

**MALINI KISHOR SANGHVI JUNIOR  
COLLEGE OF COMMERCE**

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**DATE: 22/09/2022**

**F.Y.J.C ONLINE ADMISSIONS  
(2022-2023)**

**OPEN**

**SPECIAL ROUND-3**

# **ADMISSION PROCEDURE**

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

## **MKS E-PRAVESH**

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

**ADMISSION DATES AND TIMINGS:** (SUBMISSION OF FORM,  
DOCUMENTS & ACKNOWLEDGEMENT RECEIPT OF COURSE FEES PAYMENT)

<b>DAY</b>	<b>DATE</b>	<b>TIMINGS</b>	<b>VENUE</b>
<b>FRIDAY</b>	<b>23/09/2022</b>	<b>11.00 AM TO 3.00 PM</b>	<b>SEMINAR HALL</b>
<b>SATURDAY</b>	<b>24/09/2022</b>	<b>11.00 AM TO 3.00 PM</b>	<b>SEMINAR HALL</b>

**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 3 pm in the Seminar Hall.**

**Please follow the given time strictly.**

# **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 Rs.24000/-**
- 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 decent PASSPORT size photo**
- **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/spam folder of your E-MAIL account) and O T P (ONE TIME PASSWORD) sent to your registered mobile number**

- **Login with your registered E-MAIL ID & 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 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.**
- **For Minority listed students upload Minority Certificate in PDF file.**
- **Upload Signature of STUDENT & PARENT. (As per JPG format & Size mentioned.)**
- **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.**

- **For Information Technology subject, students who have scored 90% & above (450/500) in Class 10<sup>th</sup> Examination are 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 (IT) 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).**
- **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. (No partial Payment)**
- **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**

**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 Messages and College website for regular updates.**

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

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

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