



Sadhana Education Society's
L. S. RAHEJA COLLEGE OF ARTS & COMMERCE,
SANTACRUZ (W), MUMBAI 400 054.

Dear Student,

Carefully read the detail instructions about the admission procedure for admission to F.Y.B.COM., F.Y.B.A., F.Y.B.M.S., F.Y.B.A.F., F.Y.B.F.M., F.Y.B.B.I., F.Y.B.M.M. and F.Y.B.Sc. (I.T.) CLASS for the year 2018-19 at **SADHANA EDUCATION SOCIETY'S L. S. RAHEJA COLLEGE OF ARTS & COMMERCE**, which is in addition to the pre-admission registration process of University of Mumbai. Students are requested to read the instruction sheet and the prospectus for the course very carefully before they proceed with the admission process and filling the Admission Form. This admission form is to be used for admission purpose after the name of the candidate appears on the merit list.

PRINCIPAL

ADMISSIONS PROCEDURE TO F.Y.B.COM, F.Y.B.A. (other than In House), F.Y.B.M.S., F.Y.B.A.F., F.Y.B.F.M., F.Y.B.B.I., F.Y.B.M.M. and F.Y.B.Sc. (I.T.) CLASSES

- A. Admissions to the first year classes in B.Com, B.A. (other than in-house), B.M.S., B.A.F., B.F.M., B.B.I, B.M.M. and B.SC. (IT) at Sadhana Education Society's L. S. Raheja College of Arts & Commerce will be through online system. The application for online admission form is in two parts, viz

PART 1. PRE ADMISSION APPLICATION FORM (USED TO GENERATE THE MERIT LIST)

Steps as follow:-

1. Visit to College website lsraheja.org and Click on Admission Menu.
2. Click on Pre Admission Application.
3. Create an Account.
4. Fill the application form and take the print out of Pre-admission form.
5. **SUBMIT PRE-ADMISSION FORM TO THE COLLEGE WITH MKCL FORM & OTHER DOCUMENTS.**
6. **COLLECT ACKNOWLEDGEMENT OF SUBMISSION OF PRE-ADMISSION FORM.**

NOTE: - IF YOU FAIL TO SUBMIT THE PRE-ADMISSION FORM TO COLLEGE OFFICE FOR VERIFICATION, YOUR CANDIDATURE WILL NOT BE CONSIDER FOR THE MERIT LIST.

PART 2. ADMISSION FORM (WILL BE AVAILABLE & IS TO BE SUBMITTED BY THE CANDIDATE WHOSE NAME APPEARS IN THE MERIT LIST).

THE CANDIDATE SELECTED WILL RECEIVE USER ID AND PASSWORD IN THEIR REGISTERED E-MAIL ID AND IN THEIR MOBILE NUMBER.

1. Visit to College website lsraheja.org and Click on Admission Menu.
2. Click on Admission Form.
3. Login with received User Id & Password.
4. Click on Other Action and Take Print out of Admission Form.
5. Submit to the Admission form at College with MKCL form and Original documents.
6. Pay the fees by Online from student's portal.

- B. **FOR STUDENTS WHO HAVE PASSED THEIR QUALIFYING EXAMINATION FROM ANY OTHER BOARD OTHER THAN MAHARASHTRA BOARD** (including IB and other International Boards) and students who have passed the Diploma (in Engineering) must apply for PROVISIONAL STATEMENT OF ELIGIBILITY (separate for every course) to the college to which the student is admitted (after the name of the student has appeared in the merit list and the student wishes to confirm the admission in the college).

C. STUDENTS APPLYING UNDER GUJARATI LINGUISTIC MINORITY MUST SATISFY THE FOLLOWING NORMS:

1. **SHOULD BE GUJARATI BY BIRTH AND SHOULD HAVE PASSED THE H.S.C. / EQUIVALENT EXAMINATION.**
2. In case if the student is not GUJARATI by birth but the mother of the applicant is Gujarati,

the marriage certificate of the parent-indicating mother's name must be produced for verification.

- a. In case of doubtful surnames, the parent will have to produce their 10th std. mark sheet indicating Gujarati as one of the subjects at the 10th Std.

OR

- b. Certificate from the Head of the Community / Trust / institution (Government recognized) confirming the claim.

