

**Nagindas Khandwala College of Commerce, Arts and Management Studies and Shantaben
Nagindas Khandwala College of Science (Empowered Autonomous)**

**Guidelines for Online Admission Process for Second Year and Third Year All Courses
Academic Year 2024 - 2025**

• **NOTE : PLEASE READ FIRST**

1. There is no offline admission.
2. Application forms with incomplete entries will not be considered.
3. Submission of wrong information or false data will lead to cancellation of admission.
4. Keep all the scanned documents ready before filling up of the online admission form.
5. Keep your proper Passport size Photograph scanned with white background and signature ready for upload.
6. **Do not upload selfies in Photo.** Your photograph will be used for your mark sheet so upload a proper formal photograph
7. Size of photographs should not exceed 500 KB and signature 300 KB. The size of documents should not exceed 200 KB
8. While filling Personal Details, enter your name in Marathi properly as it will be used in your Convocation (Degree Certificate)

• **INSTRUCTIONS FOR DOCUMENT UPLOAD:**

1. All documents shall be uploaded in PDF/JPG format only.
2. Size of the PDF/JPG documents uploaded shall not exceed to 200 KB.
3. It will be responsibility of students to scan all the relevant documents with clarity.
4. Mandatory documents have to be uploaded.

• **LIST OF DOCUMENTS TO BE UPLOADED:**

1. Student Photograph.
 2. Gujarati Minority Certificate – those students whose mother tongue is Gujarati should upload their Minority Samaj Certificate /Gujarati Minority Affidavit. (**Mandatory**)
 3. Address Proof - Aadhaar Card – (**Mandatory**)
Those students whose Residential address is changed during the current Academic Year 2024-2025 are required to give separate application along with necessary proof viz. Ration Card, Flat/Room Agreement, etc.
 5. Caste Certificate – Students who belong to Reserved Category such as (SC/ST/NT/OBC/SBC) – from Maharashtra government (**Mandatory**)
 6. ABC ID Card – (**Mandatory**) . Those students who have not yet created their ABC ID follow this link – <https://www.abc.gov.in/login.php>
 6. H.S.C. Leaving Certificate (**Mandatory**).
 7. Semester marksheet – Sem – I & II for SY Students & Sem – I, II, III & IV for TY Students
 8. H.S.C. Marksheet.
 9. Certificate of Divyangjan /Learning Disability : Divyangjan / Learning Disability students should upload their Certificates.
- For TYBCOM & TYBA Admission subject preference will be given as per merit basis.

M Datta

**PROF. (DR.) MOUSHUMI DATTA
PRINCIPAL**

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