

SVKM's Narsee Monjee College of Commerce and Economics
ADMISSION PROCEDURE TO
F.Y.B.COM (other than In House), F.Y.B.M.S., F.Y.B.F.M., F.Y.B.Sc. (I.T.) AND
F.Y.B.A.F. CLASS
2019-2020

A. ADMISSIONS TO THE ABOVE MENTIONED CLASSES AT SVKM'S NARSEE MONJEE COLLEGE WILL BE THROUGH ONLINE SYSTEM ONLY.

I. PRE-ADMISSION ONLINE REGISTRATION AT THE UNIVERSITY WEBSITE

The student will have to FIRST register with the University of Mumbai by logging onto <http://mum.digitaluniversity.ac> for the link to the registration portal.

B. THE APPLICATION FOR ONLINE ADMISSION AT SVKM'S NARSEE MONJEE COLLEGE IS INTO TWO PHASES FOR ALL THE ABOVE MENTIONED COURSES. VIZ

PHASE I. PRE ADMISSION APPLICATION FORM (For Merit List Generation)

PHASE II. ADMISSION FORM (IS TO BE FILLED LATER BY THE CANDIDATE AFTER HIS / HER NAME APPEARS IN THE MERIT LIST)

PHASE I

1. The online admission process at SVKM's NARSEE MONJEE COLLEGE OF COMMERCE & ECONOMICS is in addition to the pre-admission registration process of UNIVERSITY OF MUMBAI. After the student has registered with the university, he/she will have to fill the phase I form of the college.
2. Applicants have to fill the form on-line only.
3. Applicants are required to fill a separate form for each category under which he/she wishes to apply i.e. if a candidate belonging to Gujarati Speaking Linguistic Minority wishes to apply under Gujarati as well as Open Category, he/she will have to submit two separate application forms one for Gujarati Speaking Linguistic Minority Category and other for Open Category and will have to pay Rs. 100/+GST 18% each.
4. The procedure for on-line submission of PHASE I - PRE-ADMISSION APPLICATION FORM:
Log on to the college website www.nmcollege.in or directly to the Portal <http://svkmepndbci.svkm.ac.in:50000/irj/portal>

Before you start filling the online application form, please ensure you have with you the following:-

Statement of marks of Std. 10th and 12th.

If you have not enrolled yourself on MKCL website the link is provided on the college form. It is mandatory to enroll yourself with University of Mumbai.

The online application must be made within the specified dates stipulated by the college .

You have to make a single **user id** on portal. With the same **user id** you can apply for NM, Mithibai and UPG college for all programs. For common programs offered across colleges, you have to apply through one college only by giving preference of whichever college you want to apply.

The payment of Application processing fee will be charged as per the number of college and programs you have applied for.

Please fill in all the mandatory fields i.e. fields marked with *.

Check the information entered by you in the application form carefully before submitting.

Once the application is submitted, no changes can be made thereafter.

Making online application does not mean that you have secured admission in any of the course.

After the submission of the form, please proceed for payment of the processing fees.

For Online payment use 'Check Application status' link on the portal & go to the Pay registration tab & click on that to proceed with the payment of admission processing fees.

Please note that your application will be considered only after successful payment of processing fees.

Please ensure that you have Adobe installed on your system.

Diploma/ IB applications applying for BMS course under open category should apply under Diploma / IB category.

After verifying that the information filled is correct, the candidate must now click the "Submit" button to submit the form. Please note that no correction can be made in the form after submission. Also an APPLICATION NUMBER is generated on submission of the form. Save the form and take the hard copy i.e. the printout of the form.

Please Note: If the application no. is not generated then it implies that the security instructions are not followed properly. So they are required to rectify the application and submit only the form which has the watermark of pre admission form at the time of Admission " not the "DRAFT COPY".

PHASE II (ADMISSION FORM)

For filling the Phase II form (after merit list) the candidate must login with the same user id with which he / she had filled the phase I form. The candidate must go to the link "check the status" and click on "POST ADMISSION FORM LINK" to fill this form. It is mandatory for the candidate to fill this form once his / her name appears on the merit list and bring the hard copy of the same to the college at the time of confirming the admission.

