

MALINI KISHOR SANGHVI JUNIOR

COLLEGE OF COMMERCE

DATE: 29/08/2025

F.Y.J.C ONLINE ADMISSIONS
(2025-2026)

SPECIAL ROUND 3

29th & 30th AUGUST
2025)

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)

DAY	DATE	TIMINGS	VENUE
FRIDAY	29/08/2025	11.30 AM TO 3.30 PM	SEMINAR HALL
SATURDAY	30/08/2025	11.30 AM TO 3.30 PM	SEMINAR HALL

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** (Option 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 Class10th 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 Shriniwas
(Vice-Principal)

Dr. Sussmita Daxini
(Principal)

29/08/2025