

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

Vile Parle (West), Mumbai 400 056

29<sup>th</sup> August, 2024

**F.Y.J.C ADMISSIONS 2024-25  
OPEN/ CAP SEATS  
SPECIAL ROUND FOUR  
INSTRUCTIONS TO MERIT LISTERS**

The Merit List for admissions to FYJC class of 2024-25 under the **OPEN/ CAP SPECIAL ROUND FOUR** is displayed on the college website.

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

Document Verification & Acceptance of fees from students appearing in the merit list.	29 <sup>th</sup> August, 2024 (12.30 p.m. to 5.00 p.m.) 30 <sup>th</sup> August, 2024 (12.30 p.m. to 6.00 p.m.)
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**The process of admission shall be as under:**

1. Only those applicants who have been allotted Narsee Monjee College by the Govt. CAP system under the **OPEN/CAP SPECIAL ROUND FOUR** must access the link given in pointer no. 2 and proceed with the admission.
2. Merit-listers must fill up SVKM's Narsee Monjee College's admission form of Open/CAP Special Round Four by clicking on the link below. For validation the merit lister needs to feed his **MU number first followed by the mobile phone number registered on the Government admission portal.**

[https://sdcwdapp.svkm.ac.in/sap/bc/webdynpro/sap/zsvkm\\_govt\\_form?sap-client=300](https://sdcwdapp.svkm.ac.in/sap/bc/webdynpro/sap/zsvkm_govt_form?sap-client=300)

3. Details must be filled carefully to avoid errors. **Photo** to be uploaded in SVKM form should be **3.5 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:

- Original 10<sup>th</sup> standard mark sheet (for verification) & 1 self-attested photo copy.
- Original School leaving certificate/Transfer certificate and 2 self-attested photo copies. (Keep extra copies of School leaving certificate/ Transfer certificate for future use as original will be kept in college)
- Printout of SVKM's NM college **OPEN/ CAP** Admission Form filled. **FINAL COPY** to be downloaded from N.M college website (refer point 2)
- Printout of Government Part-1 form **verified**.
- Printout of Government Part-2 CAP Option form **locked**.
- Self-attested photocopy Aadhar card of student.
- Document proving residential address (Aadhar / Passport / Landline / Power bill / copy of Agreement of sale)
- Undertaking for Authenticity / Missing documents duly filled and signed.
- Undertaking for Attendance duly filled and signed.
- Anti-ragging Undertaking duly filled and signed.
- If the merit-listers has applied under any specific reserved category like Sports / Ex-servicemen / Physical Handicapped / Learning Disability etc. need to furnish relevant documents as mentioned in the manual on the Government Portal.

8. All above documents need to be verified as per the following schedule:

Date	Floor	Room No.	Sr. No.
29/08/24	5 <sup>th</sup> Floor	E- lab	All
30/08/24			

9. **Foreigner students need to have signature and due stamp of the Indian Consulate / Embassy on their School L.C. and mark-sheet. Mark-sheet must be in English language. Foreigners and NRI's are not eligible for any social reservation in Maharashtra.**

10. Once documents are scrutinised and approved the Verifiers will sign and stamp the NM Admission form after which the merit listers must go for uploading and online payment of fees to the E-lab on the fifth floor.

**Details of fees are as follows:**

Course	FYJC Boys- Maharashtra Board	FYJC Boys- Other Than Maharashtra Board	FYJC Boys- Foreign Board
F.Y.J.C.	Rs. 335/- + Rs. 100/- (application fee) = Total Rs. 435/-	Rs. 335/- + Rs. 700 (Eligibility Fees) + Rs. 100/- (application = Total Rs. 1135/-	Rs. 335/- + Rs. 1400 (Eligibility Fees) + Rs. 100/- (application = Total Rs. 1835/-

Course	FYJC Girls- Maharashtra Board	FYJC Girls- Other Than Maharashtra Board	FYJC Girls- Foreign 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/-	Rs. 35/- + Rs. 1400 (Eligibility Fees) + Rs. 100/- (application fee) = Total Rs. 1535/-

➤ **ADMISSION SHALL BE CONFIRMED, ONLY AFTER COMPLETING THE FOLLOWING 3 STEPS:**

1. Document verification in E- Lab
2. Uploading on Government portal in E-Lab, 5<sup>th</sup> floor (you will receive SMS from Government regarding your admission confirmation immediately after this step)
3. Payment of fees (you will receive payment link via mail)

➤ **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.**

12. **A) Divyang/Disabled** : Certificate issued by the Civil Surgeon or the Dean of any Government hospital, showing at least 40% disability must be produced. Students with learning disability must produce a certificate issued by the competent authority.

**B) Project / Earthquake Affected** : Certificate issued by Collector / District Rehabilitation officer stating that project affected or earthquake affected or dependent need to be attached/to avail reservation under this category.

**C) Wards of the Employees of State Government / Central Government / Private Sector coming on transfer in the online admission area** – Original Certificate showing transfer of the employee from outside to the online admission area on or after 1<sup>st</sup> October of last year need to be submitted while taking admission. **Further the ward must have passed std. X or equivalent examination from a school outside of the online admission area.**

**D) Wife or Wards of Serviceman and Ex-serviceman :**

For Serviceman: Service certificate

For Ex-serviceman: Discharge certificate or certificate issued by District Sainik Board.

**E) Wards of Freedom Fighters:** Applicants who are dependent on the freedom fighters and are so nominated by the freedom fighters, must submit a certificate issued by the **District Collector** to that effect.

**F) Sports (International and national player students):** While admitting the player students against this reservation, the preference will be given to

i) Medal winner player students at international level competition first then

ii) Participant player student in international competition and after which

iii) Medal winner player students at the National level competition.

For std. XI admission, under above reservation, the certificates of concerned competition (being winner or participant) should be authenticated by **District Sports Officer or Regional director of sports.**

**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 and Saral Id should 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 10 working days after making the payment.
- 5) In case of any doubts, please visit the college.
- 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 (Relevant Details)

7) In case of any query/difficulty faced during admission process, send an email to the following addresses as applicable.

For admission: [nmadmissionjr@nmcce.ac.in](mailto:nmadmissionjr@nmcce.ac.in)

For cancellation of admission: [nmcancellationsjr@nmcce.ac.in](mailto:nmcancellationsjr@nmcce.ac.in)


For corrections in the form: [nmformcorrectionsjr@nmcce.ac.in](mailto:nmformcorrectionsjr@nmcce.ac.in)



Dr. Parag Ajagaonkar  
Principal

SVKM'S Narsee Monjee College of Commerce & Economics  
(Autonomous)  
FYJC - Merit List - Open (2024-2025)  
Special Round Four  
29.08.2024

Sr. No.	Merit No	Merit Marks	Form No.	Student Nam	Gender
1	114	462	MU242118778	JATASHYA MAHENDRA RAO	Male

  
Principal  
SVKM's Narsee Monjee College  
of Commerce & Economics  
(Autonomous)  
Mumbai - 56

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