



Cosmopolitan's

Valia Jayalaxmiben Jethalal Junior College of Arts
Valia Lilavantiben Chhaganlal Junior College of Science
Valia Ramniklal Chhaganlal Junior College of Commerce

Cosmopolitan Education Society Road, D.N. Nagar, Andheri (West), Mumbai: 400 053

GUIDELINES FOR FORM FILLING FOR FYJC ONLINE ADMISSION 2021-22

- Note: - 1. Please provide clear passport size black and white photo. Please do not upload selfies**
2. Please provide clear picture of signature (for signature a plain paper and with the black pen put your signature and scan it with the help of your mobile)
3. * Marks Fields are mandatory to be filled
4. Please Keep also the necessary documents ready for uploading in JPG/Pdf format
5. Once the form is confirmed no changes can be done

Step 1	Click on the:- Admission OR Admission Open
Step 2	After link is opened, Click on Register Now Enter your Email id, contact number, create your own Username and Password and then Click on Submit You will get a SMS regarding successful registration with Username and Password.
Step 3	Read the instructions carefully and then click on Continue to proceed.
Step 4	After Clicking on Continue and it will show up menu option for form filling
Step 5	Enter your proper and correct personal data, and Click on ' Save Next '
Step 6	Fill the address details and click on save and next.
Step 7	In the Educational details kindly enter your 10th Std details and click on save and next.
Step 8	Upload all the required documents and click on save and next
Step 9	Fill the Subject by selecting subject or subject group and click on save and next.
Step 10	Upload Photo and Signature and click on save and next.
Step 11	Click on Pay Now button to do the registration amount payment.
Step 12	After Payment is Successful you will get Registration confirmation.
Step 13	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 14	After Complete Process is done, Click on Print Application to take copy of the form and submit to College Office along with Documents to given the Date and Time and Fee paid by Demand Draft only. Demand Draft in favour of "VALIA R.C. JUNIOR COLLEGE OF COMMERCE".

*******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)
 2. Students should keep their Passport size photo (max. 500 kb) [Strictly] and Signature (max. 300 kb) softcopy ready.
 3. Students should keep the softcopy of the Document's ready each of size (max 200kb).
- For Queries regarding admission process– (**Strictly between 10 am to 3.30 pm**)
Junior College office – Contact Number: 022-26303373
 - Any technical support contact via email: valiajuniorcollege@gmail.com
Content of the email should be:
 1. Registration number, username and password of the User.
 2. Applying for which course, Query the user is facing. Contact Number.

IMPORTANT NOTE:

Students who have been merit listed for admission must complete the admission formalities by paying the fees and upload the required documents, as per the time and schedule, failing which their claim for admission will stand forfeited.

• **SUBJECT OFFERED**

A Student is required to offer seven subjects at the F.Y.J.C. & S.Y.J.C each subject carries 100 marks. The-medium of instruction in the college is English.

No.	ARTS	COMMERCE		SCIENCE	
	Aided	Aided	Unaided	Aided	Unaided
1.	English	English	English	English	English
2.	Marathi / Hindi / Information Technology* (ANY ONE)	Marathi / Hindi / Information Technology* (ANY ONE)	Marathi / Hindi / Information Technology* (ANY ONE)	Marathi / Hindi / Information Technology* (ANY ONE)	Information Technology* & Biology / Computer Sci./ Electronics*** (ANY ONE)
3.	Economics	Economics	Economics	Physics	Physics
4.	History	Book Keeping	Book Keeping	Chemistry	Chemistry
5.	Political Science	Organisation of Commerce	Organisation of Commerce	Biology	----
6.	Psychology	Secretarial Practice / Mathematics**	Secretarial Practice / Mathematics**	Mathematics / Psychology****	Mathematics / Psychology****
7.	Environment Education	Environment Education	Environment Education	Environment Education	Environment Education
8.	Physical Education	Physical Education	Physical Education	Physical Education	Physical Education

Note: ***I.T. will be given on the basis of Merit.** The total numbers of I.T. seats are:

