

**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.)
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**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)

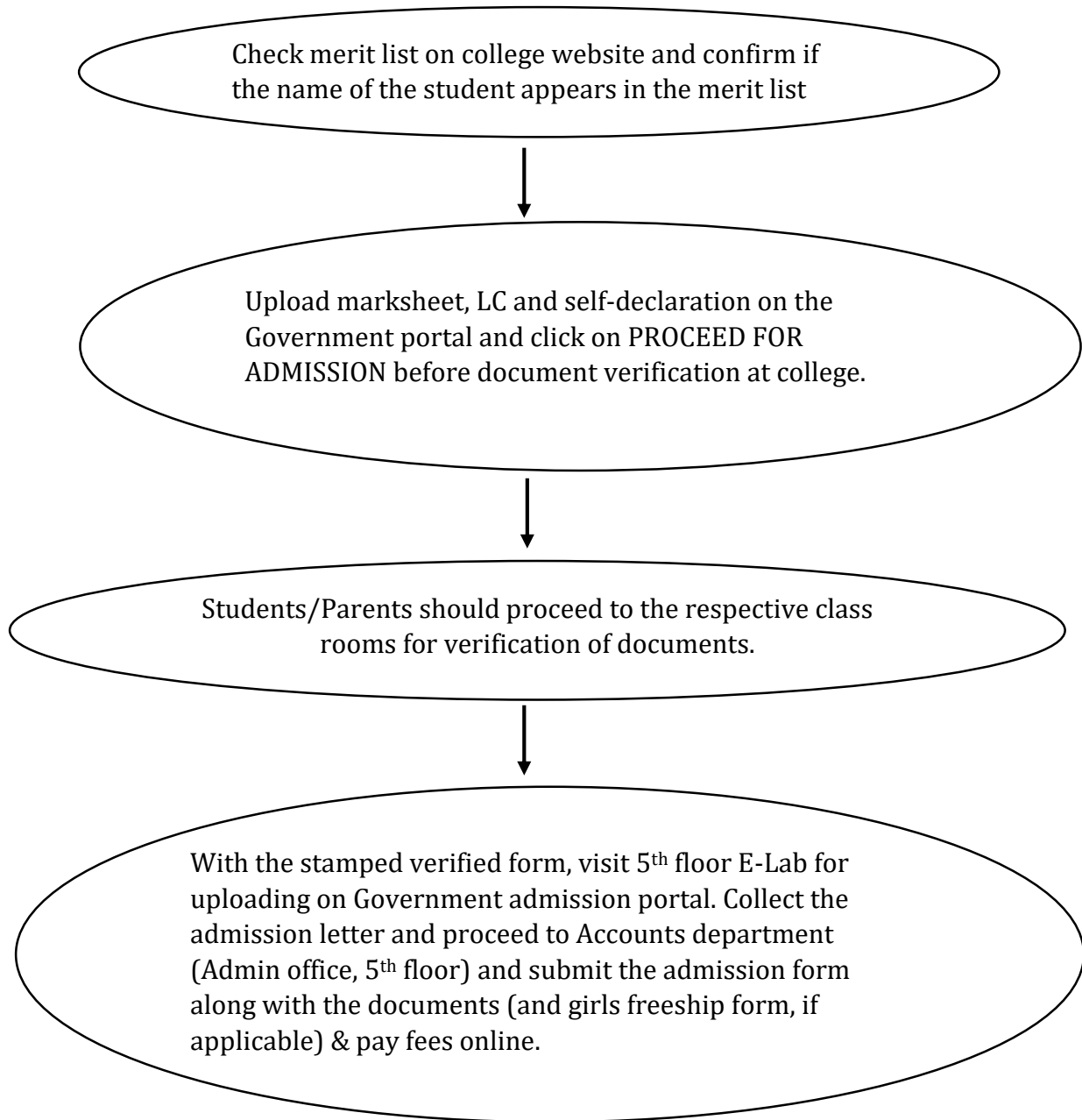
- Original Passing certificate & 2 self-attested photo copies.
- Printout of **final copy** of SVKM's NM college CAP Open Category admission form (refer point 2)
- Government Part-1 form **verified/self verified and signed by the student.**
- Government Part-2 form **completed and locked and signed by 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:**

<b>Course</b>	<b>FYJC Boys</b>	<b>FYJC Boys Other Than Maharashtra</b>
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/-
<b>Course</b>	<b>FYJC Girls (who avail freeship)</b>	<b>FYJC Girls Other Than Maharashtra (who avail freeship)</b>
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