

**MALINI KISHOR SANGHVI JUNIOR**

**COLLEGE OF COMMERCE**

**DATE: 19/06/2023**

**F.Y.J.C ONLINE ADMISSIONS  
(2023-2024)**

**CAP ROUND 1 (21<sup>st</sup> -24<sup>th</sup> June 2023)**

**OPEN CATEGORY**

**GUJARATI LINGUISTIC MINORITY**

**& IN-HOUSE CATEGORY**

**(RN SHAH HIGH SCHOOL)**

**NOTE:**

- 1. CANDIDATES WITH GUJARATI AS THEIR MOTHER TONGUE ARE ONLY ELIGIBLE FOR ADMISSION UNDER GUJARATI LINGUISTIC MINORITY CATEGORY.**
- 2. CANDIDATES WHO HAVE BEEN DOMICILED INTO THE STATE OF MAHARASHTRA ARE ONLY ELIGIBLE TO APPLY UNDER GUJARATI LINGUISTIC MINORITY CATEGORY.**
- 3. IN-HOUSE CATEGORY IS APPLICABLE ONLY TO R N SHAH HIGH SCHOOL.**
- 4. CANDIDATES ARE REQUIRED TO SELECT THE APPROPRIATE CATEGORY( GUJARATI MINORITY OR IN-HOUSE) IN THE GOVT.ONLINE APPLICATION FORM PART-I & COLLEGE NAME IN PART- II (MINORITY CHOICE FORM)**
- 5. GUJARATI SPEAKING PROOF IS MANDATORY.**

## **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>WEDNESDAY</b>	<b>21/06/2023</b>	<b>11.00 AM TO 3.30 PM</b>	<b>SEMINAR HALL</b>
<b>THURSDAY</b>	<b>22/06/2023</b>	<b>11.00 AM TO 3.30 PM</b>	<b>SEMINAR HALL</b>
<b>FRIDAY</b>	<b>23/06/2023</b>	<b>11.00 AM TO 3.30 PM</b>	<b>SEMINAR HALL</b>
<b>SATURDAY</b>	<b>24/06/2023</b>	<b>11.00 AM TO 3.30 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 3.30 pm in the Seminar Hall.

**Note:** Document Verification will be undertaken on the First Floor. Please follow the given time strictly.

# DOCUMENTS TO BE SUBMITTED

1. Printout of Govt. Online Application Form Part 1 and Part 2 (Option Form/Minority Choice 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 an account by filling in the online registration form.
- Select Junior College and FYJC from the dropdown list.
- Upload your decent PASSPORT size photo as per the specifications.
- 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 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 in 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 and 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, students who had opted for French at Class10<sup>th</sup> are eligible. Other students can also apply if seats are available.

- For Information Technology subject, students will be allotted IT subject purely on merit basis. Intake capacity for IT is 120 seats. Students need to fill up IT form separately which is available at the admission counter.
- 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
- 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 made.(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 printout 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 admission 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.

Mrs. Dharmistha L.  
(Convener)

Ms. Archana Shrinivas  
(Vice-Principal)

Dr. Keshav N Ghorude  
(Principal)

