



Sadhana Education Society's

L.S.RAHEJA COLLEGE OF ARTS AND COMMERCE

FIRST YEAR ADMISSION STANDARD

**OPERATING PROCEDURES/GUIDELINES FOR
ADMISSION COMMITTEE AND OFFICE STAFF,**

FOR ACADEMIC YEAR 2020-21.

ENCLOSURES TO THIS DOCUMENT

- A.** Enrol/Elg/Admission/(2020-21)/1817 of 2020 dated 21/7/2020,
- B.** Enrol/Elg/Admission/(2020-21)/1820-A of 2020 dated 21/7/2020
- C.** DUMMY ADMISSION FORM ALONG WITH FIVE ATTACHMENTS
- D.** ADMISSION SCHEDULE FOR IN-HOUSE STUDENTS



SES's L.S.RAHEJA COLLEGE OF ARTS AND COMMERCE

ADMISSION TO FIRST YEAR PROGRAMMES 2020

COMMON SOPS FOR ALL PROGRAMMES **24/7/2020**

Standard Operating Procedures to be followed for admission to first year programmes amidst COVID 19 Pandemic. This is inconsistency with the University Circular nos.

(i) Enrol/Elg/Admission/(2020-21)/1817 of 2020 dated 21/7/2020, and (ii) Enrol/Elg/Admission/(2020-21)/1820-A of 2020 dated 21/7/2020 (enclosed)

1. Students will register with the University portal before filling the online college admission form.
2. Student/s will fill ONLINE ADMISSION FORM of the College and upload the following documents:
 - SSC MARKESHEET
 - HSC MARKSHEET
 - LEAVING CERTIFICATE (If issued)
 - MINORITY CERTIFICATE (if required)
 - CASTE CERTIFICATE (only for fee concession)
 - OTHER CERTIFICATE (if required)
3. Pay a fee of ₹100/ form is accepted.

(Sr. no 1 to 3 for students. Sr. no 4 onwards for Admission Committee [AC] and Office Staff [OS])
4. **AC will check the form and attachments as per serial no 2 on day to day basis. Deficiency report be prepared and sent to the OS for further action including DOUBLE ATTEMPTS MARKSHEET application/s. [AC]**
5. **Online verification work will be assigned programme wise to a person for clear responsibility and accountability.**
6. The OS will contact student/s concern to fetch the document/s as per deficiency report. [AC]
7. OS should send daily report to admission convenor with regards to the work completed on day to day basis. [OS]
8. Work will be assigned to specific person (OS) programme wise clear liability and responsibility. [OS]

9. On the last day **as per the time table** the online admission form filling link is to be closed. **[OS]**
10. The merit lists will be prepared and displayed **as per the time table**. **[AC]**
11. Admission starts **as per the time table** and admission is monitored by the AC. **[AC]**
12. As soon as admission is done that is fees are paid by student/s, the OS will admit/confirm the admission of the student through MKCL portal on day to day basis. (This would prevent to take admission in other colleges since the original marksheet will not be collected by the college at the time of admission). **[OS]**
13. In case found, a student has taken admission in other college, his/her admission is to be set aside. The student concern be contacted by the OS and the student concern be asked to confirm the admission in either of the colleges in writing. **[OS]**
14. Thereafter all merit lists as the time table be prepared and displayed by the AC. **[AC]**
15. Cancellation of admission through online application. **[OS]**
16. Any discrepancies found are to be reported to the Convener of Admission Committee immediately. **[AC] [OS]**

SOME CLARIFICATIONS

1. Students applying under MINORITY QUOTA must upload MINORITY CERTIFICATE duly issued by the TRUST/SAMAJ.
2. No affidavit can suffice or replace the MINORITY CERTIFICATE.
3. If not complied with (i)-**DEFICIENCY REPORT**
4. Students with double mark sheet will be considered as SECOND ATTEMPT; hence percentage of marks will be 35%. Follow the examples:

EXAMPLE-A

ATTEMPT 1		ATTEMPT 2	
SUBJECT	MARKS	SUBJECT	MARKS
ENGLISH	45	ENGLISH	45+
OC	20	OC	35
MARATHI	25	MARATHI	40
SP	35	SP	35+
BOOK KEEPING	40	BOOK KEEPING	40+
ECONOMICS	35	ECONOMICS	35+
TOTAL	200 FAILS	TOTAL	275 PASSES

