



07th May, 2026

DOCUMENTS REQUIRED DURING ADMISSION
(2026-27)

Documents required for Enrolment and Eligibility		
Sr. No	HSC BOARD	Other than HSC Board
1	Final Copy of the admission form (duly signed)	Final Copy of the admission form (duly signed)
2	Attendance Undertaking of SVKM's Narsee Monjee College of Commerce & Economics (Empowered Autonomous) (duly signed)	Attendance Undertaking of SVKM's Narsee Monjee College of Commerce & Economics (Empowered Autonomous) (duly signed)
3	Undertaking for submission of original documents (duly signed)	Undertaking for submission of original documents (duly signed)
4	Undertaking of Examinations (duly signed)	Undertaking of Examinations (duly signed)
5	Pre-Enrollment online registration form of University of Mumbai along with the undertaking provided by the University of Mumbai (duly signed)	Pre-Enrollment online registration form of University of Mumbai along with the undertaking provided by the University of Mumbai (duly signed)
6	Copy of 12th board Mark sheet (2 Xerox Copies)	Original Mark sheet of 12th board along with (2 Xerox Copies)
7	Copy of 10th board mark sheet (2 Xerox Copies)	Copy of 10th board Mark sheet (2 Xerox Copies)
8	Copy of 12th board Leaving Certificate (2 Xerox Copies)	Original 12th board Leaving certificate/ Transfer certificate along with (2 Xerox Copies)
9	Caste certificate from Government of Maharashtra (Required only if a student is applying for concessional fees) (2 Xerox Copy)	Original 12th board Migration certificate along with (2 Xerox Copies)
10	Adhar Card or Adhar enrollment Receipt (1 Xerox Copy)	Original Passing certificate of ICSE Board and Gujarat Board along with (2 Xerox Copies)



11	Current Address proof (1 Xerox Copy)	Copies of Admit card (Hall Ticket) of CBSE board (2 Xerox Copies)
		Original Prima Facie for IB/Cambridge board along with (2 Xerox Copies)
		Original GAP certificate
		Caste certificate from Government of Maharashtra (Required only if a student is applying for concessional fees) (1 Xerox Copy)
		Adhar Card or Adhar enrollment Receipt (1 Xerox Copy)
		Current Address proof (1 Xerox Copy)

In addition to the above, the students should submit the relevant documents as mentioned below depending upon the category in which their name appeared in the Merit List Viz

A) Students seeking admission under GUJARATI LINGUISTIC MINORITY category must submit/upload the relevant documents satisfying one or more of the following norms:

(Documents should be self-attested).

I. If student is Gujarati by birth, following documents can be accepted as a proof (ANY one of the following)

- Copy of the Vastipatruk (Cover page plus the relevant page where the name of the Applicant appears along with the names of his / her parents).
- 12th Std. (or equivalent) / 10th Std. (or equivalent) marksheet of either parent, showing Gujarati language being opted in either of the examinations.
- Certificate from the Head of the Community / Trust / institution (Government recognized- having Trust Registration Number) confirming the claim.
- 12th Std. (or equivalent) / 10th Std. (or equivalent) marksheet of the student, showing Gujarati language being opted in either of the examinations.



II. In case if the student is not GUJARATI by birth, but the mother of the applicant is Gujarati:

- a. Marriage certificate of mother indicating mother's name, along with marksheet of H.S.C (or equivalent) / S.S.C (or equivalent) showing that mother had opted for the Gujarati language as a subject in any of the aforesaid examinations.
- b. Certificate from the Head of the Community / Trust / institution (Government recognized- having Trust Registration Number) confirming the claim.
- c. Copy of the Vastipatrak (Cover page plus the relevant page where the name of the Mother appears along with the names of her parents).

B) STUDENTS whose name appeared in the Merit List under the Category of other reservations (DEFENCE, FREEDOM FIGHTERS, TRANSFER & SPORTS, CULTURAL, etc.) must submit/upload the relevant documents mentioned below:

- I. Document for Sports Category: Scanned copies of the certificates indicating achievements in Sports (at DSO/ National/ International level from registered and recognized organization) during the years 2019-20, 2020-21, 2021-22, 2022-2023.
- II. Document for Cultural Category: Scanned copies of the certificates indicating achievements in cultural activities representing the school at State / National level during the years 2019-20, 2020-21, 2021-22, 2022-2023.
- III. Document for Physically Challenged Category: Relevant document issued by Government Hospital.
- IV. Document for Freedom Fighter Category: Copy of Tamrapatra/ copy of freedom fighter's certificate issued by government authority.
- V. Document for Defence /Ex- Servicemen Category: Certificate from Zilla Sainik Welfare Association/ Identity Card or letter issued by relevant authority/ dependent card.
- VI. Document for Transfer Cases Category: Govt. Transfer Order specifying date of transfer.
- VII. Document for Fee concession: Relevant document. (from Government of Maharashtra only)
- VIII. Students (Girls) who are Widows/Divorcee: Relevant document

Note:

The College has right to ask for more than one document to confirm the admission under these Categories. Admission is provisional until all original documents are submitted and approved by University of Mumbai. Once the documents are verified by the college, the student shall receive



Shri Vile Parle Kelavani Mandal's
NARSEE MONJEE COLLEGE OF COMMERCE & ECONOMICS
(Empowered Autonomous)

NAAC Reaccredited 'A' Grade, CGPA : 3.42



another email for payment of fees. The student would be required to pay the fees online only within the stipulated time, through the link provided in the email.

The students are required to read the notice put up on the website carefully (regarding preferences) before submitting the preference form. Once the preference form is submitted, the change in preferences won't be considered.

Dr. Parag Ajagaonkar
Principal