D. List of Documents

CHECK LIST OF DOCUMENTS

Pre Admissions to FY Classes - All Programmes

I. FY Classes of all undergraduate Aided and unaided courses

1. One - Latest passport Size Photograph
2. Two sets photocopies of the following:-
 - (i) SSC or Equivalent certificate
 - (ii) HSC Mark sheet
 - (iii) Leaving Certificate
 - (iv) College copy of Pre-Admission Form (University of Mumbai)
 - (v) Aadhar Card/Voter's ID/Driving License
3. Wherever necessary one photocopy of the following:
 - (i) Minority Certificate (where applicable)
 - (ii) Caste Certificate
 - (iii) Income Certificate
 - (iv) Eligibility Certificate
 - (v) Sports certificate(NATIONAL and STATE LEVELS ONLY)
 - (vi) Any other category

E. ADMISSION PROCEDURE FOR INTERNATIONAL / FOREIGN STUDENT

Foreign Students and/or N.R.I. are treated as International Student.

A student holding the passport issued by a foreign country including people of Indian origin who have acquired the nationality of a foreign country will be treated /defined/included as foreign student.

NRI Student who has studied and passed the qualifying examination (equivalent to HSC Examination of Maharashtra State Board) from school or college in foreign countries (other than India)

How to apply PRE-ADMISSION ONLINE ENROLEMENT FORM?

1. Visit to link <http://mum.digitaluniversity.ac>. to redirect Online 'Mumbai University Pre Admission Online Registration 2018-19.
2. Register on the online portal by providing the basic registration information. Applicant will be provided a user name and Password on registered email ID & Mobile number.

3. Log in with the user name & Password. Start filling the application form.
- Upload the photo & Signature. Fill the complete profile i.e Personal details, contact, correspondence details, reservation & educational details correctly.
4. Submit the application form and get print out & confirmation code in the system.
5. Select the first year course. Then, select the affiliated colleges running the course. Last, select the required documents to be attached with application form.
6. Take the print out of the submitted pre-registration application form.
Once applicant have filled the application form successfully and apply, he/she will have to submit the printout of application form along the necessary documents to every course-college separately for which applicant have applied. **Application will not be considered valid in any case, unless print out is submitted to college.**
7. The applicant will be required to verify his/her registration and then change the password.

PLEASE PRESERVE AND REMEMBER THE LOGIN ID AND PASSWORD.

8. The applicant is required to take a printout of the e-Suvidha Kit, enters the confirmation code in the system, select, and upload the documents he/her wishes to upload based on the requirement.
9. The applicant selects the college/s and course/s offered by the college/s. Applicant can opt for more than one college and/or one or more than one courses offered by the colleges from amongst the colleges selected and after verification submits the form. Once the form is submitted the student will NOT be able to make any correction in the form.
10. Print the e-Suvidha ticket and note the Application Number generated and printed on the e- Suvidha ticket. The Application number will be generated only after printing the e-Suvidha ticket.
11. Enter the application number generated on the e-Suvidha ticket on your application form and complete the process.
12. The student is then required to take the hardcopy of the uploaded "Pre Admission Online Form" and submit the copy of the form to college/s, which is has opted for. The student is required to submit TWO COPIES of the "Submission Copy" to the college concerned. PLEASE NOTE THAT THE APPLICATION FORM WILL BE PRINTED SEPARATELY FOR EVERY COLLEGE AND FOR EVERY COURSE OPTED BY THE STUDENT FOR THE COLLEGE CONCERNED.
13. University of Mumbai has instructed the colleges NOT TO GRANT admission to any student who has not registered on the university website.
14. IN CASE OF ANY DIFFICULTIES WHILE APPLYING FOR "PRE ADMISSION ONLINE REGISTRATION" YOU ARE REQUESTED TO CONTACT UNIVERSITY HELPLINE CALL CENTRE: +919326552525 (ONLY FOR STUDENTS) FROM 10.00 A.M. TO 6.00 P.M. ON WORKING DAYS.
15. By clicking on "APPLY ONLINE" link, you agree to have read and understood all the instruction carefully.

