManageCheckDetailsAction.do?method=checkdetails
5. After successful login to the student dashboard, candidate has to locate Menu titled "**Student Console →Course Change Request**"
6. Click on it and select the Course B which the candidate wants to study.
7. Confirm the choice. If course change request will be approved by the Admissions Sub-Committee, candidate gets a call to her registered mobile number from the college technical helpline. After that candidate must login to her portal and download the course change document (as prove of course change) by click on print button to know the difference in fees between the oldCourse A and the newly selected Course B.
8. If
    a. Fees paid in Course B is more than paid for Course A, candidate must pay the balance immediately to secure admission to Course B.
    b. Fees paid in Course A is more than payable for Course B, refund will be issued in due c course.
9. If payment is required, that will have to be made and receipt downloaded. If no payment is required, proceed to step 9.
10. Once all requirements are met, the candidate will be considered to have shifted from Course Ato Course B. She will be considered a student of Course B only going forward and not of Course A.

11. Once this choice is made and confirmed, it cannot be reversed. In other words, the student cannot request that she wants to study Course A at a later point of time.
12. Change of Course to Course B can only be done while the Merit List in Course B in which the candidate's name is present is valid. If the admissions for that specific merit list ends and the next merit list is published, change of course will not be allowed.
13. There is **no processing fee for change of course**. Any fees payable will only be the balance of the amount between that which is already paid and that which is payable for Course B.
14. Change of Course will be allowed only if the candidate had applied to both Course A and B.
15. The decision of the Principal shall be final and binding in all cases.