

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

**DATE: 13/08/2024**

**F.Y.J.C ONLINE ADMISSIONS**  
**(2024-2025)**

**SPECIAL ROUND 2**

**( 13<sup>th</sup> , 14<sup>th</sup> , & 16<sup>th</sup> AUGUST 2024)**

**OPEN MERIT ONLY**

# **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>TUESDAY</b>	<b>13/08/2024</b>	<b>11.30 AM TO 3.30 PM</b>	<b>SEMINAR HALL</b>
<b>WEDNESDAY</b>	<b>14/08/2024</b>	<b>11.30 AM TO 3.30 PM</b>	<b>SEMINAR HALL</b>
<b>FRIDAY</b>	<b>16/08/2024</b>	<b>11.30 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 admission between 11.30 am to 3.30 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** (MinorityChoice Form)
2. Printout of **MKS Junior 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 only)
8. **Pass Certificate-** Original+ two self-attested Xerox copies ( for 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/ UPI/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 until it is mandatory
- 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 /UPI or Net banking facility for the purpose of payment.
- Full payment of course fees needs to be made.(No partial fees 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 (<https://mkscollege.edu.in>) for regular updates.

Sd/-

Mrs. Dharmistha  
(Convener)

Ms. Archana Shrinivas  
(Vice-Principal)

Dr. Sussmita Daxini  
(Principal)

13/08/2024