

ADMISSIONS TO FYJC CLASS FOR THE YEAR 2014-2015.

IMPORTANT INSTRUCTIONS FOR APPLICANTS UNDER IN-HOUSE & MINORITY CATEGORY FOR ADMISSIONS TO ARTS, SCIENCE, COMMERCE STREAM (REGULAR), BIFOCAL COURSES (MINORITY CATEGORY ONLY) AND FOR ALL CATEGORIES OF HSC VOCATIONAL (MCVC)

- a. Admissions to the FYJC Class for all the three institutes under Shri Vile Parle Kelavani Mandal popularly known as **MITHIBAI COLLEGE, N M COLLEGE AND AVP (GOKALIBAI) JUNIOR COLLEGE WILL BE THROUGH ONLINE PROCESS**. Application forms are available on the following websites from **19TH June 2014 (from 2.00 p.m. onwards) to 24th June 2014 (till 4.00 p.m. on 24th June 2014)**.

www.mithibai.ac.in

www.nmcollege.in

www.aavpc.ac.in

- b. Cut Off % (last merit list) for different streams/courses and different categories for admissions to FYJC Classes for last year i.e. 2013 are as given below:

Classes for next year i.e. 2019 are as given below.

NAME OF THE COLLEGE : MITHIBAI COLLEGE		
Streams/Courses	Open	Minority
Arts	70.50%	65.00%
Science	86.90%	81.09%
Commerce	85.67%	85.17%
BI-FOCAL ELECTRONICS	91.27%	91.27%
BI-FOCAL COMPUTER SCIENCE	91.09%	90.73%
HSC Vocational / MCVC		
Electronics Technology	All applicant were eligible	
Medical Laboratory Technology		
Maintenance and Repairs of Electrical Domestic Appliances		
NAME OF THE COLLEGE : NARSEE MONJEE COLLEGE		
Commerce	90.72%	89.27%
HSC VOCATIONAL / MCVC		
Accounting & Auditing	84.36%	NA
Marketing & Salesman	77.64%	NA
Travel & Tourism	69.82%	NA
NAME OF THE COLLEGE : A.V.P. (GOKALIBAI) JUNIOR COLLEGE		
Science (Aided)	79.27%	58.67%
Science (Unaided)	76.00%	56.36%
Commerce (Unaided)	-----	68.00%
BI-FOCAL		
Electronics (Unaided)	78.17%	67.09%
Computer Science (Aided)	79.45%	88.36%
Computer Science (Unaided)	-----	75.64%

- c. The applicant can fill the form online from his/her residence or cyber café or any location where computer and internet facility is available.
- d. Students who have passed the X Std. Exam through CBSE Board are eligible to apply **ONLY** if they have appeared for the **CBSE BOARD EXAMINATION** and **NOT AT THE EXAMINATION CONDUCTED AT SCHOOL LEVEL**. Applicants who have passed their examinations from CBSE Board are required to submit a certificate from the Principal / Head Master / Head Mistress of the school stating that the student has appeared for the Board Examination and

not the School Examination. **NO FORM WILL BE ACCEPTED WITHOUT THIS CERTIFICATE.**

e. Schedule for issue/submission of the application forms:

Forms to be filled on the websites of the college www.mithibai.ac.in or www.nmcollege.in or www.aavpc.ac.in	Application forms are available online. Please refer to the notice displayed on the college notice board or on the college website from 19 June 2014 onwards to 24th June 2014 (till 2.00 p.m. on 24th June 2014)	
Submission of hard copy of the forms filled online along with the documents	1.30 p.m. to 4.30 p.m. From 20th June to 24th June 2014 (except holidays and Sundays) COMMERCE STREAM including MCVC courses in Commerce: N M College SCIENCE & ARTS STREAM including MCVC and Bifocal courses in Science: Mithibai College	
Display of 1st Merit List	25th June 2014	7.30 p.m.
Acceptance of fees from students in the 1st Merit List	26th, 27th and 28th June 2014	1.30 pm to 4.30 pm at respective colleges.
Display of 2nd Merit List	28th June 2014	7.30 p.m.
Acceptance of fees from students in the 2nd Merit List	30th June & 1 July 2014	1.30 pm to 4.30 pm at respective colleges.
Display of 3rd Merit List, IF REQUIRED	DATE WILL BE DECLARED BASED ON THE SCHEDULE OF ONLINE ADMISSION BY GOVT. OF MAHARASHTRA.	
Acceptance of fees from students in the 3rd Merit List		
Display of 4th and Final Merit List, IF REQUIRED		
Acceptance of fees from students in the 4th & Final Merit List		

