

**SVKM's Narsee Monjee College of Commerce and Economics**  
**REVISED ADMISSIONS PROCEDURE TO**  
**F.Y.B.COM (other than In House), F.Y.B.M.S., F.Y.B.F.M., F.Y.B.Sc. (I.T.)**  
**AND F.Y.B.A.F. CLASS**

A. ADMISSIONS TO THE ABOVE MENTIONED CLASSES AT SVKM'S NARSEE MONJEE COLLEGE WILL BE THROUGH ONLINE SYSTEM ONLY.

**I. PRE-ADMISSION ONLINE REGISTRATION AT THE UNIVERSITY WEBSITE**

The student will have to FIRST register with the University of Mumbai by logging onto <http://mum.digitaluniversity.ac> for the link to the registration portal.

B. THE APPLICATION FOR ONLINE ADMISSION AT SVKM'S NARSEE MONJEE COLLEGE WHICH IS SPLIT INTO TWO PHASES FOR ALL THE ABOVE MENTIONED COURSES. VIZ

**PHASE I. PRE ADMISSION APPLICATION FORM (USED TO GENERATE THE MERIT LIST)**

**PHASE II. ADMISSION FORM (IS TO BE FILLED LATER BY THE CANDIDATE AFTER HIS / HER NAME APPEARS IN THE MERIT LIST)**

**PHASE I**

1. The online admission process at SVKM's NARSEE MONJEE COLLEGE OF COMMERCE & ECONOMICS is in addition to the pre-admission registration process of UNIVERSITY OF MUMBAI. After the student has registered with the university, he/she will have to fill the phase I form of the college.
2. Applicants have to fill the form on-line only.
3. Applicants are required to fill a separate form for each category under which he/she wishes to apply i.e. if a candidate belonging to Gujarati Speaking Linguistic Minority wishes to apply under Gujarati as well as Open Category, he/she will have to submit two separate application forms one for Gujarati Speaking Linguistic Minority Category and other for Open Category and will have to pay Rs. 100/- each.
4. The procedure for on-line submission of PHASE I - PRE-ADMISSION APPLICATION FORM:
  - i. Log on to the college website [www.nmcollege.in](http://www.nmcollege.in) or directly to the Portal <http://svkmepndbci.svkm.ac.in:50000/irj/portal>
  - ii. Click on the link "Online Pre-Admission Form" for admission to FYBCOM-2018/ FYBMS - 2018 / FYBAF-2018 / FYBFM-2018 / FYBSCIT-2018 (as the case may be). You are then required to follow the steps mentioned on the website in order to generate the admission form for each course / category applied separately.
  - iii. After verifying that the information filled is correct, the candidate must now click the "Submit" button to submit the form. Please note that no correction can be made in the form after submission. Also an APPLICATION NUMBER is generated on submission of the form. Save the form and take the hard copy i.e. the printout of the form.

**Please Note: If the application no. is not generated then it implies that the security instructions are not followed properly. So they are required to rectify the application and submit only the "FINAL COPY" of the form and not the "DRAFT COPY".**

- iv. Please note that once the application number is generated, payment of Rs. 100/- (and in case if payment is made online additional convenience fee of Rs. 1.50 i.e. total Rs. 101.50) towards the application form is to be made. The payment can be made in two ways viz. by using the payment gateway provided on the website or through physical payment of the application fees at the college. **FURTHER NOTE THAT SUBMITTING THE HARD COPY OF THE APPLICATION FORM ALONG WITH THE DOCUMENTS IS MANDATORY IRRESPECTIVE OF THE MODE OF PAYMENT OF THE APPLICATION FEES.** If payment of Rs. 101.50 is made and confirmed through the payment gateway, the applicant will receive an email confirming the payment. The applicant must submit the hardcopy of this mail along with the hardcopy of the application form and with the photocopy of the necessary documents to the college authorities within the prescribed time schedule and the applicant will be given an acknowledgement.
- v. If the name of the applicant appears on the merit list, the original copy of this acknowledgement along with all the necessary documents, hard copy of the phase II form and fees must be submitted at the time of confirming the admission.
- vi. **APPLICANTS ARE REQUIRED TO NOTE THAT ONLY THOSE APPLICANT NAMES WILL BE CONSIDERED FOR GENERATION OF MERIT LIST AND ADMISSION. WHO HAVE PHYSICALLY SUBMITTED THE FINAL COPY (NOT DRAFT COPY) OF THE FORM AND RECEIVED A SIGNED & STAMPED ACKNOWLEDGEMENT FROM THE COLLEGE.**
- vii. Incomplete forms will be rejected.
- viii. All the forms are accepted on provisional basis subject to the verification of the photocopies with the original documents at the time of acceptance of forms.

