

LISIE COLLEGE OF PHARMACY, VENNALA, KOCHI-28

PROCEDURE FOR OBTAINING PROSPECTUS

AND

INSTRUCTIONS FOR FILLING UP OF ONLINE APPLICATION

FOR ADMISSION TO B.PHARM 2022-23

1. Procedure for obtaining Prospectus

For obtaining prospectus and submission of online application form candidate has to register with their preliminary information by clicking on the “Apply online” tab provided on the website www.lcop.edu.in

For registration, candidates have to have a **valid E. mail ID and a valid mobile number.**

After completion of registration, candidate’s login credentials (User name and Password) will be send to candidate’s Registered E. mail ID and mobile number. A copy of Prospectus of B.Pharm Course 2022-23 (in pdf format) also will be send to registered E.mail ID and the applicants can download the attached prospectus from the same.

Read the prospectus carefully before filling the online application. Candidates are also advised to refer prospectus for important dates pertaining to B.Pharm admission 2022-23 in Lisie College of Pharmacy.

2. Submission of Online Application Form

Log in to online application by clicking on Apply online tab provided on the website www.lcop.edu.in. Then enter the candidate's login credentials (User name and Password).

Payment of Application Fee

Make the online payment of application fee (Rs.500/-) by clicking “application fee payment tab” in the online application window.

- Upload a passport size photograph of the candidate (File size should be less than 2MB and File type .jpg)

Enter the details such as;

- Personal details
- Parent / Guardian details
- Contact details
- Claim for Christian Community merit seats, if any
- Details of Qualifying Examination
- Marks Obtained in Qualifying Examination
- Details of 10th & 12th Standard Examination
- KEAM-2022 (Pharmacy) Entrance Examination details as applicable to the candidate

Uploading of Supporting Documents

Scanned copies of following originals have to be uploaded (pdf/jpeg format)

1. Admit card of KEAM-2022
2. Marks Cards of qualifying examinations/Plus Two

3. Score Card of KEAM-2022
4. SSLC/10th Certificate to prove date of birth.
5. Caste/Religion Certificate from Revenue Officer (village officer/ tahsildar (if applied for Christian community merit seat)

➤ **Declaration by the Candidate and Parent/Guardian**

If the candidate and parent agree with the statement given in the declaration section with respect to the application of the candidate for B.Pharm course in Lisie College of Pharmacy, tick the respective **Agree** columns given under declarations by candidate and parent/guardian. **Upload the signatures of both candidate and parent/guardian.**

➤ **Preview & Edit**

Candidate can preview and edit the entries if required. Verify the details entered, if any changes are required, please go back by clicking on **Edit** and make correct entries.

Final Submission of online application

Candidates can submit the duly filled online application by clicking “**Submit application**” in online application window. After submission of online application an acknowledgement and a copy of application form submitted (in pdf. format) will be sending to candidate’s registered E.mail ID.

Candidates are advised to take a printout of the submitted application form.

Facility for taking out the “print of application form submitted” is also provided in the College office.

Please submit the printout out of application submitted and copies of following supporting documents to college office directly or by Speed post/Courier (Refer **Clause 2.1** of prospectus for Postal address).

1. Admit card of KEAM-2022
2. Marks Cards of qualifying examinations/Plus Two
3. Score Card of KEAM-2022
4. SSLC/10th Certificate to prove date of birth.
5. Caste/Religion Certificate from Revenue Officer (village officer/ tahsildar (if applied for Christian community merit seat)

Upon receipt of hard copy of your application and copies of supporting documents in the college office an acknowledgement receipt/Email will be sent to your registered E.mail ID.