f. **THE PROCEDURE FOR SUBMITTING THE FORM THROUGH ONLINE SYSTEM IS AS GIVEN BELOW:**

- i. The **ONLINE ADMISSION PROCESS** at SVKM's Mithibai College, N M College and AVP Junior College for all categories other than Inhouse and Minority **IS IN ADDITION** to the Online Admission System of Government of Maharashtra.
- ii. Applicants are requested to keep the following documents ready before they start filling the forms
 - a. Photocopy of the mark-sheet of the Xth Std examinations
 - b. Photocopy of any other certificate/s as required.
 - c. Internet Connection.
 - d. Your browser may ask you to allow blocked Pop-Ups or to run active contents. **Please choose Allowed Blocked Contents / Popup.**
- iii. You can apply **ONLINE** for
 - **ARTS STREAM** at **Mithibai College**
 - **COMMERCE STREAM (AIDED)** at **Mithibai & N M College**
 - **COMMERCE STREAM (UNAIDED)** at **AVP Junior College**
 - **SCIENCE STREAM (AIDED)** at **Mithibai & (UNAIDED & AIDED)** at **AVP Jr. College.**
 - **MCVC COURSES under Science Stream** at **Mithibai College (for all categories)**
 - **MCVC COURSES under Commerce Stream** at **N M College (for all categories)**
 - **Bi-FOCAL COURSES (for minority category only)** at **Mithibai College and**
 - **Bi-FOCAL COURSES (for minority category only) (UNAIDED & AIDED)** at **AVP Jr. College.**
- iv. You will be required to fill separate form for each stream/course.
- v. The procedure for on-line submission form:
 - a. Log on to the college website www.mithibai.ac.in / www.nmcollege.in / www.aavpc.ac.in
 - b. Click on the link for admission to **FYJC – 2014.**
- vi. **Flow of the form filling process:**
 - a. On execution of step v (above), you will be taken to a separate portal to fill the form.

- b. You will be required to register yourself by creating and entering the User id and password which will be used for future logins to the system. Select/Click the “**Register Now**” button. A new screen will be displayed where the applicant has to enter the user-id, his/her name, and password and reconfirm the pass word. Select/Click the “**Register Now**” button. Confirm the Registration. Log out of the system.
- c. Log into the system again using the User-id and the Password that you have created in (b). This will launch the online application system form.
- d. The applicant will be required to select the college, the course that he/she wants to apply for the academic year as 2014. Select/Click the “**Apply**” button. The screen will now display the admission form.
- e. The admission form consists of 8 screens
 1. **INSTRUCTIONS:** Please read the instructions very carefully before you proceed with filling the form online.
 2. **ELIGIBILITY DETAILS:** The applicant is required to select the STREAM of their choice, college/s in their order of preferences, category under which the candidate wants to apply, and other relevant details.
 3. **PERSONAL DETAIL:** Candidates will enter their personal details like their full name (as it appears in the marksheet of Xth Std.) , caste, blood group, Aadhar Card Number, date of birth, and other relevant details.
 4. **ADDRESS DETAILS:** Enter the Local address and Native place address.
 5. **EDUCATIONAL DETAIL:** Information filled under “**ELIGIBILITY DETAILS**” will be carried forward. Additional information related to the Xth Examination must be entered along with the language / optional subject preferences. **Candidates will not be allowed to change these options at a later date.**
 6. **PARENT/ GUARDIAN DETAILS:** Details of the parent / guardian of the applicants is to be entered. **Father’s / Mother’s email-id is one of the mandatory fields.**
 7. **PREVIEW:** This screen will generate the DRAFT COPY of application form in PDF format. Candidate can verify the information filled and make the corrections in the online application form before the form is submitted. Please note that this is the Draft Copy of the application form for admission and not the final copy. The Draft Copy of the Application form is generated without the application number.
 8. **SUBMIT:** After verifying that the information filled in steps (a) to (e(7)) 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 application form and take the hard copy i.e. the printout of the form.**
- vii. Please note that once the application number is generated, payment of Rs. 50/- (and in case if payment is made online additional convenience fee of Rs. 0.75 i.e. total Rs. 50.75) towards the application form is to be made. The payment can be made in two ways viz. by using the payment gateway provided on the website or through physical payment of the application fees at the college.
- viii. If payment of Rs. 50.75 is made and confirmed through the payment gateway, the applicant will receive an email confirming the payment. The applicant must submit the hardcopy of this mail along with the hardcopy of the application form along with the photocopy of the necessary documents to the college authorities.
- ix. **IRRESPECTIVE OF THE MODE OF PAYMENT OF THE APPLICATION FEE,** The applicant will have to submit the hardcopy of the application form submitted online along with the necessary documents to the college within the prescribed time schedule and the applicant will be given an acknowledgement. If the name of the applicant appears on the merit list, the original copy of this acknowledgement along with all the necessary documents and fees must be provided at the time of confirming the admission.
- x. **APPLICANTS ARE REQUIRED TO NOTE THAT ONLY THOSE NAMES WHERE APPLICATION NUMBER IS GENERATED & ACKNOWLEDGEMENT OF RECEIPT OF HARDCOPY OF THE UPLOADED ONLINE ADMISSION FORM is issued WILL BE CONSIDERED FOR generation of Merit List and Admission.**
- xi. Documents required while submitting the application form (**PHOTO** copy only) :
 - Hardcopy of the Pre Admission Online Registration form.
 - One passport size photograph
 - Xth Marksheet

