

**SVKM's Narsee Monjee College of Commerce & Economics**  
**(Empowered Autonomous)**  
Vile Parle (West), Mumbai 400 056

27<sup>th</sup> May, 2026

**F.Y.J.C ADMISSIONS 2026-27**  
**CAP OPEN CATEGORY**  
**ROUND ONE**  
**INSTRUCTIONS TO MERIT LISTERS**

The First Merit List for admissions to FYJC class of 2026-27 under the **CAP OPEN CATEGORY** will be displayed on the college website on 29<sup>th</sup> May, 2026 by 1:30 p.m.

**The schedule for admissions is as under:**

Document Verification & Acceptance of fees from students in the round one list.	29 <sup>th</sup> May 2026 (2.00 p.m. to 4.30 p.m.)
	30 <sup>th</sup> May 2026 (11.30 a.m. to 4.30 p.m.)
	1 <sup>st</sup> June 2026 (11.30 a.m. to 4.30 p.m.)
	2 <sup>nd</sup> June 2026 (11.30 a.m. to 4.30 p.m.)
	3 <sup>rd</sup> June 2026 (11.30 a.m. to 4.30 p.m.)

**The process of admission shall be as under:**

1. Only those applicants who have been allotted Narsee Monjee College must proceed with the following steps.
2. Merit-listers must fill up **SVKM's Narsee Monjee College admission form of CAP Open Category** by clicking on the link displayed on 29<sup>th</sup> May, 2026 along with the merit list.
3. Details must be filled carefully to avoid errors. (The details filled in SVKM SAP form will be saved in college records. In case of any errors in SVKM form, a photocopy of the form with corrections should be submitted at the time of admission). **Passport size photo with white background** to be uploaded in SVKM form should be **3.5 c.m x 4.5 c.m.** in jpg format & of size between **10kb to 50 kb**. Size of **signature** to be uploaded should be of maximum **10KB** with width & height of **80 x 35 pixels**.
4. **Optional subjects once chosen cannot be changed later. Students should fill the preferences carefully and thoughtfully.**
5. Ensure that you **SAVE** and **SUBMIT** the said application form before printing the hard copy of the same.
6. Ensure that the print out is a **FINAL COPY with Application number** appearing on the top left corner of the first page of the form. **A DRAFT COPY shall not be accepted.**
7. Following are the documents required for confirming admission in N.M. College if your name appears in the said Merit list:
  - Original 10<sup>th</sup> standard mark sheet (for verification) & 1 self-attested photo copy. **(Maths & English are compulsory subjects in 10<sup>th</sup> standard)**
  - **Copy of 10<sup>th</sup> standard marksheet from digilocker**
  - Copy of 10<sup>th</sup> standard hall ticket
  - Original School leaving certificate/Transfer certificate and 3 self-attested photo copies. **(Students should check and ensure that all details on the Leaving Certificate/Transfer Certificate are correct. In case of any errors, the same should be rectified from the school before submitting**

**the original.** Keep extra copies of School leaving certificate/ Transfer certificate for future use, as original will be kept in college)

