

GUIDELINES FOR FORM FILLING FOR FYJC ADMISSION YEAR 2022-2023

- Note: -**
1. Please provide clear passport size colour 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 format
 5. Once the form is confirmed no changes can be done.

To filling/registration the Admission Form click or open the following link:

<https://ces.edusprint.in/ces/OnlineEnquiry/EnquiryLogin>

After the link is open, click the **Generate Code – Enter your Mobile Number and Email id**
Click Generate Code – Click Login and fill the Admission Form

Very Important Note: Please Keep the Security Code.

Please Don't share the security code to anyone.

:-The application form is in 5 parts:-

1	Student Details
2	Mother's/Father's/Guardian's Details
3	Previous Academic Details
4	Documents
5	Additional Information
<u>IMPORTANT NOTE</u>	
<p>1) Moving on the next part. Do not press Enter key or Refresh Key while filling the Form. After completing the application form Kindly verify the form before paying registration fees. You will not be able to make any changes in admission form after successful payment and form submission.</p> <p>2) You can take a printout of admission form and receipt after successful payment of registration fees.</p> <p>3) Each form will be issued a Unique Enquiry Reference number after the submission of the form which will be used for any further correspondence regarding the admission process.</p> <p>4) Submit the completed application form along with a copy documents (Self attested) in the college office on the date of submission form.</p> <p>Please note: Incomplete forms or forms without proper documents will not be accepted.</p> <p>For Queries regarding admission process– (Strictly between 10 am to 3.30pm) Junior College office – Contact Number: 022-26303373 Any technical support contact via email: valiajuniorcollege@gmail.com Content of the email should be: Registration number, username and password of the User. Applying for which course, Query the user is facing. Contact Number</p>	

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 Section, **Students securing more than 80% in SSC Examination can only apply for I.T. Subject in Aided Section & Unaided Section Students securing more than 65% in SSC Examination can only apply for I.T. Subject**)
- ✓ SCIENCE – 90 (60 Student aided section, **Students securing more than 80% in SSC Examination can only apply for IT** and 30 Students Unaided Section **IT Subject compulsory for Unaided Section**).
- ✓ ARTS – (30 Student Aided Section, **Students securing more than 50% in SSC Examination can only apply for IT**)

**** 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 securing more than 75% in SSC Examination can only apply for Computer Science and Students securing more than 70% in SSC Examination can only apply for 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 Gujarati Linguistic Minority must provide Minority Certificate or Self Declaration.
 - ✓ 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.
- ✓ SSC / Equivalent mark sheet.
 - ✓ School Leaving Certificate.
 - ✓ Aadhar Card.
 - ✓ FYJC Online Application Form Part 1 and Part 2.
 - ✓ Passport Size Photograph and Signature
 - ✓ Gujarati Linguistic Minority certificate or Self Declaration
 - ✓ 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 Details are given below:

AIDED SECTION

No.	Stream	Category	Fee
01	Arts	Boys	2310
02	Arts	Girls	2010
03	Arts with IT	Boys	9310
04	Arts with IT	Girls	9010
05	Science	Boys	4410
06	Science	Girls	4110
07	Science with IT	Boys	11410
08	Science with IT	Girls	11110
09	Commerce	Boys	2310
10	Commerce	Girls	2010
11	Commerce with IT	Boys	9310
12	Commerce with IT	Girls	9010

****NOTE FOR GIRLS STUDENTS:**

FEES CONCESSION WILL BE GIVEN TO GIRLS UPTO 3RD CHILD.

GIRLS FREESHIP CRITERIA

1. Applicant must have domicile and residence in Maharashtra for at least 15 years.
2. Girl student place of birth is required in Maharashtra.
3. Maharashtra birth certificate is required.
4. Child should be within the first three siblings.
5. The exact name must be shown in the Ration card.

It should be noted that if the girls fulfill the above conditions, the following documents should be attached along with the fee concession application in the given order, only the girls will get a fee concession of Rs.300/-

DOCUMENTS REQUIRED

1. Application Form
2. Ration Card (with student's name) Xerox copy
3. Aadhar Card Xerox copy
4. 10th Mark Sheet Xerox copy
5. Leaving Certificate Xerox Copy.(Birth Place in Maharashtra mention)
6. Domicile Certificate (If Birth place not mention)

UNAIDED SECTION

No.	Stream	Category	Fee
1	Science with IT	Boys/Girls	26000
2	Science with Computer Science	Boys/Girls	31000
3	Science with Electronics	Boys/Girls	31000
4	Commerce	Boys/Girls	17000
5	Commerce with IT	Boys/Girls	24000

• 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.