**NOTE: THE PHASE I FORM ALONG WITH THE NECESSARY DOCUMENTS HAS TO BE PHYSICALLY SUBMITTED IN THE COLLEGE AS PER THE SCHEDULE GIVEN. FORMS RECEIVED THROUGH POST / COURIER ETC. WILL NOT BE CONSIDERED.**

## **PHASE II**

For filing the Phase II form the candidate must login with the same user id with which he / she had filled the phase I form. The candidate must go to the link “check the status” and click on “POST ADMISSION FORM LINK” to fill this form. It is mandatory for the candidate to fill this form once his / her name appears on the merit list and bring the hard copy of the same to the college at the time of confirming the admission by paying the fees.

At the time of admission, the applicant is required to remain present in person along with his parent / guardian and submit the relevant documents

**IN CASE OF ANY DOUBT OR QUERY, PLEASE CONTACT**

- **PRINCIPAL: Dr. Parag Ajagaonkar**
- **VICE PRINCIPAL: Ms. Ameer Vora**

# DOCUMENTS REQUIRED

## A. While submitting the PHASE 1 Application form :

- Hardcopy of the Pre Admission Online Registration form of University of Mumbai
- Hardcopy of the Online Admission form of NM College.
- One passport size photograph
- Attested Photocopy of H.S.C./Equivalent Exam Marksheet and H.S.C./Equivalent Exam. Leaving Certificate (In case of downloaded statement of marks, Attestation of school Principal/Vice Principal only will be accepted).
- Attested Photocopy of S.S.C./Equivalent Marksheet
- Any other certificate(s) as applicable.
- Prima Facie Statement of Eligibility issued by the University of Mumbai for students who have passed from the IB / IGCSE /CAMBRIDGE boards.

Students applying under **GUJARATI LINGUISTIC MINORITY** must satisfy the following norms:

1. **SHOULD BE GUJARATI BY BIRTH AND SHOULD HAVE PASSED THE H.S.C. / EQUIVALENT EXAMINATION.**
2. In case if the student is not GUJARATI by birth but the mother of the applicant is Gujarati, the marriage certificate of the parent indicating mother's name must be produced for verification.
3. In case of doubtful surnames, the parent will have to produce their 10<sup>th</sup> std. mark sheet indicating Gujarati as one of the subject at the 10<sup>th</sup> Std.
4. Certificate from the Head of the Community / Trust / institution (Government recognized) confirming the claim.

**The procedure for provisional statement of eligibility will be done by the college on confirming the admissions and payment of fees.**

## B. While submitting the PHASE 2 Application form at the time of admission

**AT THE TIME OF ADMISSION, THE APPLICANT IS REQUIRED TO REMAIN PRESENT IN PERSON along with his parent/guardian AND SUBMIT THE FOLLOWING DOCUMENTS IN ORIGINAL AND 2 attested PHOTO COPIES OF :**

- Printout of the Post Admission Form
- The original acknowledgement of the Phase I form.
- H.S.C./Equivalent Exam Marksheet and H.S.C./Equivalent Exam Leaving Certificate.
- Photocopy of S.S.C./Equivalent Exam Marksheet
- Photo copy of Ration Card / Telephone Bill / Electricity Bill as proof of residence.
- Copy of Aadhar Card.
- Any other certificate as applicable, in the name of the student.
- 3 recent photographs
- 5 self addressed envelopes with stamp of Rs. 5 pasted on the envelope.
- 2 copies of pre enrolment forms of the University of Mumbai.

**ADMISSION WILL NOT BE GRANTED WITHOUT SUBMITTING THE ORIGINAL COPY OF THE MARKSHEETS AND THE LEAVING CERTIFICATE AND / OR MIGRATION CERTIFICATE.**

**All the forms are accepted on provisional basis subject to the verification of the photocopies with the original documents at the time of admissions and confirmation of enrolment / eligibility by the University of Mumbai.**

**Students are required to keep sufficient number of attested copies of their documents with them. College will not issue any of the original documents later for photocopying.**

## **ADMISSION PROCEDURE FOR INTERNATIONAL / FOREIGN STUDENT**

### **Foreign Students and/or N.R.I. are treated as International Student.**

A student holding the passport issued by a foreign country including people of Indian origin who have acquired the nationality of a foreign country will be treated /defined/included as foreign student.

NRI Student who has studied and passed the qualifying examination (equivalent to HSC Examination of Maharashtra State Board) from school or college in foreign countries (other than India) will be included as "International Student". This will include the students studying in the schools or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India but will not include students studying in those schools or colleges (situated in India) and affiliated to the Boards of Secondary Education or Universities of the foreign countries.

### **FEE PAYABLE BY INTERNATIONAL STUDENTS:**

The fees payable by the International Student will be five times the total prescribed fees payable for the course/program by the regular student and fees has to be paid in Indian Rupees only.

### **ADMISSION PROCESS FOR INTERNATIONAL STUDENT:**

Given below is the procedure for admission for International Student:

- a. All International students including children of workers in Gulf & Southeast Asia and PIO/OCI are requested to obtain detailed information on fees, courses available at the college before confirming their admission.
- b. The applicant must collect the information regarding the eligibility requirements and admission procedure of the college before he/she starts with the online filling of the pre-admission registration form and pre-admission application form.
- c. The student will have to fill the form online. Take the print out of the form submitted on the University of Mumbai website i.e. the pre-admission

registration form and the form filled on the college website [www.nmcollege.in](http://www.nmcollege.in) i.e. the pre-admission application form and follow the procedure.

