**KET's V.G.VAZE COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS) MULUND (EAST) MUMBAI-400081**

## NOTICE FOR FIRST YEAR ADMISSION
# Institute Round
## Academic Year 2024-2025

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- ➢ **Bachelor of Management Studies**
- ➢ **Bachelor of Business Administration**

- ➢ **FOLLOWING TWO STEPS ARE COMPULSORY FOR SEEKING ADMISSION**

| FIRST STEP | Submission **Pre- Admission Online Enrolment Form** on <u>University Website :-</u> **http://muugadmission.samarth.edu.in/** | **26ᵗʰ October  2024 and 28ᵗʰ October 2024** Last Date (Time: - 10.00 am  to 1.00 pm) |
|---|---|---|
| SECOND STEP | Online Submission of **Vaze College Admission Form** :- https://enrollonline.co.in/Registration/Apply/VAZE | |

**IMPORTANT POINTS TO BE NOTED DURING THE ADMISSION PROCEDURE**:

1. First Fill **Pre-Admission Online Enrolment Form** on University Website (**It is MANDATORY**) **http://muugadmission.samarth.edu.in/**

- ➢ **They can select the courses mentioned below on the University of Mumbai Portal.**

1. Bachelor of Management Studies (Autonomous)
2. Bachelor of Business Administration (Autonomous)

## Instructions for Online College Admission Form Filling:

| Steps No. | |
|---|---|
| 1 | Click on **https://enrollonline.co.in/Registration/Apply/VAZE** to visit the Student Portal and then click on the "Get User name and Password" button given on the screen. |
| 2 | College provides user id and Password on students mobile number registered in your application. |
| 3 | Enter the credentials which you have received and click on the Sign option to Successfully Login into the System. |

| | |
|---|---|
| 4 | Now click on the Personal Tab present on the left-hand side of the screen. In the first field that is personal, you need to enter your details here like your first name, middle name, last name, email, gender etc. Once you complete filling in the personal details click on "Save and Next Button". **(Please note that all the red mark fields are mandatory.)** |
| 5 | The next page is address details, here you need to fill in your Personal or Local address. Once you complete filling in the address details form click on "Save and Next Button". |
| 6 | Next page is photo and signature page, here you need to Upload Your Photo and Signature. Click on the Upload Photo and Upload Signature and select the valid file. Once you complete uploading photo and signature then click on "Save and Next Button". (Note: photo size should be max 500kb and Signature size should be max 300kb) |
| 7 | Next page is confirm, you need to Confirm All the Details you have filled because you will not be able to Update/Edit the data after Confirmation. Once you are sure that the details entered by you are true and correct click "Confirm" Button. |
| 8 | Now to print your application click on "Print Application" Option present in the left-hand side of the screen. Application form will include all your details such as personal details, academic details, photo-signature etc. |

| Course Name | Mobile No. | Time |
|---|---|---|
| **Inquiry Number** | 8591536020 | 10.00 am to 1.00 pm and 2.00 pm to 4.00 pm |

# Admission form and Documents Verification

| Course Name | Date | Time | Venue |
|---|---|---|---|
| FYBMS & FYBBA | 26$^{th}$ October 2024 | 10.00 am to 1.00 pm | Regarding Room (First Floor) |
| | 28$^{th}$ October 2024 | 10.00 am to 3.00 pm | Counter no. 2 |
| Caste Certificate Verification | 26$^{th}$ & 28$^{th}$ October 2024 | Lunch Break at 1 to 2 pm) | Counter no. 7 (Ground Floor) |

## **Document Required for Verification of Admission Forms: - along with Original Documents**

1. Admission Form of **Vaze College**
2. Pre- Admission Form submitted to **University of Mumbai** (Two Copies)
3. Self attested Photocopy of CET Marksheet
4. Self attested Photocopy of CAP Round Form

5. Self attested Photocopy of S.S.C. Marksheet
6. Self attested Photocopy of S. S. C. Leaving Certificate
7. Self attested Photocopy of H.S.C. Marksheet (Two Copies)
8. Self attested Photocopy of H. S.C. Leaving Certificate
9. Self attested Photocopy of Caste Certificate (Two Copies- **if applicable**)
10. Self attested Photocopy of Caste Validity (Two Copies - if applicable)
11. Self attested Photocopy of Non Creamy Layer Certificate for Reserve Category Students valid to 31st March 2025
12. Self attested Photocopy of Reservation for Ex- servicemen, Sport Quota, etc
13. Undertaking form
14. Photocopy of Adhar Card
15. ABC ID Certificate
16. Self attested Photocopy of Birth Certificate
17. Self Attested copy of Domicile Certificate

## **Documents for Other Than Maharashtra State Board Students along with Original Documents**

1. Admission Form of **Vaze College**
2. Pre- Admission Form submitted to **University of Mumbai**
3. Self attested Photocopy of CET Marksheet
4. Self attested Photocopy of CAP Round Form
5. Self attested Photocopy of Migration Certificate
6. Self attested Photocopy of S.S.C. Marksheet and Passing Certificate
7. Self attested Photocopy of H.S.C. Marksheet& Passing Certificate (Two Copies)
8. Self attested Photocopy of H. S.C. Leaving Certificate
9. Self attested Photocopy of Caste Certificate (Two Copies - if applicable)
10. Self attested Photocopy of Caste Validity (Two Copies - if applicable)
11. Self attested Photocopy of Non Creamy Layer Certificate for Reserve Category Students valid to 31st March 2025
12. Photocopy of H. S. C. Hall Ticket (**Only for CBSE Board Students**)
13. Self attested Photocopy of Reservation for Ex- servicemen, Sport Quota, etc
14. Undertaking form
15. Photocopy of Adhar Card
16. ABC ID Certificate
17. Self attested Photocopy of Birth Certificate
18. Self Attested copy of Domicile Certificate

## **Payment of fees: -**

| Date | 26th October 2024 to 28th October 2024 |
|------|------|
| Time | 10.30 am to 5.00 pm (Last date) |
| Venue | Counter no. 2, 3 & 4 |

# Admission Fee Payment: -

The F. Y.B. M. S. and F. Y. B. B. A. students of INSTITUTE ROUND LIST, **After approval from admission committee you will receive the message for payment of Fees. Students has to click the link and pay the fees. Whichever is applicable.**

| Name of the Courses | Maharashtra Board Students | Other than Maharashtra Board Students | Payment Mode |
|---|---|---|---|
| F. Y. B. M. S. | 31,555/- | 32,375/- | Google Pay or DD in favor of "KET's V. G. Vaze College, SFC" |
| F. Y. B. B. A. | 56,340/- | 57,160/- | |

## IMPORTANT

The University of Mumbai "**PRE-ADMISSION ONLINE ENROLMENT FORM**" is a **MANDATORY** requirement for all students aspiring for admission to any college affiliated to University of Mumbai.

## NOTE ON MINIMUM ATTENDANCE REQUIREMENTS:

As per Ordinance of University of Mumbai 0.6086 dated 05/05/2014, 75% attendance at Lectures/Practicals is mandatory. Students joining this College are required to read and accept the provisions of the rules under Autonomy specially related to Attendance.

Students are expected to observe all rules and regulations with respect to discipline on campus. Students who have serious complaints of indiscipline against them during the year will not be re-admitted to the college in 2025-2026.

Date-25/10/2024                                                      **Principal**