+Marks carried forward

STUDENT MOST LIKELY WILL FILL TOTAL MARKS OBTAINED AS $200+75=275/600$ OR 45.8%. THIS IS INCORRECT AND IT SHOULD BE 35% OF MARKS. THIS WILL BE CONSIDERED AS DOUBLE ATTEMPTS. Both the mark sheets are to be taken into record if the student is to be admitted. SUCH A STUDENT/S IS NOT ELIGIBLE FOR SELF FINANCE PROGRAMMES. If not claim as 35% OF MARKS: **DEFICIENCY REPORT**

EXAMPLE -B

ATTEMPT 1		ATTEMPT 2	
SUBJECT	MARKS	SUBJECT	MARKS
ENGLISH	45	ENGLISH	50
OC	20	OC	55
MARATHI	25	MARATHI	50
SP	35	SP	50
BOOK KEEPING	40	BOOK KEEPING	60
ECONOMICS	35	ECONOMICS	55
TOTAL	200 FAILS	TOTAL	320 PASSES

HERE THE STUDENT HAS REAPPEARED IN ALL THE SUBJECTS AND SECURED $320/600= 53.3\%$ OF MARKS. THIS WILL BE TREATED AS **SINGLE ATTEMPT** CASE. SUCH A STUDENT/S IS ALSO ELIGIBLE FOR SELF FINANCE PROGRAMMES. The last mark sheet is to be considered for the purpose of admission.

17. To confirm an *INHOUSE student*, please see the HSC mark sheet where **COLLEGE CODE** is mentioned as **J3201017**. [AC]
18. If leaving certificate not uploaded: **DEFICIENCY REPORT**
19. If SSC and or HSC mark sheets are not uploaded: **DEFICIENCY REPORT**
20. **Students from other Board like CBSE/ICSE/or any state board is to be admitted and to be reported to the Office. [OS]**
21. **Eligibility cases to be kept separately.[OS]**
22. **Students from International Board needs to upload equivalence certificate/eligible to take admission certificate issued by the University of Mumbai. [AC] & [OS]**
23. There are five **ATTACHMENTS viz. (a) to (e) to the admission form. [AC]**
24. If picture and or signature of the candidate are not uploaded or found obscured/hazy/unclear: **DEFICIENCY REPORT [AC]**
25. If GAP CERTIFICATE NOT UPLOADED. Applicable for students prior to March 2020. **DEFICIENCY REPORT [AC]**
26. Utmost care be taken in drawing MERIT LISTS. [AC]
27. Forms to be cross checked with payment of ₹100/ printed on the form. [OS]

28. Fee concession for Special Class student is against production of original caste certificate. [AC] & [OS]
29. Duties to Ac and OC are day and date specific. **That is if you have a duty on 27/7/2020, you need to clear all admission form received on 27/7/2020.** [AC] & [OS]
30. AC members are requested to read the ELIGIBILITY rules carefully and act accordingly. [AC]
31. If any other discrepancies found not covered here, should also be reported. [AC] & [OS] **DEFICIENCY REPORT.**

FOR IN HOUSE STUDENTS

- I. To confirm an ***INHOUSE student***, please see the HSC mark sheet where **COLLEGE CODE** is mentioned as **J3201017**. [AC]
- II. **Cross verify with a list of in- house students, provided.**[AC]
- III. Follow the admission schedule for IN-HOUSE STUDENTS. [AC]
- IV. In house students can be admitted on the basis of provisional mark sheet.
- V. If Leaving Certificate (LC) is issued, you will be intimated by the Convener/Principal from time to time.
- VI. Those in-house student/s admitted, mark sheet and LC of such student/s should not be withheld by the Office. [OS]
- VII. As soon as admission is done that is fees are paid by student/s, the OS will admit/confirm the admission of the student through MKCL portal on day to day basis. (This would prevent to take admission in other colleges since the original mark sheet will not be collected by the college at the time of admission).[OS]

ELIGIBILITY TO VARIOUS PROGRAMMES

Bachelor of Arts (B.A.) (O.2138)

Ref: UG/105 of 2004 dated 15/03/2004

A candidate for being eligible for admission to the three year integrated course leading to the degree of Bachelor of Arts must have passed the Higher Secondary School Certificate (Std. XII) examination conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher.

Secondary Education with the following subjects :-

1. English
2. Any one of the Modern Indian Languages or Modern Foreign Languages or any classical Language or Information Technology
3. Any four subjects carrying 100 marks each.

OR

Must have passed the Higher Secondary School Certificate (Std XII) examination with vocational subject conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education with the following subjects:-

1. English
2. Any one vocational subject carrying 200 marks prescribed by the Board from time to time.
3. Any three subjects carrying 100 marks each.