1. Fill up the admission form in detail and submit all the documents listed below along with the form.

- A valid student visa or document of PIO (person of Indian origin).
- A FRRO clearance certificate from the SB2 Crime Branch. (For student with International Passports)
- A permanent address or residential proof in the foreign country.
- A prima facie letter from the University of Mumbai for eligibility.
- A complete body checkup profile and blood report of the student.
- Original mark sheets, transfer certificate, migration certificate, a letter from the Indian Consulate (in case of NRI students) in the respective country.

### **Important:**

- 1) Please note that students under the Foreign / International Quota are not eligible to apply in any other Category at the college.
- 2) Please note that students under the Foreign/ International Quota are also required to compulsorily apply at the university under Foreign/ International category (link : [mu.admissiondesk.org](http://mu.admissiondesk.org))

**Principal**

Sr. No	Course	Open Category from Maharashtra Board	Open Category Other Than Maharashtra Board	Reserved Category (SC/ST/NT/DT/OBC) from Maharashtra Board	Reserved Category (SC/ST/NT/DT/OBC) other than Maharashtra Board	NRI / Foreign Students	Pay Order/Demand Draft in favour of
1	F.Y.B.Com	5,390	6,110	2,345	3,065	27,715	Narsee Monjee College of Commerce and Economics
2	F.Y.B.M.S	17,290	18,010	2,345	3,065	87,440	Narsee Monjee College of Commerce and Economics BMS Course
3	F.Y.B.A.F	17,590	18,310	2,345	3,065	88,940	Narsee Monjee
4	F.Y.B.F.M	17,590	18,310	2,345	3,065	88,940	College of
5	F.Y.B.Sc.IT	24,196	24,916	3,345	4,065	1,21,970	Commerce and Economics Unaided Course

**Note:**

- 1. The above figures include fees for eligibility and document verification, wherever applicable.**
- 2. Social Reservation: As per Court Order – Writ Petition No. 1726 of 2001 the college shall not be able to admit students under any Social Reservation Category.**
- 3. The concession in fees mentioned above for Social Reservation Category is applicable to only those students who have secured admission under open category merit and have valid caste documents. These students are eligible only for CONCESSION IN FEES.**

## Revised Schedule of admission: **IN-HOUSE STUDENTS**

Sr. no	Particulars	Dates	Timings
1	Online filling of college pre admission form	From 1 <sup>st</sup> June 2018 to 11 <sup>th</sup> June 2018 (till 12.00 midnight)	Link available on college website <a href="http://www.nmcollege.in">www.nmcollege.in</a>
2	FIRST MERIT LIST	12 <sup>th</sup> June 2018	5 p.m. opp. College Entrance
	Submission of Admission forms & Payment of Fees	13 <sup>th</sup> June 2018 And 14 <sup>th</sup> June 2018	9.30 a.m. to 12.30 p.m.
3	SECOND MERIT LIST ( If required)	14 <sup>th</sup> June 2018	5 p.m. opp. College Entrance
	Payment of Fees	15 <sup>th</sup> & 18 <sup>th</sup> June 2018	9.30 a.m. to 12.30 p.m.

## **REVISED SCHEDULE FOR ADMISSIONS UNDER CATEGORIES FOR F.Y.B.Com (other than In House), F.Y.B.M.S., F.Y.B.F.M., F.Y.B.A.F. and F.Y.B.Sc. (I.T) COURSES**

Sr. no.	Particulars	Dates	Timings
1	Online Sale of Admission forms and Prospectus.	From 31 <sup>st</sup> May 2018 to 18 <sup>th</sup> June 2018	Link available on college website <a href="http://www.nmcollege.in">www.nmcollege.in</a>
2	Collection of Pre-Registration Forms and the hardcopy of the online admission forms	13 <sup>th</sup> June to 18 <sup>th</sup> June 2018	9.00 a.m. to 12.30 p.m. (All days excluding Sunday).
3	FIRST MERIT LIST	19 <sup>th</sup> June 2018	7.00 p.m. opp. College Entrance
	Payment of Fees	20 <sup>th</sup> , 21 <sup>st</sup> and 22 <sup>nd</sup> June 2018	9.00 a.m. to 12.30 pm.
4	SECOND MERIT LIST	22 <sup>nd</sup> June 2018	7.00 p.m. opp. College Entrance
	Payment of Fees	25 <sup>th</sup> , 26 <sup>th</sup> & 27 <sup>th</sup> June 2018	9.00 a.m. to 12.30 pm.
5	THIRD MERIT LIST	27 <sup>th</sup> June 2018	7.00 p.m. opp. College Entrance
	Payment of Fees	28 <sup>th</sup> June to 30 <sup>th</sup> June 2018	9.00 a.m. to 12.30 pm. (All days excluding Sunday).

**Further the students are required to keep at least 15 photo copies of the 12<sup>th</sup> standard mark sheet and leaving certificate for their future use.**