➤ **Hardcopy of the receipt of the payment made.**

➤ **Any other certificate(s) as applicable.**

xii. **Hard Copy of the Online Admission Form** along with the documents specified in (xi) above will be accepted for all the colleges as per the streams given below:

a. **COMMERCE STREAM including MCVC courses in Commerce: N M College**

b. **SCIENCE & ARTS STREAM including MCVC and Bifocal courses in Science: Mithibai College**

xiii. Students applying under **GUJARATI LINGUISTIC MINORITY** must satisfy the following norms:

i. **SHOULD BE GUJARATI BY BIRTH AND SHOULD HAVE PASSED THE S.S.C. / EQUIVALENT EXAMINATION FROM MAHARASHTRA.**

ii. 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.

In case of doubtful surnames, the parent can produce their 10th std. mark sheet indicating Gujarati as one of the subject at the 10th Std. **OR**

Certificate from the Head of the Community / Trust / institution (Government recognized) confirming the claim.

xiv. If the name of the applicant appears on the merit list, the original copy of the acknowledgement along with all the necessary documents and fees must be provided at the time of confirming the admission.

g. In case if the applicant does not have access to computer facility, he/she can approach the concerned college. The colleges have made the necessary arrangement to assist the candidate in filling the form and taking the printout. Kindly note that this is a facility provided to the applicant and college cannot be held responsible for any lapse of any nature. Access to this facility is subject to the availability of resources at the college. Convenience fee of Rs. 50/- per application per college will be charged.

h. The merit list will be prepared from the applications received at the college within the prescribed time period.

i. Seats in the Junior College will be allotted as per the merit and order of preference of the applicant. However, choice of the optional subjects/optional languages in a junior college is subject to the availability of seats for that optional subjects/optional languages in that junior college.

j. Applicant whose name appears in the merit list of a particular junior college fails to secure admission in that junior college within the time period allotted will have **NO CLAIM IN THAT JUNIOR COLLEGE FOR SUBSEQUENT MERIT LIST AND WILL ALSO BE DROPPED FROM ALL THE SUBSEQUENT MERIT LISTS OF THAT JUNIOR COLLEGE.**

k. Applicant whose name appears in the merit list of the most preferred college i.e. the college with **FIRST PREFERENCE** must secure admission in the college within the prescribed time period failing which the candidate will have **NO CLAIM IN THAT COLLEGE AND WILL BE DROPPED FROM ALL THE SUBSEQUENT MERIT LISTS FOR THAT STREAM.**

l. It is pertinent to note that maximum one betterment option may be given to the student who is allotted the college which was the **SECOND** preferred college by the student. **BETTERMENT OPTION WILL BE IN THE ASCENDING ORDER OF THE PREFERENCE OF THE STUDENT.** This facility will be available provided the applicant secures admission in the college allotted to him.