- ✓ COMMERCE – 120 (One division each of 60 students Aided & Unaided Section)
- ✓ SCIENCE – 90 (60 Student aided and 30 Students Unaided Section).
- ✓ ARTS – (30 Student Aided Section)

**** Students securing more than 65 Mark out of 100 in Mathematics at the SSC examination can only apply for Mathematics in Commerce Stream.**

***** Vocational subjects in Science Unaided (Computer Science and Electronics) is an option to Biology-IT. Computer Science and Electronics subjects will be given on the basis of Merit as the number of seats is limited i.e. 25 in Computer Science and 25 Electronics.**

****** Students who have opted for General Maths in the SSC may take psychology in Place of Maths in Science stream and SP in place of Maths in Commerce Stream.**

• ELIGIBILITY FOR ADMISSION TO FYJC

Admission to F.Y.J.C. Arts / Science / Commerce will start after the declaration of the SSC result by the Mumbai Divisional Board of the Maharashtra State Board of Secondary and Higher Secondary Education, Pune during the hours to be noticed for the purpose.

- 1) A student who has passed at one and the same attempt the S.S.C. Examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education, Pune or any other examination recognized as equivalent thereto by the Board is eligible for admission to the F.Y.J.C. class in Arts/Science/Commerce. Based on the applications received and as per the schedule and directive of the Department of Education a merit list of the students is prepared. This is displayed on the notice board and admission is granted strictly as per the directive. Once the student's name is noticed in the merit list for a particular course or stream it is necessary to seek admission according to the schedule within the stipulated time, otherwise the claim or opportunity for admission to that particular course or stream gets automatically forfeited. No admission can be granted out of turn at a later stage.
- 2) Admission for those passing an examination other than that conducted by the Board is provisional as long as Final Eligibility Certificate issued by the Mumbai Divisional Board is not submitted to the college. The student should apply for Eligibility Certificate to the Mumbai Divisional Board through the college along with his / her necessary document before the noticed date. The college accepts and forwards the eligibility application form with the necessary certificates to the office of the Maharashtra State Board (Vashi). After the verification of all the relevant, documents the Board issues the eligibility certificate. If the eligibility of the student is not confirmed by the Board the provisional admission of the students to the course gets cancelled. The reasons for non-confirmation of eligibility are: (i) Failure to submit all required original documents in time, (ii) Non- recognition of the course done by the students at the High School (X level), (iii) Non-authenticity of the original certificate submitted.
- 3) Students seeking admission will have to apply through the Valia college website application form. The application in the prescribed form must be filled in completely and the required documents should be uploaded.

- ✓ All admissions are valid for one academic year only. A student who has qualified himself/ herself for admission to the next higher class will have to file a fresh application in the prescribed form and pay the full fees within the period notified.
 - ✓ A student belonging to SC, ST, OBC, DT/VJ/NT, SBC must produce the caste certificate issued by the competent authority of the Government of Maharashtra, failing which, their claim for admission will not be entertained under the specified category.
 - ✓ Students seeking admission under the physically Handicapped/ Ex-servicemen/Transferred Govt. Employees / Freedom fighters quota, should produce true copy of documentary evidence issued by appropriate authorities of the government, failing which their claim for admission, will not be entertained under the specified category.
 - ✓ In case of the seats reserved for sports, only those competitions conducted at National, State or district levels by professional bodies sponsored by the Government will be considered. Copy of such certificates countersigned by the district sports officer (DSO), should be submitted along with the admission form. It is mandatory for students who have been admitted under sports, to participate in the college events/teams.
- 4) Along with the Admission Form copies of the following documents should be uploaded and submitted to college office in 2 sets.
- ✓ **SSC / Equivalent mark sheet.**
 - ✓ **School Leaving Certificate.**
 - ✓ **Aadhar Card.**
 - ✓ **FYJC Online Application Form Part 1 and Part 2.**
 - ✓ **Passport Size Photograph and Signature.**
 - ✓ Caste certificate issued by the competent authority if student belong in Reserved Category.
 - ✓ Sports certificate countersigned by the District Sports Officer.
 - ✓ Certificate indicating Freedom fighters, employees on transfer, Ex-servicemen, handicapped etc.
 - ✓ Students who have been merit listed for admission must complete the admission formalities by paying the fees and upload the required documents, as per the time and schedule, failing which their claim for admission will stand forfeited.
- 5) The college office will not entertain any application / request for seats reserved for the management.
- 6) The students are hereby informed that the Original School Leaving Certificate will be kept by the College as a permanent record and in any case, will not be returned to the student. The students are advised to keep with them sufficient number of attested copies for future use, especially for Domicile Certificate, Medical and Engineering Entrance Test, Passport application etc. The School Leaving Certificate once submitted to the college will NOT be returned in any case.
- 7) A student who has sought admission in this institution and wishes to cancel it may do so by forwarding an application form signed by the student as well as the parent to this