F. ONLINE ADMISSION PROCESS AT SADHANA EDUCATION SOCIETY'S L. S. RAHEJA COLLEGE OF ARTS & COMMERCE.

1. THE ONLINE ADMISSION PROCESS AT SADHANA EDUCATION SOCIETY'S L.S. RAHEJA COLLEGE OF ARTS & COMMERCE IS MANDATORY AND IN ADDITION TO THE PRE-ADMISSION REGISTRATION PROCESS OF UNIVERSITY OF MUMBAI.
2. Applicants can fill the on-line form from his/her residence/ College IT LAB or cyber café or any other location where computer, internet and printer facilities are available.
3. Applicants are required to fill separate form for each category under which he/she wishes to apply i.e. if a candidate belonging to **Gujarati Speaking Linguistic Minority** wishes to apply under Gujarati as well as Open Category, he/she will have to submit two separate applications forms one for Gujarati Speaking Linguistic Minority Category and other for Open Category and will have to pay Rs. 100/- for every form filled by the applicant.
4. Applicants are requested to keep the following ready before they start filling the forms
 - a. Photocopy of the mark-sheet of the SSC / X Std and HSC / XII Std. or its equivalent Examinations. Scanned copy of the Photograph of max. 200 x 150 pixels size and max. File size of maximum 30 kb.
 - b. Scanned copy of the Signature of max. 150 x 50 pixels size and file size of Maximum 30 kb.
 - c. Photocopy of any other certificate/s as required.
 - d. Adobe Reader installed on your machine. If not please download from the link provided.
 - e. Internet Connection.
 - f. Your browser may ask you to allow blocked Pop-Ups or to run active contents. Please choose
 - g. Allowed Blocked Contents / Popup.
5. The procedure for on-line submission of PRE-ADMISSION APPLICATION FORM:
(to be verified by the college authorities)
 - i. Log on to the college website www.lsracheja.org
 - ii. Click on the Menu Admission - "Pre Admission" for admission. You will be directed to <http://lsraheja.procampuz.com>
 - iii. Flow of the form filling process:
STEP -1: Register yourself by entering the following details
 - First Name
 - Surname
 - Father's Name
 - Mother's Name
 - Date of Birth
 - E-mail ID
 - Password
 - Mobile Number

ON SUBMITTING THIS INFORMATION, YOU WILL RECEIVE A VERIFICATION NUMBER & PASSWORD IN YOUR EMAIL ID and MOBILE.

STEP 2: Account Verification

- Go to mail Inbox
- Click to the verify your account
- Enter verification number and submit
- Upload your photos & signature
- Click on (FY)
- Select the Course (e.g. Bachelor of Commerce)
- Personal Information
(Compulsory)
- Academic Information
(Compulsory)
- Categories
Select the category you belong to
- Preview
You will able to edit in case of any information given earlier
SAVE & CONTINUE
Make payment online & PRINT the form.

SUBMIT THE PREADMISSION FORM ALONG WITH DOCUMENTS AS PER CHECK LIST TO THE COLLEGE OFFICE

A. APPLICANTS ARE REQUIRED TO NOTE THAT ONLY THOSE NAMES WHERE THE HARD COPY OF THE DOCUMENT IS SUBMITTED AT THE COLLEGE WITH ALL THE NECESSARY DOCUMENTS AND ACKNOWLEDGEMENT IS ISSUED WILL BE CONSIDERED FOR GENERATION OF MERIT LIST AND ADMISSION.

B. DOCUMENTS REQUIRED WHILE SUBMITTING THE APPLICATION FORM
(Self- Attested Photocopy only):

- Hardcopy of the Pre Admission Online Registration form of L. S. Raheja College and University of Mumbai form.
- One passport size photograph, H.S.C. Marksheet and H.S.C. Leaving Certificate
- In case of downloaded mark sheet (when the mark sheet is delayed by the board) it need to be attested by the school authorities concerned
- Self-attested photocopy of the Caste Certificate issued by competent authority from Government of Maharashtra.
- Self-Attested photocopy of Learning Disability Certificate / Physically Handicap Certificate issued by the Competent Authority of Government of Maharashtra,
- S.S.C. Marksheet
- Any other certificate(s) as applicable.
- Students who have passed the HSC or its equivalent examination prior to February/ March 2018 will be required to submit an Affidavit on a stamp paper of ₹ 100/-specifying that they had not secured admission to any other institute after passing the HSC Examination.
- PROVISIONAL STATEMENT OF ELIGIBILITY in case if the student has passed his/her HSC/Equivalent examination from OTHER THAN Maharashtra

Board. (Or the photocopy of the receipt of payment made for application of Provisional Statement of Eligibility), if available.

- C.** Hard Copy of the filled in forms i.e. The Pre-admission Online Registration Form (Filled and Downloaded from the University website <http://mum.digitaluniversity.ac>. and Online Pre- Admission Form of PART 1 (filled and downloaded from the college website www.lsracheja.org) along with the documents specified in 'B' ABOVE will be accepted as per the schedule given on board no.
- D.** Students will be required to pay ₹ 100/- as application fees while filling the application form by online submitting the form as application for the online admission process.
- E.** If failed to pay by online (transaction failed), you can paid the application form fees at college counter with documents.