m. If your name appears in the merit list, you will be required to secure the admission by paying the requisite fees and submitting the documents as specified below:

i. Original Mark sheet of Xth std. examination. (please keep at least two certified photo copies of the mark sheet for your future use)

ii. Original School Leaving Certificate of Xth std. along with attested true copy (please keep at least two certified photo copies of the School Leaving Certificate for your future use)

iii. Three recent unused copies of photographs of identity card size (3.5 cms x 3.5 cms)

iv. Proof of residence address like photocopy of the Aadhar Card, Passport, Ration Card, Telephone Bill (Land Line).

v. Three window envelopes with postal stamps of Rs. 30/- affixed on each of the envelope.

n. **MODE OF PAYMENT OF FEES:**

FOR N M COLLEGE:

For F.Y.J.C. regular:

FOR BOYS / GIRLS STUDENTS WHO ARE NOT ELIGIBLE FOR GIRLS FREESHIP:

Demand Draft / Pay Order of Rs. 335/- (payable at Mumbai) in favour of "N.M. JUNIOR COLLEGE OF COMMERCE AND ECONOMICS"

FOR GIRLS STUDENTS WHO ARE ELIGIBLE FOR GIRLS FREESHIP: Rs. 35/- IN CASH only.

FOR M.C.V.C. (HSC Vocational):

FOR BOYS / GIRLS STUDENTS WHO ARE NOT ELIGIBLE FOR GIRLS FREESHIP:

Demand Draft / Pay Order of Rs. 935/- (payable at Mumbai) in favour of "N.M. JUNIOR COLLEGE OF COMMERCE AND ECONOMICS"

FOR GIRLS STUDENTS WHO ARE ELIGIBLE FOR GIRLS FREESHIP:

Demand Draft / Pay Order of Rs. 635/- (payable at Mumbai) in favour of "N.M. JUNIOR COLLEGE OF COMMERCE AND ECONOMICS"

FOR MITHIBAI COLLEGE:

WITHOUT FREESHIP: Arts Rs. 330/-, Science Rs. 405/-, Commerce Rs.330/- and MCVC Rs. 1115/-.

FOR GIRLS ELIGIBLE FOR FREESHIP: Arts Rs. 30/-, Science Rs. 35/-, Commerce Rs.30/- (in cash only) and MCVC Rs. 735/-.

FEES TO BE PAID BY PAY ORDER OR DEMAND DRAFT ONLY IN FAVOUR OF "CHAUHAN JUNIOR COLLEGE" EXCEPT THE FEES PAID BY THE GIRL STUDENT WHO ARE AVAILING FREESHIP

FOR COMPUTER SCIENCE : Fees : Rs. 20000/-.

FOR ELECTRONICS : Fees : Rs. 15025/-.

FEES TO BE PAID BY PAY ORDER OR DEMAND DRAFT ONLY IN FAVOUR OF "CHAUHAN JUNIOR COLLEGE UNAIDED COURSES".

NOTE: AFTER THE SUBJECTS ARE ALLOTTED, STUDENTS WITH I.T. AS ONE OF THE SUBJECTS WILL BE REQUIRED TO PAY ADDITIONAL FEES OF RS. 6000/-.

FOR AVP (GOKALIBAI) JUNIOR COLLEGE: As mentioned in the Prospectus.

ELIGIBILITY FOR GIRLS FREESHIP:

- ✓ The parents should be residents of Maharashtra State for not less than 15 years.
- ✓ The daughter should not be the fourth or the subsequent child

Note: Students should write the following at the back of the demand draft / pay order Name, Percentage, Printed serial number of the admission form and Telephone number

IN CASE OF ANY DOUBT OR QUERY, PLEASE CONTACT

- i. **MR. S KAMARAJ (VICE PRINCIPAL) OR MRS. KUSUM MAHADIK (SUPERVISOR) : FOR N M COLLEGE**
- ii. **MRS. SWAPNA DURVE (VICE PRINCIPAL), MRS. SMITA PHATAK (SUPERVISOR), MRS. PRATIBHA NADKARNI (SUPERVISOR) & Dr. HARINI CHOUTA : FOR MITHIBAI COLLEGE**
- iii. **MR. MAYUR MEHTA (VICE PRINCIPAL) AVP JUNIOR COLLEGE**

OR

THE PRINCIPAL OF THE RESPECTIVE COLLEGE.

