

SVKM's Narsee Monjee College of Commerce & Economics
(Empowered Autonomous)
Vile Parle (West), Mumbai 400 056

29th August, 2025

F.Y.J.C ADMISSIONS 2025-26
OPEN/ CAP SEATS
SPECIAL ROUND THREE
INSTRUCTIONS TO MERIT LISTERS

The Merit List for admissions to FYJC class of 2025-26 under the **OPEN/ CAP SPECIAL ROUND THREE** is displayed on the college website.

The schedule for admissions is as under:

Document Verification & Acceptance of fees from students appearing in the respective merit list.	29.08.2025 (02.00 p.m. to 05.00 p.m.) & 30.08.2025 (12.00 p.m. to 05.00 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 THREE** 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 Three by clicking on the link below. For validation the merit lister needs to feed his/her **Government application form number 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
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**). 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)**
 - **Copy of 10th standard marksheet from digilocker**
 - Copy of 10th standard hall ticket
 - Original School leaving certificate/Transfer certificate and 2 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 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 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)
- Declaration for girls freeship scheme (for girls) from college website.

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

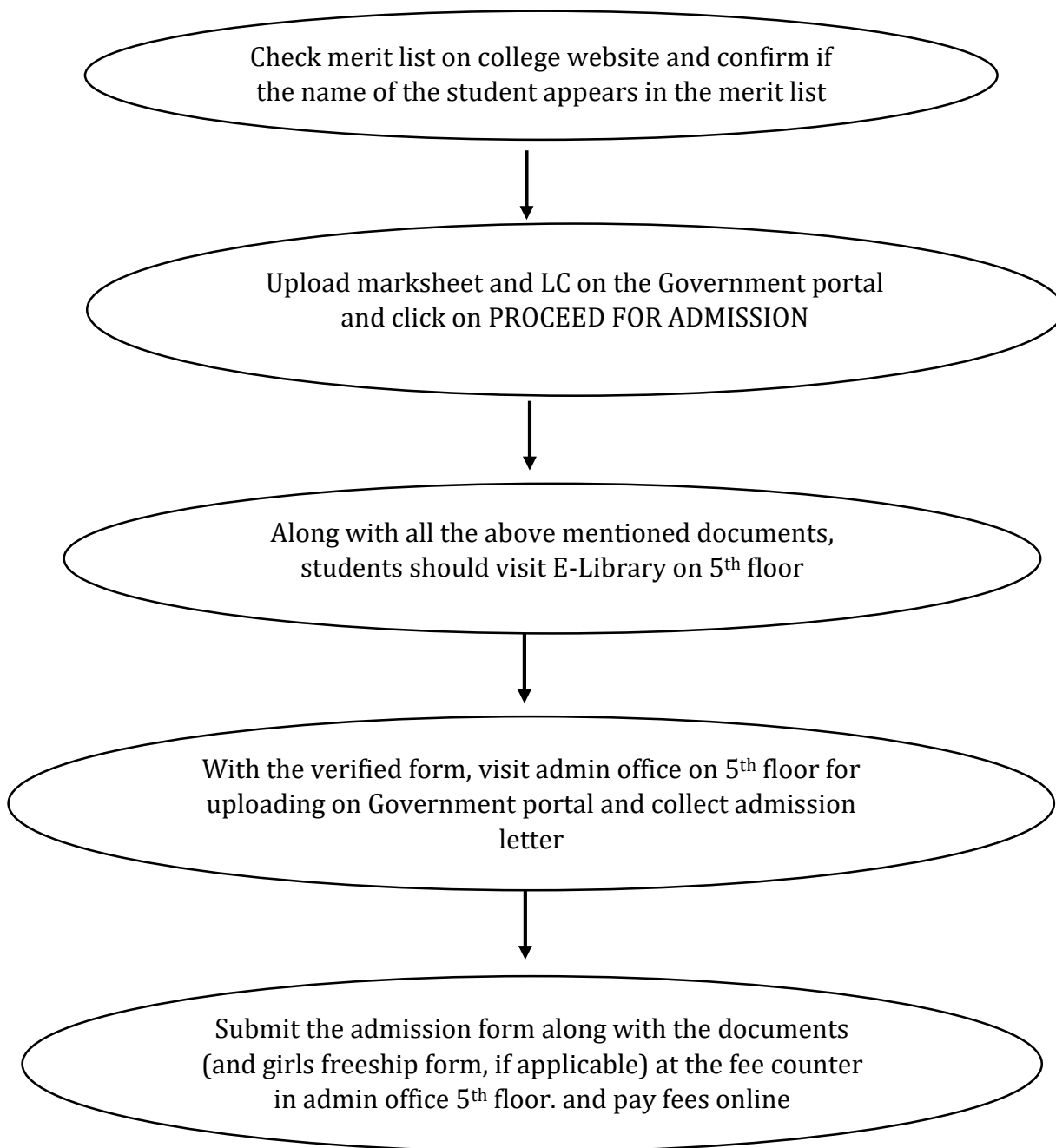
Date	Floor	Room No.	Sr. No.
29/08/25 to 30/08/25	5 th Floor	E Lab	All

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. 1000 (*Eligibility Fees) + Rs. 100/- (Application fees) = Total Rs. 1435/-
Course	FYJC Girls (who avail freeship)	FYJC Girls Other Than Maharashtra (who avail freeship)
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/-

*** Eligibility fees for foreign student is Rs. 1500/-**

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.
- 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
7. In case of any query/difficulty faced during admission process, visit the college between 10.00 a.m. to 4.00 p.m.



Dr. Parag Ajagaonkar
Principal