



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

**NOTICE FOR FIRST YEAR ADMISSION  
Institute Round  
Academic Year 2025-2026**

- **Bachelor of Management Studies**
- **Bachelor of Business Administration**
- **FOLLOWING TWO STEPS ARE COMPULSORY FOR SEEKING ADMISSION**

<b>FIRST STEP</b>	Submission Pre- Admission Online Enrolment Form on University Website :- <a href="http://muugadmission.samarth.edu.in/">http://muugadmission.samarth.edu.in/</a>	<b>3rd September 2025 to 6th September 2025</b> Last Date (Time: - 10.00 am to 4.00 pm)
<b>SECOND STEP</b>	Online Submission of Vaze College Admission Form :- <a href="https://enrollonline.co.in/Registration/Apply/VAZE">https://enrollonline.co.in/Registration/Apply/VAZE</a>	

**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 <a href="https://enrollonline.co.in/Registration/Apply/VAZE">https://enrollonline.co.in/Registration/Apply/VAZE</a> 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". <b>(Please note that all the red mark fields are mandatory.)</b>
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
<b>Inquiry Number</b>	8591536020	10.00 am to 1.00 pm and 2.00 pm to 4.00 pm

## Admission form and Documents Verification

Course Name	Time	Venue
FYBMS & FYBBA	10.00am to 4.00pm (Lunch Break at 1 to 2 pm )	Counter no. 4
Caste Certificate Verification	10.00am to 4.00pm (Lunch Break at 1 to 2 pm )	Counter no. 3

## 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. Original and Self attested Photocopy of H.S.C. Marksheet (Two Copies)
8. Original and 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 31<sup>st</sup> March 2026
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. Original and Self attested Photocopy of Migration Certificate
6. Self attested Photocopy of S.S.C. Marksheet and Passing Certificate
7. Original and Self attested Photocopy of H.S.C. Marksheet & Passing Certificate (Two Copies)
8. Original and 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 31<sup>st</sup> 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

**Note:-** Other than Maharashtra Borad students visit to office (Non- Teaching Staff) After verification of payment of admission fee.

Courses Name	Non Teaching Staff
F.Y. B.M.S and F.Y. B.B.A	Mrs. Alka Gambhire ( Counter - 3)

## Payment of fees: -

Date	3rd September 2025 to 6th september 2025
Time	10.00 am to 3.00 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.	40,000	40,820	Google Pay OR DD in favor of "KET's V. G. Vaze College, SFC"
F. Y. B. B. A.	62,000	62,820	

## 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-26-08-2025



  
**Principal**  
V. G. Vaze College (Autonomous)  
Mulund (East), Mumbai - 400 081.