Dr. Dileep Kamat
I/c Principal
Mithibai College

Mrs. Dharmishta Ghedia
Principal
AVP Junior College

Sunil B. Mantri
Principal
N M College

PHASE I: NEW STUDENT REGISTRATION / USER ID CREATION PROCESS

Click on the Admission form 2014-15 link on the college web site

Step 1 : After Clicking on admission link on website



The screenshot shows the SAP NetWeaver login page. On the left is a photo of a man in a suit. On the right, there's a login form with fields for 'User' and 'Password', and a 'Log On' button. A callout box labeled 'Step 1' points to the 'Register Now' link next to the 'User' field. Below the form, there's a link for 'Ligon Problems? Get Support'.

SAP NetWeaver

Step 1
Click on Register Now

New Here? [Register Now](#)

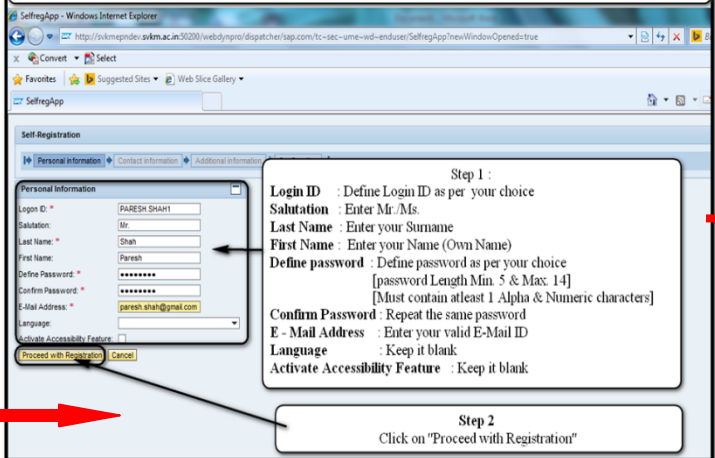
User *
Password *

Log On

Ligon Problems? [Get Support](#)

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Step 2 : After Clicking on "Register Now" follow below mentioned steps



The screenshot shows the 'Self-Registration' page in a web browser. It has tabs for 'Personal Information', 'Contact Information', and 'Additional Information'. The 'Personal Information' tab is active, showing fields for 'Login ID', 'Salutation', 'Last Name', 'First Name', 'Define Password', 'Confirm Password', 'E-Mail Address', and 'Language'. A callout box labeled 'Step 1' lists instructions: 'Login ID : Define Login ID as per your choice', 'Salutation : Enter Mr./Ms.', 'Last Name : Enter your Surname', 'First Name : Enter your Name (Own Name)', 'Define password : Define password as per your choice [password Length Min 5 & Max 14] [Must contain atleast 1 Alpha & Numeric characters]', 'Confirm Password : Repeat the same password', 'E - Mail Address : Enter your valid E-Mail ID', 'Language : Keep it blank', and 'Activate Accessibility Feature : Keep it blank'. Another callout box labeled 'Step 2' points to the 'Proceed with Registration' button.

Self-Registration

Personal Information

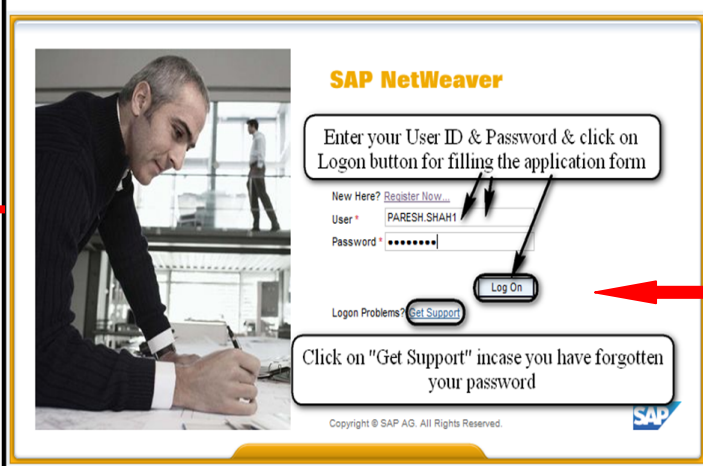
Login ID *
Salutation *
Last Name *
First Name *
Define Password *
Confirm Password *
E-Mail Address *
Language *