G. DISTRIBUTIONS OF THE SEATS COURSE WISE:-

Course	No. of seats available for admissions	DISTRIBUTION OF SEATS CATEGORY WISE											NRI Quota (15% above the approved capacity)			
		In-house	Management Quota	Minority	Open				SC	ST	NT/DT	OBC & SBC		Sports / culture	Handicap	Total
B.Com. *	360		15%	35%	45%				0	0	0	0	3%	2%	360	
B.A. *	120		15%	35%	45%				0	0	0	0	3%	2%	120	
B.A.F.	60		15%	35%	45%				0	0	0	0	3%	2%	60	
B.F.M.	60		15%	35%	45%				0	0	0	0	3%	2%	60	
B.B.I.	60		15%	35%	45%				0	0	0	0	3%	2%	60	
B.Sc.(IT)	60		15%	35%	45%				0	0	0	0	3%	2%	60	
					Com	Arts	Sci.	Dip								
B.M.S.	120	0	15%	35%	21%	11%	11%	2%	0	0	0	0	3%	2%	120	
BMM	60	0	15%	35%	11%	23%	11%	-	0	0	0	0	3%	2%	60	

Note : * : In case of B. Com. & B.A., the number of seats available for various categories are likely to change depending upon the number of students admitted in the in-house category.

- H.** AT THE TIME OF ADMISSION, THE APPLICANT IS REQUIRED TO REMAIN PRESENT IN PERSON along with his parent/guardian AND SUBMIT THE FOLLOWING DOCUMENTS IN ORIGINAL AND 2 attested PHOTO COPIES OF :
- Marksheet of H.S.C/Equivalent Examination
 - Leaving Certificate from the School / College of passing H.S.C/Equivalent Examination.

- Photocopy of Ration Card / Telephone Bill / Electricity Bill as proof of residence. /Aadhar card.
- Self-attested photocopy of the Caste Certificate issued by competent authority from.
- Government of Maharashtra.
- Self-Attested photocopy of Learning Disability Certificate / Physically Handicap Certificate issued by the Competent Authority of Government of Maharashtra.
- Any other certificate as applicable, in the name of the student.
- One (1) recent photographs.
- **Five self-addressed envelopes with stamp of ₹ 5 pasted on the envelope.**

- **ADMISSION WILL NOT BE GRANTED WITHOUT SUBMITTING THE ORIGINAL COPY OF THE MARKSHEETS AND THE LEAVING CERTIFICATE AND / OR MIGRATION CERTIFICATE.**
- **ORIGINAL LEAVING CERTIFICATE IS ONLY FOR VERIFICATION, WHICH WILL BE RETURNED TO THE STUDENT IMMEDIATELY.**

I. FEES payable: Pay by online payment gateway from provided user id and password.

Course	Open
F.Y.B.Com.	Rs. 5590/-
F.Y.B.A.	Rs. 5590/-
F.Y.B.M.S.	Rs. 15890/-
F.Y.B.A.F.	Rs. 15190/-
F.Y.B.F.M.	Rs. 17590/-
F.Y.B.M.M.	Rs. 17290/-
F.Y.B.B.I.	Rs. 16590/-
F.Y.B.Sc.(I.T.)	Rs. 23190/-

J. In case, the student has any difficulty in paying fees or any other problem/query, he/she is requested to contact **CA. Mahesh Sathe, Vice Principal & Convener of Admission Committee or the Principal only**. Please do not inquire with any other staff for information regarding admissions. College authorities will not be responsible if the applicant and/or his parents/guardians seek clarification from person other than the authorized personnel mentioned above.

K. *All the forms are accepted on provisional basis subject to the verification of the photocopies with the original documents at the time of admissions and confirmation of enrolment / eligibility by the University of Mumbai.*

Note: The Admission schedule and fees structure is likely to be revised by the University of Mumbai and the students will be required to pay the difference in fees, if any.

Incomplete and forms with incorrect information will be rejected.

Convener
Admission Committee

Principal



Sadhana Education Society
L. S. RAHEJA COLLEGE OF ARTS & COMMERCE,
SANTACRUZ (W), MUMBAI 400 054.

**STUDENTS SEEKING ADMISSION TO FY PROGRAMMES FOR 2018-2019 SHOULD
NOTE THE FOLLOWING -**

- 1. FOR ANY TECHNICAL AND ADMISSION RELATED CONTACT
022-26609320 / +918104209842**

OR

- 2. ADMISSION CONVENER, CA. MAHESH SATHE, VICE PRINCIPAL.**

DR. DEBAJIT N. SARKAR
PRINCIPAL