MALINI KISHOR SANGHVI JUNIOR COLLEGE OF COMMERCE

F.Y.J.C ONLINE ADMISSIONS

(2020-2021)

FOR OPEN CATEGORY

(ROUND 2)

&

GUJARATI LINGUISTIC MINORITY CATEGORY

(Regular Round 2)

As per the notification issued by the Directorate of Education, online admissions to the OPEN CATEGORY (ROUND 2) & Gujarati Linguistic Minority Category (REGULAR ROUND 2) will be conducted from 15TH December, 2020 to 18th December, 2020.

Physical Verification of the College admission form and other documents of students who have been allotted this College under Round 2 as well as students desirous of seeking admission under Gujarati Minority category will be conducted as per the schedule given below:

DATES: 15th , 16TH, 17th AND 18th December, 2020

TIMINGS: 11.00 am to 3.00 pm only

VENUE: Verification – 2nd Floor &

Online Approval & Govt Portal Update –

Seminar Hall

Note: Wearing Mask is compulsory.

DOCUMENTS TO BE SUBMITTED

1. Printout of College Admission Form

2. Printout of Govt. Online Form Part 1 and Part 2 (Option Form)

3. Printout of Acknowledgement Receipt of Course Fees payment of Rs24000/-

4. Original Std X mark sheet + two self-attested Xerox copies

5. Original School Leaving Certificate + two self-attested Xerox copies

6. Original Migration Certificate + two self-attested Xerox copies (for ICSE,CBSE, IGCSE,NIOS & OTHER BOARDS)

7. Conversion of marks document – (mandatory for IGCSE Board students)

8. Pass Certificate- Original+ two Xerox copies (ICSE,IGCSE students only)

9. Aadhar Card – one self-attested Xerox copy

10. Gujarati Linguistic proof (only for Gujarati Minority category applicants)

GUIDELINES FOR FORM FILLING

- Login to our student friendly admission portal,

  https://admission.mkscollege.edu.in

- Create account by filling up the online registration form

- Select Junior College and FYJC from the dropdown list

- Keep your Aadhar number, Govt. Online Application number ready at the time of registration

- While creating an account, student's email id and mobile number is necessary for receiving activation link(check the inbox/junk folder of your email account) and OTP(one time password) sent to your registered mobile number

- Login with your registered email id and password (generated by the student)
- You will be directed to the payment gateway for online payment of Rs 100/- as application form fees
- Click on **HDFC PAYMENT GATEWAY** and make online payment of Rs 100/- using debit card/credit card/net banking facility
- You can use Visa/ MasterCard/ Rupay card etc. issued by any authorized bank for the purpose of payment.
- After payment of Rs 100/-, the online application form will be generated.
- Avoid making multiple payments if any server error message is detected. Open a new tab and login once again to find out if your application form is generated.

- Fill your application form carefully by entering all the required details. Do not leave any field blank.
- Upload your photo, signature of student and parent, and other documents as per the specifications given.
- For UDISE Number check your School Leaving Certificate
- Choose the optional subjects carefully:

  Hindi or Gujarati

  Mathematics or Secretarial Practice
- You can use "partial save option" till your form filling is not complete.
- After the form filling is complete, check each and every detail filled in by you thoroughly.
- Click on "Save" button to upload your application form on the portal.

- After online submission of form, you will be guided to our payment gateways- HDFC Payment Gateway/ Pay TM / CC AVENUE to make <u>Course Fees Payment of Rs. 24000/-</u> (Rupees Twenty Four Thousand only).

- You can use Visa/ MasterCard/ Rupay debit or credit card etc. issued by any authorized bank or Net banking facility for the purpose of payment.

- Full payment of course fees needs to be done.

- Avoid making multiple payments if any server error message is detected. Open a new tab and login once again to find out if your Course Fees payment has been done.

- On your login page, go to the dashboard to "View Application form" and "View Acknowledgement receipt".

- If you are unable to download your application form or acknowledgement receipt, you can take the printout directly by entering Ctrl+P.

- After taking the print out of the form and acknowledgement receipt, ensure that the form is physically signed by both, the student and parent.

- Submit the printout of the application form, acknowledgement receipt and all other required documents for physical verification at the College as per the given schedule.

- Online Form filling and payment of Application and Course fees should be done by the Applicant themselves.

- Logout from the admission portal after completing the process

- <u>Note</u> - All admissions are "Provisional", subject to the approval of the admitting

authority. Final Course fees payment receipt will be generated only after the admission is approved.

- Check your registered email id, mobile number and College website for regular updates.

Mrs. Bina Nambiar   Ms. Archana Shriniwas   Dr. Keshav N Ghorude

(Convener)   (Vice-Principal)   (Principal)