Step 1 :

Login ID : Define Login ID as per your choice
Salutation : Enter Mr./Ms.
Last Name : Enter your Surname
First Name : Enter your Name (Own Name)
Define password : Define password as per your choice
[password Length Min 5 & Max 14]
[Must contain atleast 1 Alpha & Numeric characters]
Confirm Password : Repeat the same password
E - Mail Address : Enter your valid E-Mail ID
Language : Keep it blank
Activate Accessibility Feature : Keep it blank

Step 2
Click on "Proceed with Registration"

Step 4 : After Clicking on "Finish" Button follow below mentioned step



This screenshot is identical to the one in Step 1, showing the SAP NetWeaver login page. A callout box labeled 'Step 1' points to the 'Log On' button. Another callout box points to the 'Get Support' link with the text 'Click on "Get Support" incase you have forgotten your password'.

SAP NetWeaver

Enter your User ID & Password & click on Logon button for filling the application form

New Here? [Register Now](#)

User *
Password *

Log On

Ligon Problems? [Get Support](#)

Click on "Get Support" incase you have forgotten your password

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Step 3 : After clicking on "Proceed with Registration" follow the step mentioned



The screenshot shows the 'Confirmation of Registration' page. It has tabs for 'Personal Information', 'Contact Information', 'Additional Information', and 'Confirmation'. The 'Confirmation' tab is active, showing a 'Registration completed' message and a 'Finish' button. A callout box labeled 'Step 1' points to the 'Finish' button with the text 'Click on "Finish" It will take you to the user registration screen'.

Self-Registration


Confirmation of Registration

Registration completed

Finish

Step 1 :
Click on "Finish"
It will take you to the user registration screen

After clicking on "submit" button following message will be displayed



The screenshot shows the 'LogonHelp' page. It has tabs for 'Personal Information', 'Security question', and 'Confirmation'. The 'Confirmation' tab is active, showing a 'Confirmation of Password Reset' message: 'New password was assigned and sent by e-mail'. A callout box labeled 'Click on "Continue"' points to the 'Continue' button. Another callout box points to the message with the text 'New password will be sent to the registered e-mail ID'.

LogonHelp

Personal Information

Security question

Confirmation

Confirmation of Password Reset

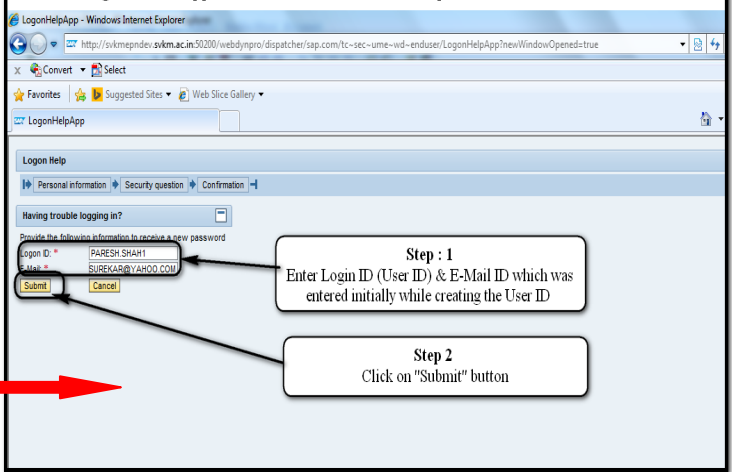
New password was assigned and sent by e-mail

Continue

Click on "Continue"

New password will be sent to the registered e-mail ID

After clicking on "Get Support" follow below mentioned steps



This screenshot is identical to the one in the previous block, showing the 'LogonHelp' page. A callout box labeled 'Step 1' points to the 'Submit' button with the text 'Enter Login ID (User ID) & E-Mail ID which was entered initially while creating the User ID'. Another callout box labeled 'Step 2' points to the 'Submit' button with the text 'Click on "Submit" button'.

LogonHelp

Personal Information

Security question

Confirmation

Having trouble logging in?

