



LISIE COLLEGE OF PHARMACY
LISIE MEDICAL AND EDUCATIONAL INSTITUTIONS
VENNALA HIGH SCHOOL ROAD, ERNAKULAM
KOCHI-682028, KERALA

Procedure for Obtaining Prospectus &
Instructions to Fill and Submit Online Application for
Diploma in Pharmacy (D.Pharm) Course (2023-24)

1. Procedure for obtaining Prospectus and submission of online application

For obtaining prospectus and submission of online application form candidate has to register their preliminary details on the online web-portal of the college.

1.1 Registration of the candidate

Click on the “Apply online” tab provided on the website www.lcop.edu.in

Registration of the candidate can be done entering the preliminary details such as Name of the applicant, Contact details etc.

Please note that, 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 D.Pharm Course 2023-24 (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.

1.2 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).

1.2.1 Payment of Application Fee

Make the online payment of application fee (**Rs.250/-**) by clicking “application fee payment tab” in the online application window.

1.2.2 Uploading of Signature and Photograph

Upload a passport size photograph and signature of the candidate (it should be 200 pixels height, 150 pixels width, not exceeding a file size of 50 kb, in jpg format.)

1.2.3 Entering of Personal and Mark details

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

1.2.4 Uploading of Supporting Documents

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

1. Marks Cards of qualifying examinations/Plus Two
2. Eligibility/Equivalence certificate if the candidate has passed the examination from states/boards other than Kerala State
3. SSLC/10th Certificate to prove date of birth.
4. Caste/Religion Certificate from Revenue Officer (village officer/ tahsildar (if applied for Christian community merit seat)

1.2.5 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 D.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.

1.2.6 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.

1.2.7 Final Submission of 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.

1.2.8 Submission of Print out of the application to college

Applicant has to submit the following documents to the college either directly or by speed post/courier before the last date for the same mentioned in the prospectus.

1. Duly signed Printout out of submitted online application form.
2. Marks Cards of qualifying examinations/Plus Two
3. Eligibility/Equivalence certificate if the candidate has passed the examination from states/boards other than Kerala State.
4. SSLC/10th Certificate to prove date of birth
5. Caste/Religion Certificate from Revenue Officer of Govt. of Kerala/Govt. of India (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.