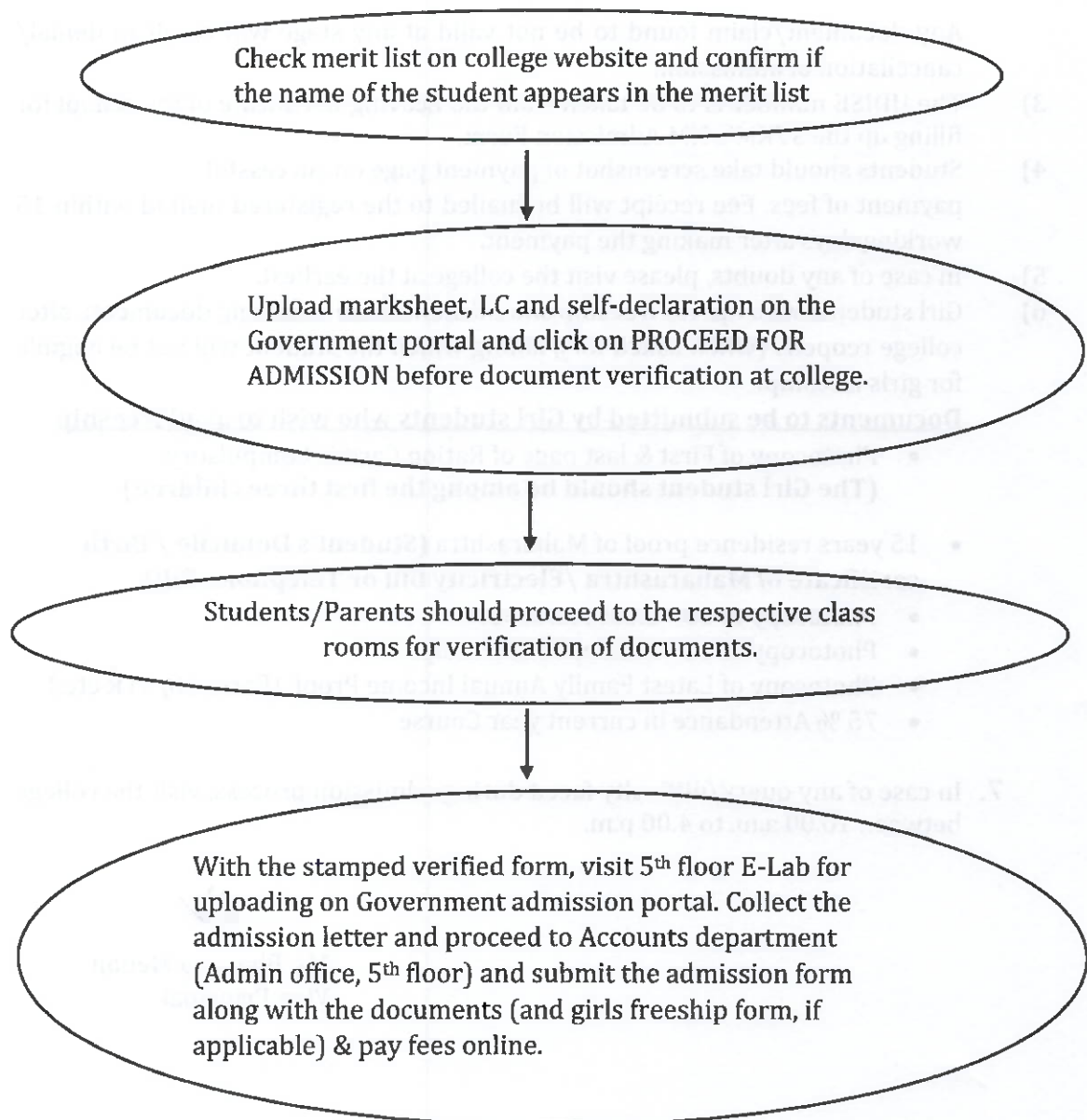
- Original Passing certificate & 2 self-attested photo copies.
- Printout of **final copy** of SVKM's NM college CAP Open Category admission form (refer point 2)
- Government Part-1 form **verified/self verified and signed by the student.**
- Government Part-2 form **completed and locked and signed by the student.**
- Aadhar card of student (original for verification) and 2 self-attested photocopies.
- Document proving residential address (Aadhar / Passport / Landline / Power bill / copy of Agreement of sale)
- Undertaking for Authenticity / Missing documents duly filled and signed (Format available on college website)
- Undertaking for Attendance duly filled and signed (Format available on college website)
- Anti-ragging Undertaking duly filled and signed (Format available on college website)
- Declaration for girls freeship scheme (for girls) from college website.

8. All the above documents need to be verified as per the schedule displayed along with merit list:

**Details of fees are as follows:**

Course	FYJC Boys	FYJC Boys Other Than Maharashtra
F.Y.J.C.	Rs. 335/- + Rs. 100/- (Application fees) =Total Rs. 435/-	Rs. 335/- + Rs. 1000 (Eligibility Fees) + Rs. 100/- (Application fees) = Total Rs. 1435/-
Course	FYJC Girls (who avail freeship)	FYJC Girls Other Than Maharashtra (who avail freeship)
F.Y.J.C.	Rs. 35/-+ Rs. 100/- (Application fees) =Total Rs. 135/-	Rs. 35/- + Rs. 1000 (Eligibility Fees) + Rs. 100/- (Application fees) = Total Rs. 1135/-

## Flow chart of admission process



- **ADMISSION SHALL BE CONFIRMED, ONLY AFTER THE PAYMENT OF FEES.**
- **ADMISSION FORM ALONG WITH DOCUMENTS NEED TO BE SUBMITTED AT FEE COUNTER.**
- **Students should not take the admission form out of college under any circumstance.**

### NOTE:

- 1) Students are required to download and keep a printout / pdf file / Screen-shots of all the forms filled by them for future reference.
- 2) The candidate's admission to the junior college is subject to the verification of all documents by the admitting authority of the junior college as per schedule.

Any document/claim found to be not valid at any stage will result in denial/cancellation of admission.

- 3) The UDISE number is to be taken from the Leaving Certificate of the school for filling up the SVKM's NM Admission Form.
- 4) Students should take screenshot of payment page on successful payment of fees. Fee receipt will be mailed to the registered mail id within 15 working days after making the payment.
- 5) In case of any doubts, please visit the college at the earliest.
- 6) Girl students who opt for freeship should submit the following documents after college reopens (when asked for), failing which the student will not be eligible for girls freeship:

**Documents to be submitted by Girl students who wish to avail freeship**

- Photocopy of First & last page of Ration Card is Compulsory.  
**(The Girl student should be among the first three children)**
  - 15 years residence proof of Maharashtra **(Student's Domicile / Birth certificate of Maharashtra /Electricity bill or Telephone Bill)**
    - Photocopy of 10<sup>th</sup> Class Marksheet.
    - Photocopy of 11<sup>th</sup> standard Fee Receipt
    - Photocopy of Latest Family Annual Income Proof. (Form 16/ ITR etc.)
    - 75 % Attendance in current year Course
7. In case of any query/difficulty faced during admission process, visit the college between 10.00 a.m. to 4.00 p.m.

Ms. Bhavana Menon  
Vice-Principal