Provide the following information to receive a new password

Login ID *
E-Mail *

Submit

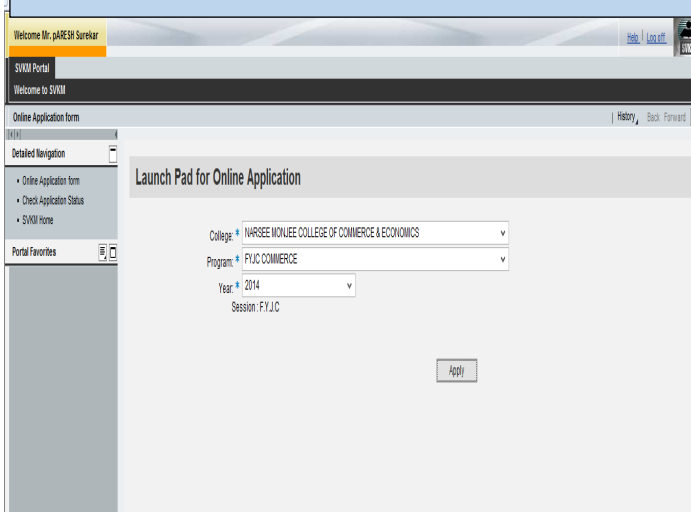
Step 1 :
Enter Login ID (User ID) & E-Mail ID which was entered initially while creating the User ID

Step 2
Click on "Submit" button

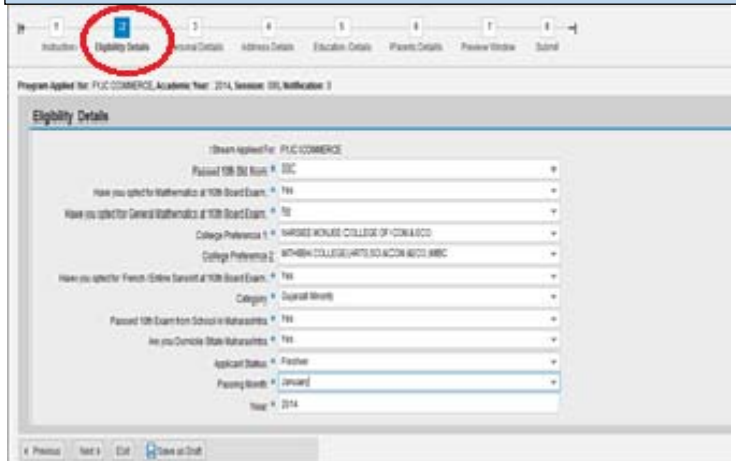
PHASE II: Steps for submitting an Application form for admission to the Jr. College.

Login to the college portal using the user id and password (as defined in the new student registration process)

