



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

**REVISED NOTICE FOR FIRST YEAR ADMISSION  
INSTITUTE LEVEL  
Academic Year 2025-2026**

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

|                    |                                                                                                                                                                                   |                                                                                                     |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>FIRST STEP</b>  | Submission <b>Pre- Admission Online Enrolment Form</b> on <u>University Website :-</u><br><a href="http://muugadmission.samarth.edu.in/">http://muugadmission.samarth.edu.in/</a> | <b>7<sup>th</sup> to 10<sup>th</sup> October 2025</b><br>Last Date<br>(Time: - 10.00 am to 3.00 pm) |
| <b>SECON DSTEP</b> | Online Submission of <b>Vaze College Admission Form :-</b><br><a href="https://enrollonline.co.in/Registration/Apply/VAZE">https://enrollonline.co.in/Registration/Apply/VAZE</a> |                                                                                                     |
| <b>THIRD STEP</b>  | Students are required to bring printout of College online admission form. For details refer to instructions given below                                                           |                                                                                                     |

**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 to login and use the User name and Password" button given on the screen.                                                                                                                         |
| 2         | User id and Password will be send on students mobile number registered in CET Portal.                                                                                                                                                                                                                                                                                    |
| 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<br>(Lunch Break at 1 to 2 pm ) | Multi – Media<br>(First Floor) |
| Caste Certificate Verification | 10.00am to 4.00pm<br>(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. Original 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. Original and Self attested Photocopy of Caste Certificate (Two Copies- **if applicable**)
10. Original and Self attested Photocopy of Caste Validity (Two Copies - if applicable)
11. Original and Self attested Photocopy of Non Creamy Layer Certificate for Reserve Category Students valid to 31<sup>st</sup> March 2026
12. Original and Self attested Photocopy of Reservation for Ex- servicemen, Sport Quota, etc

13. Undertaking form
14. Original and Self attested Photocopy of Adhar Card
15. ABC ID Certificate
16. Original and Self attested Birth Certificate
17. Original and Self attested 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. Original and Self attested 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. Original and Self attested Self attested Photocopy of Caste Certificate (Two Copies - if applicable)
10. Original and Self attested Self attested Photocopy of Caste Validity (Two Copies - if applicable)
11. Original and Self attested 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. Original and Self attested Self attested Photocopy of Reservation for Ex-servicemen, Sport Quota, etc
14. Undertaking form
15. Original and Self attested Photocopy of Adhar Card
16. ABC ID Certificate
17. Original and Self attested Self attested Photocopy of Birth Certificate
18. Original and Self attested 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  | 7 <sup>th</sup> to 10 <sup>th</sup> October 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 Level 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.       | 41,750/-                   | 42,570/-                              | Google Pay<br>or<br>DD in favor of<br>“KET’s V. G. Vaze College, SFC” |
| F.Y. B. B. A.       | 63,750/-                   | 64,570/-                              |                                                                       |

## **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-06-10-2025

**Principal**