

**SVKM's Narsee Monjee College of Commerce & Economics
(Autonomous)**

Vile Parle (West), Mumbai 400 056

14th June, 2024

NOTICE

F.Y.J.C. ADMISSIONS 2024-25

IN-HOUSE QUOTA

ROUND ZERO

INSTRUCTIONS TO MERIT LISTERS

The merit list for admissions to FYJC class of 2024-25 under the IN-HOUSE QUOTA will be displayed on the college website on 18th June 2024.

The schedule for admissions is as under:

Document Verification & Acceptance of fees from students in the round zero list.	18 th June 2024 (2.00 p.m. to 5.30 p.m.) 19 th June 2024 (11.30 a.m. to 5.30 p.m.) 20 th June 2024 (11.30 a.m. to 5.30 p.m.) 21 st June 2024 (11.30 a.m. to 6.00 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 admission.
2. Merit-listers must fill up SVKM's Narsee Monjee College admission form of In-house by clicking on the link which will be displayed along with the merit list on 18th June 2024.
3. Details must be filled carefully to avoid errors. **Photo** to be uploaded in SVKM form should be **3.5 c.m x 4.5 c.m.** in jpg format & of size between **10 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.**
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:
 - Tenth standard Mark-sheet (Original for verification) & 1 self-attested photo copy. **(Maths & English are compulsory subjects in 10th standard)**

- School Leaving Certificate / Transfer Certificate- Original plus 2 photocopies. (Keep extra copies of School leaving certificate/ Transfer certificate for future use as original will be kept in college)
 - Printout of **final copy** of SVKM's NM college In-House admission form (refer point 2)
 - Government online Application Form (**Part 1- verified & Part 2 -locked - CAP/OPEN and IN-HOUSE**)
 - Aadhar card (for verification) and 1 photocopy.
 - Proof of current address of residence. (Aadhar card / passport / landline phone bill / power bill)
 - Undertaking for Authenticity of documents / Documents not submitted or missing at the time of admission.
 - Attendance undertaking.
 - Anti-ragging undertaking.
 - Declaration for girls freeship scheme (for girls) from college website.
8. All above documents need to be verified as per the schedule mentioned above.
9. Once the documents are scrutinised and approved, the Verifiers will sign and stamp the NM Admission form after which the merit listers must go for the **online** payment of fees and uploading Details on government portal to the E-Lab on 5th floor

Details of fees are as follows:

Course	FYJC Boys- Maharashtra Board	FYJC Boys- Other Than Maharashtra Board
F.Y.J.C.	Rs. 335/- + Rs. 100/- (application fee)=Total Rs. 435/-	Rs. 335/- + Rs. 700 (Eligibility Fees) + Rs. 100/- (application fee = Total Rs. 1135/-
Course	FYJC Girls Maharashtra Board	FYJC Girls Other Than Maharashtra Board
F.Y.J.C.	Rs. 35/-+ Rs. 100/- (application fee)=Total Rs. 135/-	Rs. 35/- + Rs. 700 (Eligibility Fees) + Rs. 100/- (application fee)= Total Rs. 835/-

- **ADMISSION SHALL BE CONFIRMED, ONLY AFTER THE PAYMENT OF FEES IS COMPLETE.**
- **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 in the college.
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. In case of any doubts, please visit the college.
5. Students should take screenshot of payment page on successful payment of fees. Fee receipt will be mailed to the registered mail id within 10 working days after making the payment.
6. Girls 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 10th Class Marksheet.
- Photocopy of 11th standard Fee Receipt
- Photocopy of Latest Family Annual Income Proof. (Form 16/ ITR etc.)
- 75 % Attendance in current year Course (Relevant Details)

Dr. Parag Ajagaonkar
Principal

AL