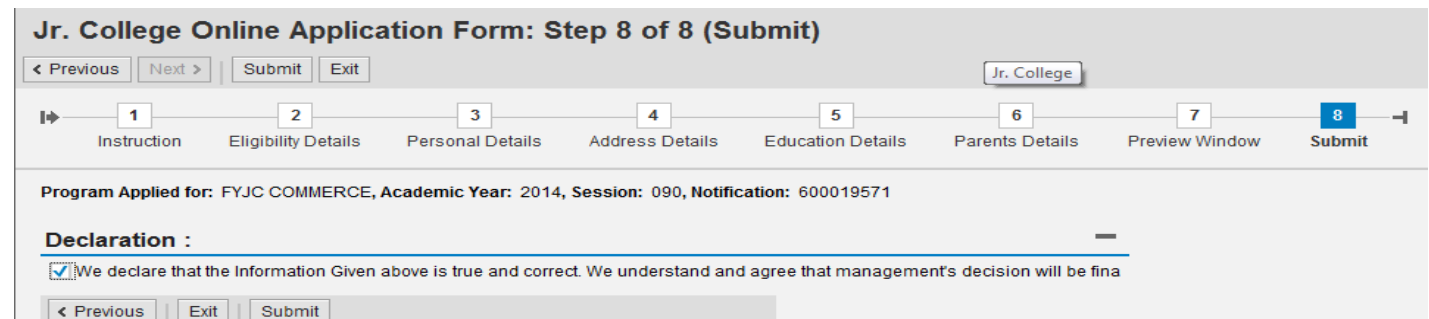
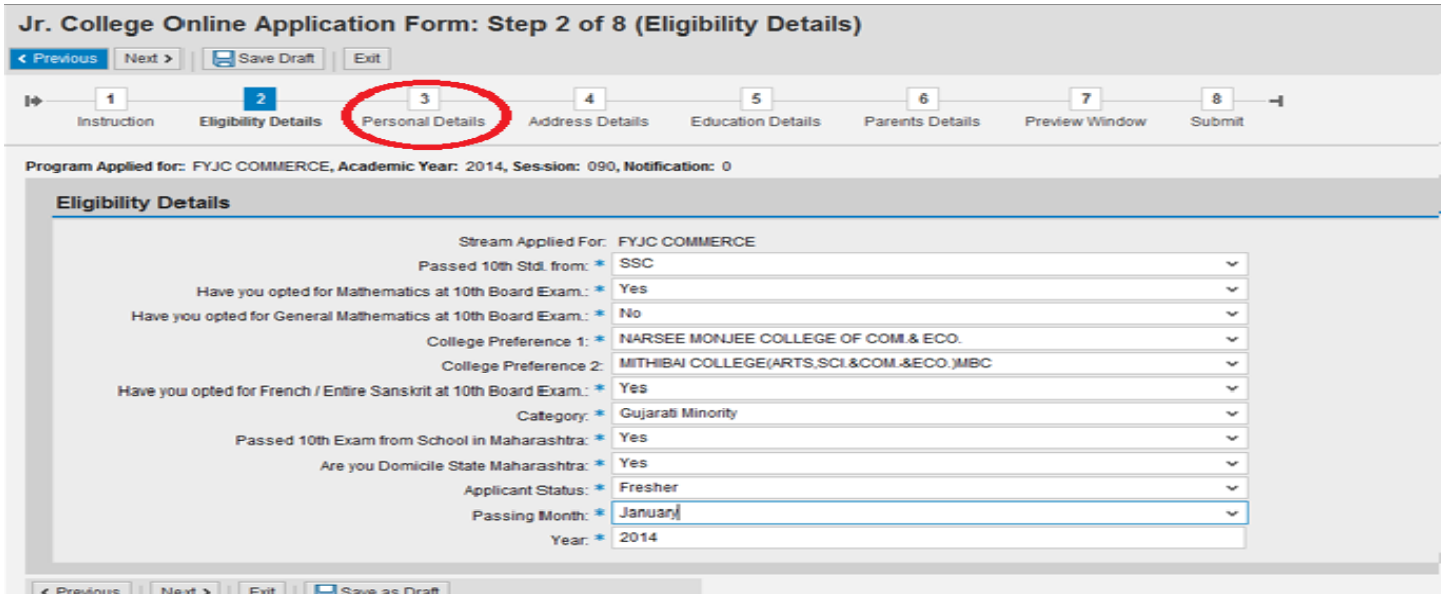
Step 1: Choose appropriate college, Program, Year



Step 2: Read the instructions and select the Check-box ☒ to confirm. Select icon 'Eligibility Details' and Proceed to enter Eligibility Details and save the



Step 3: Select icon 'Personal Details' or Click on Next to proceed. Enter all your personal details ensuring that no mandatory field is left blank. The system will not allow the candidate to proceed to the next step until all the fields necessary on a screen are entered. Now, Complete the steps 4 – 7 in a similar manner.



Select the check box at the bottom left of the form to accept the declaration, **Kindly check the draft copy of your form before Clicking on the submit button.** After submitting the Form on-Line, submit a hard copy in the college.

1. How I will start filling the form?

First you will go to the website of the college. Click on the link for online application. It will open a page. Register yourselves with a user id and password and start filling the form.

2. How do I fill the form?

After registering you enter the user name and password in the login screen and start filling the form by entering the required details

3. Should I fill form for multiple colleges using single user id ?

Yes, you have to fill all the forms for all required colleges with single user id and password.

4. What if I forget the password?

Please use Get support option in the login page. Enter your userid and email id, an email will come to you. If in any case email is delayed, please contact the concerned college and give your user id and contact details (email and contact number). We will reset the password for you.

5. What if I get a time out error?

*Time out error will come when you make the screen idle for more than 15 minutes. Go to **check application status**, and click on edit to continue filling the form.*

6. What if my internet connectivity is lost while filling?

*Close the page. Once internet comes back login again and go to **check application status** and click on edit and continue to fill the form.*

7. What if I face issues while filling the form?

Please contact your concerned college. Please give user id password and application number. We will get back to you after solving the issues.

8. What if I get a login screen when I am filling the form or opening the form for the first time?

Please refresh the page or close the window and open it again.