MALINI KISHOR SANGHVI JUNIOR COLLEGE OF COMMERCE

DATE: 22/09/2021

F.Y.J.C ONLINE ADMISSIONS

(2021-2022)

OPEN SPECIAL ROUND-I

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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
WEDNESDAY	22/09/2021	11.00 AM TO 4.00 PM
THURSDAY	23/09/2021	11.00 AM TO 4.00 PM
FRIDAY	24/09/2021	11.00 AM TO 4.00 PM
SATURDAY	25/09/2021	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)	SEMINAR HALL GROUND 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 10th are eligible.*** subject to availability of seats.
- **For Information Technology subject, students who have scored 90% & above (450/500) in Class 10th 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 <u>Course Fees Payment of Rs. 24000/-</u>**

(Rupees Twenty Four Thousand only).

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- 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**
- **<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. Dharmistha L.	Ms. Archana Shriniwas	Dr. Keshav N Ghorude
(Convener)	(Vice-Principal)	(Principal)