

# GUIDELINES FOR FORM FILLING FOR FYJC ADMISSION

General Round 2020–21

Entire process is online.

Students who wish to confirm admission in our college will give consent by clicking “proceed” admission on Government fyjc online portal using their login credentials.

<https://mumbai.11thadmission.org.in/Public/Home.aspx>

College authorities will upload form on government portal after completing the above process.

Email id for queries : [fyjcadm@nkc.ac.in](mailto:fyjcadm@nkc.ac.in),

contact number : 28072262 / 28085424 (10.00 a.m. to 4.30 p.m. on working days)

Steps to follow college admission process are as under :

**Note - 1. Please upload passport size colour photo white background.**

**Please do not upload selfies and wearing school uniform photo.**

**2. Please provide clear picture of signature (scanned copy of signature on a white plain paper and with the black pen)**

**3. \* Marks Fields are mandatory to be filled.**

**4. Documents to be uploaded : Fyjc online admission form Part I and Part II 10<sup>th</sup> std marksheet, School Leaving Certificate, Undertaking from admission portal, Minority Certificated / Affidavit/ Undertaking of fyjc form.**

**5. Once the form is confirmed no changes can be done.**

Step 1 You will get a SMS regarding with Username and Password. Using this user name and password, student will login on

<https://enrolonline.mastersofterp.in/CollegeHome/Index/BSGD>

Step 2 Read the instructions carefully and then click on **Continue** to proceed.

Step 3 After Clicking on **Continue** and it will show up menu option for form filling

Step 4 Enter your proper and correct personal data, and Click on **Save Next**

Step 5 Fill the address details and click on **save and next.**

Step 6 Enter your Last Qualifying Exam Details (10th). (Please enter the details carefully).and click on save and next.

Step 7 Upload all the required documents and click on **save and next**

Step 8 Fill the Subject by selecting subject or subject group (3 preferences) and **click** on save and next. Step 10 Upload Photo and Signature and click on **save and next.**

Step 9 Click on **Pay Now** button for the payment of online admission form fees.

**Kindly confirm your form** after payment of admission form fees.

Step 10 After **Payment** is Successful you will get Registration confirmation.

Step 11 Click on PREVIEW button to check all the details entered by you in the form are correct. If any correction is there then please do the necessary changes and **Click on Confirm Application**

Step 12 After Complete Process is done, Click on Print Application to take copy of the form filled also click on the Print Receipt to take the copy of Payment receipt

Step 13 Form and documents uploaded will be verified by college authorities. College may contact in case of any discrepancies in the documents uploaded and will ask to upload correct document.

Step 14 Payment link will be sent.

**\*\*\*\*\*ONCE THE FORM IS CONFIRM NO CHANGES WILL BE DONE\*\*\*\*\***

## **IMPORTANT NOTE: -**

In Queries regarding payment issue, where payment is deducted but still shows “**PAY NOW**” option again,

1. Refresh the page by pressing (CTRL + F5) Or wait for Next 24 hrs (Do not make multiple transactions)
- For any technical support contact via email: [fyjcadm@nkc.ac.in](mailto:fyjcadm@nkc.ac.in)  
Please mention your Registration number, name of the student mobile number, username and password of the User Applying for which course, Query the user is facing. Contact Number.