

# **MALINI KISHOR SANGHVI JUNIOR COLLEGE OF COMMERCE**

**DATE: 13/09/2021**

## **F.Y.J.C ONLINE ADMISSIONS (2021-2022)**

**OPEN MERIT CATEGORY (ROUND-III)**

**&**

**GUJARATI LINGUISTIC MINORITY QUOTA**

**COLLEGE ADMISSION PORTAL FOR ONLINE FORM FILLING  
& COURSE FEES PAYMENT:**

**<https://admission.mkscollege.edu.in>**

### **ADMISSION DATES AND TIMINGS:**

**(SUBMISSION OF ADMISSION FORM, ACKNOWLEDGEMENT RECEIPT  
OF COURSE FEES PAYMENT & OTHER DOCUMENTS)**

DAY	DATE	TIMINGS
MONDAY	13/09/2021	11.00 AM TO 4.00 PM
TUESDAY	14/09/2021	11.00 AM TO 4.00 PM
WEDNESDAY	15/09/2021	11.00 AM TO 4.00 PM

## **FYJC ADMISSION PROCESS**

CATEGORY	PHYSICAL VERIFICATION OF FORM	FINAL APPROVAL
OPEN (COUNTER-1)	ROOM NO.212 SECOND FLOOR	SEMINAR HALL GROUND FLOOR
OPEN (COUNTER-2)	ROOM NO.211 SECOND FLOOR	SEMINAR HALL GROUND FLOOR
OPEN (COUNTER-3)	ROOM NO.210 SECOND FLOOR	SEMINAR HALL GROUND FLOOR
MINORITY (COUNTER-1)	ROOM NO.209 SECOND FLOOR	SEMINAR HALL GROUND FLOOR
MINORITY (COUNTER-2)	ROOM NO.206 SECOND FLOOR	SEMINAR HALL GROUND FLOOR

### **VERY IMPORTANT:-**

**Students are hereby informed to visit the College personally with all relevant documents on the above mentioned dates to confirm their admissions between 11 am to 4 pm in the Seminar Hall.**

**Note: 1. Wearing of mask is compulsory.  
2. COLOUR XEROX OF DOCUMENTS  
WILL NOT BE ACCEPTED.**

# **DOCUMENTS TO BE**

## **SUBMITTED**

- 1. Printout of Govt. Online Application Form Part 1 and Part 2 (Option Form)**
- 2. Printout of College Admission Form**
- 3. Printout of Acknowledgement Receipt of Course Fees payment for Rs24000/-**
- 4. Original Std X mark sheet + two self-attested Xerox copies**



- 5. Original School Leaving Certificate + two self-attested Xerox copies.**
- 6. Conversion of marks document– (mandatory for IGCSE Board students)**
- 7. Original Migration Certificate + two self-attested Xerox copies ( for Other BOARDS)**
- 8. Pass Certificate- Original+ two Xerox copies (ICSE,IGCSE students only)**
- 9. Aadhar Card – one self-attested Xerox copy**

# **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**
- **Upload your photo (100 x 100 )**
- **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 signature of student and parent. as per the specifications given.**
- **Do not upload any other documents.**
- **For UDISE Number check your School Leaving Certificate**
- **Choose the optional subjects carefully:**
  - 1.Hindi / Gujarati / French/ Information Technology**
  - 2. Mathematics or Secretarial Practice**
- **For French subject, only students who had opted for French at Class 10<sup>th</sup> are eligible.\*subject to availability of seats.**
- **For Information Technology subject, students who have scored 90% & above (450/500) in Class 10<sup>th</sup> Examination are only eligible**  
**\*subject to availability of seats.**

- **Additional Annual fees of Rs.8280/- will have to be paid by the students who have been allotted Information Technology subject.**
- **Payment of Annual fees for Information Technology subject should be made separately through POS facility.**
- **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 Course Fees Payment of Rs. 24000/- (Rupees Twenty Four Thousand only).**



- (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 Form fees and Course fees should be done by the Applicant themselves.**
- **Logout from the admission portal immediately after completing the process**
- **Note - 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.**

*Dharmistha*  
14/08/2021

**Mrs. Dharmistha L.  
(Convener)**

*Archana*  
14/8/2021

**Ms. Archana Shriniwas  
(Vice-Principal)**

*Ghorude*

**Dr. Keshav N Ghorude  
(Principal)**