effect. All the original documents including the School Leaving Certificate of the student will be returned on the following day.

- 8) Fee will be paid in Two Installments in Unaided Section and Aided Section with IT as optional subject.

Fee Details are given below:

AIDED SECTION (DURING ADMISSION)

No.	Stream	Category	Fee
01	Arts	Boys	1810
02	Arts	Girls	1510
03	Science	Boys	3270
04	Science	Girls	2970
05	Commerce	Boys	1810
06	Commerce	Girls	1510

Note for Aided Section Students:

Those students who are allotted IT Subject as per merit will have to pay fee of Rs. 6500/-.

UNAIDED SECTION (DURING ADMISSION)

No.	Stream	Category	Fee
1	Science Unaided	Boys/Girls	14610
2	Commerce Unaided	Boys/Girls	9300

Note for Unaided Section Students:

1. Those students who are allotted IT (Science & Commerce) Subject as per merit will have to pay fee of Rs. 6500/-
2. Those students who are allotted Computer Science & Electronics subject as per merit will have to pay fee of Rs. 6330/-

• CANCELLATION OF ADMISSION AND REFUND OF FEES:

Mode of refund of fee for Aided section

- 1) If a student informs the institution in writing before the commencement of the academic year that he/ she wants to withdraw his / her admission and that he/she cannot continue his / her education in the college for certain reasons, the institution shall refund the Tuition

fee, term fee, laboratory fee (if any) and library fee and library deposits, if any, in full. The admission fee shall however be retained by the institution.

- 2) If a student desires to withdraw his / her admission after the commencement of the academic year, the institution concerned shall retain the admission fee, term fee and laboratory fee (if any) in full and also the proportionate amount of the tuition fee till the end of the month in which the refund is claimed. The remaining amount of tuition fee, if any, shall be refunded along with library and laboratory deposits.
- 3) For the purpose of refund of fee, the date of commencement of the academic year is the date of reopening of the college for the new academic year, as notified by the Board/University.
- 4) Refund will be given by cheque only.

Cancellation of Admission and Refund of Fees -Unaided Section

- 1) No request for cancellation will be considered once the admission has been granted to an unaided division.
- 2) In case of cancellation of admission from unaided division the student has to pay the entire fee or the fee, if paid, will not be refunded.
- 3) Request for cancellation of admission will be considered on following conditions:
 - ✓ The amount of total fees paid if any will not be refunded.
 - ✓ Student who has passed XI from this college and desire to cancel or take admission in XII elsewhere will have to pay the entire fee of XII.
- 4) A student who has not paid the fees for SYJC found guilty of copying /removed from the college because of default in attendance / discipline ground, has to pay the full fees for the FYJC and SYJC before applying for leaving certificate or N.O.C.
- 5) Request for transfer from unaided to aided division will not be entertained.

Cancellation of Admission (Aided Section)

- 1) No application for cancellation of S.Y.J.C. admission will be entertained except transfer cases outside the jurisdiction of Mumbai and Thane District or under certain exceptional circumstances.
- 2) N.O.C. and L.C. will not be issued for Local.