

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

Vile Parle (West), Mumbai 400 056

14th June, 2024

**F.Y.J.C ADMISSIONS 2024-25
GUJARATI LINGUISTIC MINORITY QUOTA
ROUND ZERO
INSTRUCTION TO MERIT LISTERS**

The First Merit List for admissions to FYJC class of 2024-25 under the **GUJARATI LINGUISTIC MINORITY QUOTA** will be displayed on the college website on 18th June 2024.

The schedule for admissions is as under:

Document Verification &	18 th June 2024 (2.00 p.m. to 5.30 p.m.)
Acceptance of fees from students in	19 th June 2024 (11.30 a.m. to 5.30 p.m.)
the round zero list.	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 following steps.
2. Merit-listers must fill up **SVKM's Narsee Monjee College admission form of Gujarati Minority** 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 **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.**
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 10th standard mark sheet (for verification) & 1 self-attested photo copy. **(Maths & English are compulsory subjects in 10th standard)**
 - 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)

- Original Passing certificate & 2 self-attested photo copies.
 - Printout of **final copy** of SVKM's NM college Gujarati Minority admission form (refer point 2)
 - Government Part-1 form **verified**.
 - Government Part-2 form **locked** (CAP/Open and Gujarati Linguistic Minority).
 - Aadhar card of student (for verification) and 1 self-attested photo copy.
 - 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)
 - Undertaking for authenticity of proof of Gujarati Minority duly filled and signed.
 - Declaration for girls freeship scheme (for girls) from college website.
 - Documents proving Gujarati Linguistic minority status --
 - **VASTI PATRAK** (Cover page plus the relevant page on which the name of the applicant appears)
 - Certificate from the Head of the Community / Trust / Government recognized institution confirming the claim
 - **Birth certificates of student as well as that of Father and Mother.**
 - Either of the parents can produce their 10th std. mark sheet indicating Gujarati as one of the subjects at the 10th grade State Board examination (additional document).
8. All above documents need to be verified as per the schedule mentioned above.
9. Once documents are scrutinised and approved, the Verifiers will sign and stamp the NM Admission form and minority documents, after which the merit listers must go for uploading and payment of fees to the E-lab on the fifth floor.

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. 700 (Eligibility Fees) + Rs. 100/- (Application fees) = Total Rs. 1135/-

Course	FYJC Girls	FYJC Girls Other Than Maharashtra
F.Y.J.C.	Rs. 35/-+ Rs. 100/- (Application fees)=Total Rs. 135/-	Rs. 35/- + Rs. 700 (Eligibility Fees) + Rs. 100/- (Application fees)= 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) 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 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

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