

**13-7-2020**

➤ **ADMISSION SCHEDULE OF 2020-21 FOR SYJC ARTS AND COMMERCE**

➤ **Extended Date of Registration and Admission**

Students are requested to REGISTER for the admission to SYJC ARTS AND COMMERCE for the year 2020-21, they have to register with college. Please log in to college website [www.lsraheja.org](http://www.lsraheja.org) for REGISTRATION. (COMPULSORY).

FIRST PHASE OF REGISTRTRION AND ADMISSION TO REGULAR STUDENTS

COURSE	REGISTRATION
SYJC ARTS	16/7/2020
SYJC COMMERCE	16/7/2020

COURSE	ADMISSION	TIMING
SYJC ARTS	15/7/2020 -18/7/2020	09.30 am to 3.00 pm
SYJC COMMERCE	15/7/2020 -18/7/2020	09.30 am to 3.00 pm

## Guidelines for Online Application Process for Academic Year 2020-2021

<b>• Keep your scanned Passport size Photograph, and signature ready for upload.</b>	
Step 1	Visit college Website <a href="https://www.lsraheja.org/">https://www.lsraheja.org/</a>
Step 2	Click on <a href="#">Students' Login</a>
Step 3	Click on Get username and Password.
Step 4	Enter your registered mobile no. After this you will get your login credentials via SMS.
Step 5	Once Logged in, Student Dashboard will be visible on the left hand side.
Step 6	Click on "Online registration link" listed in the student's dashboard.
Step 7	Your personal data, as recorded during last year admission will appear. This parameter is editable for changes if any desired by the student. (For e.g. Address and mobile, Aadhar Number etc.) and Click on 'Save & Next'
Step 8	Upload Photo, Signature and Click on Save & Continue (for signature use a plain paper and with the black pen put your signature and scan it with the help of your mobile.)
Step 9	Add your subject preferences.
Step 10	Accept the terms and submit your registration form.
Step 11	After taking the print out the student as well as parent should sign at the end of the admission form at the place provided and submit it along with the required documents to the college after lockdown and the college start functioning normally after the lockdown.

<b>PAYMENT PROCESS</b>	
Step 12	After verification and confirmation of your registration details, you shall receive a SMS for payment of fees.
Step 13	Visit college website <a href="https://www.israheja.org/">https://www.israheja.org/</a>
Step 14	Click on Fee Payment link <a href="https://www.feepayr.com/">https://www.feepayr.com/</a>
Step 15	Click on Pay Fee, Select Institute Type :- College
Step 16	Enter your registered mobile number on which you will receive an OTP
Step 17	Enter the OTP and proceed for payment. Payment of fees, as appeared in the box, can be made using Credit / Debit Card, Net banking etc. as shown on the payment gateway.
Step 18	A confirmation message will be displayed after successful payment of fees.
Step 19	To view/ print the receipt: Click go to home page → payment history → detail receipt → print. Also, the receipt will be sent to your registered email id.
Step 20	Admission will be confirmed only when you make the payment

### **IMPORTANT NOTE**

For any technical support contact via email: with Full name, Programme Name, Promoted to Academic Year (e.g. FYBCOM-SYBCOM), Register e-mail id and Mobile no. [it.support@israheja.org](mailto:it.support@israheja.org)

For Guideline watch this video <https://youtu.be/2Qx1Oulp2HE>



(DR. DEBAJIT N. SARKAR)  
PRINCIPAL