At the time of admission, the applicant is required to remain present in person along with his parent / guardian and submit the relevant documents and fees (demand draft/Payorder)

IN CASE OF ANY DOUBT OR QUERY, PLEASE CONTACT

- **PRINCIPAL: Dr. Parag Ajagaonkar**
- **VICE PRINCIPAL: Ms. Deepa Surve**

- **Chief Coordinator (SFC) Ms. Gomathi Iyer**

DOCUMENTS REQUIRED (At the time of Admission)

- **Hard Copy of Pre Admission online registration form of University of Mumbai**
- **Printout of phase I & Phase II form Form**
- **12 th Mark sheet and Leaving Certificate.(Original + 2 copies)**
- **One Photocopy of 10th /Equivalent Exam Marksheet**
- **Any one Photo copy of Ration Card / Telephone Bill / Electricity Bill as proof of residence.**
- **One photo Copy of Aadhar Card.**
- **Any other certificate as applicable, in the name of the student.**
- **3 recent photographs**
- **5 self addressed envelopes with stamp of Rs. 5 pasted on the envelope.**
- **2 copies of pre enrolment forms of the University of Mumbai.**
- **International Board(IB)/Cambridge Board students need to submit prima facie eligibility from University of Mumbai.**

Additional document required for the students under Gujarati Minority relevant to the following norms:

1. **SHOULD BE GUJARATI BY BIRTH AND SHOULD HAVE PASSED THE 12th EXAMINATION.**
2. **In case if the student is not GUJARATI by birth but the mother of the applicant is Gujarati, the marriage certificate of the parent indicating mother's name must be produced for verification.**
3. **In case of doubtful surnames, the parent will have to produce their 10th std. mark sheet indicating Gujarati as one of the subject at the 10th Std.**
4. **Certificate from the Head of the Community / Trust / institution (Government recognized) confirming the claim.**

ADMISSION WILL NOT BE GRANTED WITHOUT SUBMITTING THE ORIGINAL COPY OF THE MARKSHEETS AND THE LEAVING CERTIFICATE AND / OR MIGRATION CERTIFICATE.

Students are required to keep sufficient number of attested copies of their documents with them. College will not issue any of the original documents later for photocopying.

Please note that students under NRI/Foreign Nationals / PIO category are not eligible to apply in any other Category at the college.

Sr. No	Course	Open Category from Maharashtra Board	Open Category Other Than Maharashtra Board	Reserved Category (SC/ST/NT/DT/OBC) from Maharashtra Board	Reserved Category (SC/ST/NT/DT/OBC) other than Maharashtra Board	Pay Order/Demand Draft in favour of
1	F.Y.B.Com	5483	6,203	2,438	3158	N.M College of Com & Eco Escrow A/C
2	F.Y.B.M.S	17,383	18,103	2,438	3,158	N M College of Com & Eco BMS Escrow A/c
3	F.Y.B.A.F	17,683	18,403	2,438	3,158	N M College of Com & Eco Unaided Course Escrow A/c
4	F.Y.B.F.M	17,683	18,403	2,438	3,158	
5	F.Y.B.Sc.I.T	24,289	25009	3438	4,158	

Note:

1. The above figures include fees for eligibility and document verification, wherever applicable.
2. Social Reservation: As per Court Order - Writ Petition No. 1726 of 2001 the college shall not be able to admit students under any Social Reservation Category.
3. The concession in fees mentioned above for Social Reservation Category is applicable to only those students who have secured admission under open category merit and have valid caste documents. These students are eligible only for CONCESSION IN FEES.

**SCHEDULE FOR ADMISSIONS UNDER CATEGORIES FOR
F.Y.B.Com (other than In House), F.Y.B.M.S., F.Y.B.F.M., F.Y.B.A.F.
and F.Y.B.Sc. (I.T) COURSES**

Sr. no.	Particulars	Dates	Timings
1	Online link and submission of pre admission Online Enrolment form of University of Mumbai	From 29 th May 2019 to 10 th June 2019	Online link mum.digitaluniversity.ac
2	Submission of college on line pre Admission form (Phase I) on the college website	29 th May to 13 th June 2019(up to 12 noon)	Link available on college website www.nmcollege.in
3	FIRST MERIT LIST	13 th June 2019	5.00 p.m. college notice board and Website
	Verification of documents and Payment of Fees	14 th , 15 th and 17 th June 2019	9.00 a.m. to 12.30 pm.
4	SECOND MERIT LIST	17 th June 2019	5.00 p.m. On college Notice board and Website
	Verification of documents and Payment of Fees	18 th , 20 th June 2019	9.00 a.m. to 12.30 pm.
5	THIRD MERIT LIST	20 th June 2019	5.00 p.m. On college Notice board and Website
	Verification of documents and Payment of Fees	21 st June and 24 th June 2019	9.00 a.m. to 12.30 pm.

Further the students are required to keep at least 15 photo copies of the 12th standard mark sheet and leaving certificate for their future use.

Principal