



ST ANTHONY'S COLLEGE

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A Don Bosco Institution (Estd. 1934)

Re-Accredited Grade "B++"

College with Potential for Excellence (awarded by UGC)

Affiliated to NEHU (A Central University)

UGC Recognised & AICTE Approved

Standard Operating Procedure (SOP): PG Admissions 2026 St. Anthony's College, Shillong

This Standard Operating Procedure (SOP) outlines the mandatory guidelines and administrative workflow for admission to Post Graduate (PG) Programmes for the 2026 academic session. Applicants, parents, and guardians must review this document carefully before initiating the application process.

1. Online Registration & Prospectus

- **Registration Portal:** All candidates (both CUET and Non-CUET) must register online (<https://admission.anthonys.ac.in>) at the official Admission Portal starting **5th June 2026**.
- **Admission Guidelines:** Applicants must download and thoroughly read the PG Prospectus 2026 from the College Website (www.anthonys.ac.in) to verify specific eligibility criteria, and course details.

2. Document Upload & Academic Credentials

- **Academic Performance:** Upon the declaration of the Four-Year Undergraduate Programme (FYUP) 6th Semester NEHU results, applicants must log in using their registered credentials (User ID and Password) to upload their final marksheets.
- **Result-Awaited Candidates:** Applicants awaiting final semester results must upload the marksheet/s of all previous years or semesters.
- **Qualifying Degree Holders:** Candidates who have already cleared their degree examinations prior to 2026 must upload all consolidated marksheets.
- **CUET Scorecards:** Applicants who appeared for the **CUET (PG) 2026/GAT-B (for those applying M.Sc in Biotechnology)** must immediately log in and upload their official scorecard.

3. Selection Criteria & Mandatory Counselling

- **Merit Evaluation:** Admission to PG programmes is strictly merit-based, determined primarily by CUET (PG) 2026 scores, qualifying FYUP undergraduate marks, **and on a first-come, first-served basis**.
- **Non-CUET Seats:** Admissions for Non-CUET candidates will be processed subject to the availability of remaining seats, following the structural mandates of UGC [(D.O.No.F.22-8/2023 (CU)] and NEHU admission guidelines 2026.
- **Mandatory Counselling Clause:** Shortlisted candidates **must appear for a mandatory offline counselling session** conducted by the respective college departments. Final allocation and confirmation of seats are strictly conditional upon successful verification of original documents and performance during the counselling session.

4. International Admissions

- **Eligibility:** Foreign national students are eligible for admission subject to fulfilling all statutory Indian government clearance norms and university visa/passport formalities.
- **Administrative Assistance:** The College Office 1 provides dedicated logistics and procedural support to international candidates via email at **office1@anthonys.ac.in**.

5. Notification & Fee Payment Timeline

- **Publication of Selection Lists:** The list of provisionally selected candidates and counselling schedules will be published directly on the college website.
- **Direct Notifications:** Selected candidates will receive alerts via registered Email and SMS.
- **Admission Forfeiture:** Provisionally selected candidates must clear their institutional admission fees **within 48 hours** of the notification/counselling approval. Failure to pay within this strict timeframe will result in immediate forfeiture of the seat, which will be automatically allocated to the next candidate on the waiting list.

6. Required Documents Checklist (Digital Uploads)

Applicants must prepare clear scanned copies of the following documents before starting the online application:

1. Recent passport-size photograph (JPEG/PNG format).
2. FYUP Marksheets (Previous semesters for result-awaited candidates or complete consolidated set for passed candidates).
3. CUET (PG) 2026/ GAT-B official scorecard (to be uploaded immediately post-declaration).
4. Valid Scheduled Tribe (ST) / Scheduled Caste (SC) / OBC Certificate (to be produced during Counselling).
5. Disability Certificate issued by a competent medical authority (to be produced during Counselling).

Contact Information

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Admission Portal: <https://admission.anthonys.ac.in>