OR

Must have passed the Higher Secondary School Certificate (Std. XII) examination with the Minimum Competency based vocational courses conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education with the following subjects:-

1. English
2. Any one of the Modern Indian Languages or Modern Foreign Languages or Classical Language or Information Technology.
3. General Foundation Course.
4. Any one subject carrying 300 marks from among the Minimum Competency based vocational courses prescribed by the Higher Secondary School Certificate examination from time to time.

OR

Must have passed an examination of another University or Body Recognized as equivalent there to.

Bachelor of Commerce (B.Com) [O.2152]

Ref. UG/105 of 2004 dated 15/03/2004

A candidate for being eligible for admission to the three-year degree course leading to the Bachelor of Commerce must have passed the H.S.C. (Std. XII) Examination conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education.

OR

Must have passed the Higher Secondary School Certificate (Standard XII) examination with vocational subjects/minimum competency based vocational course conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education

OR

Must have passed an examination of another University or Body recognized as equivalent to Higher Secondary School Certificate (Std. XII) Examination.

Bachelor in Management Studies (B.M.S.) [O.3941]

Ref: UG/80 of 2010 dated 27/4/2010 &
amended circular no UG/67 of 2016-17 dated 2/9/2016)

A candidate for being eligible for admission to the B.M.S. degree programme shall have passed HSC Examination of the Maharashtra State Board of Higher Secondary Education or its equivalent examination or Diploma course in any Engineering Branches with two years or three years after SSC conducted by the Board of Technical Examination or its equivalent examination (in one attempt)."

Every candidate admitted to the Degree Course in the Constituent /affiliated college / recognized institution conducting the course shall have to register himself / herself with the University.

The stream wise weightage of seats are as under:

Stream	Arts	Commerce	Science	Diploma
Percentage	45%	25%	25%	5%

Bachelor of Commerce (Accounting & Finance) (B.A.F.) [O.5204]

**Ref. UG/395 of 2004 dated 07/09/2004 &
amended circular ref. no UG/67 of 2016-17 dated 2/9/2016**

A Candidate for being eligible for admission to the degree programme in B.Com - Accounting and Finance shall have passed XII Std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent examination **in first attempt**. Every candidate admitted to the degree course in the constituent / affiliated college /recognized institution conducting the course shall have to register himself/herself with the University.

Bachelor of Commerce (Financial Markets) (B.F.M.) [O.5693]

**Ref. UG/211 of 2007 dated 18/05/2007 &
amended circular ref. no UG/67 of 2016-17 dated 2/9/2016**

A Candidate for being eligible for admission to the degree programme in B.Com – Financial Markets shall have passed XII Std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent examination **in first attempt**. Every candidate admitted to the degree course in the constituent / affiliated college /recognized institution conducting the course shall have to register himself/herself with the University.

Bachelor of Commerce (Banking & Insurance) (B.B.I.) [O.5209]

**Ref. UG/489 of 2004 dated 17/09/2004 &
amended circular ref. no UG/67 of 2016-17 dated 2/9/2016**

A Candidate for being eligible for admission to the degree programme in B.Com – Banking & Insurance shall have passed XII Std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent examination **in first attempt**. Every candidate admitted to the degree course in the constituent / affiliated college /recognized institution conducting the course shall have to register himself/herself with the University.

Bachelor of Science in Information Technology

(B.Sc.IT) [O.5051]

Ref. UG/283 of 2007 dated 16/06/2007

(A) Candidate for being eligible for admission to the degree programme of Bachelor of Science in Information Technology (B.Sc.-IT), shall have passed XII standard examination of the Maharashtra Board of Higher Secondary Education or its equivalent with Mathematics and Statistics as one of the subject and should have secured not less than 45% marks in aggregate for open category and 40% marks in aggregate in case of reserved category candidates.

(B) Candidate who have passed Diploma (Three years after S.S.C. (X std) in Information technology/Computer technology /Computer Engineering/Computer Science/Electrical, Electronics and Video Engineering and Allied Branches/Mechanical and Allied Branches/Civil and Allied branches /Mechanical and Allied Branches/Civil and Allied branches of are eligible for direct admission to the Second Year of the B.Sc.(I.T.) degree course.

However, the Diploma should be recognized by the Board of Technical Education or any other recognized Government Body. Minimum marks required 45% aggregate for open category candidates and 40% aggregate for reserved category candidates.

OR

Candidate with post HSC-Diploma in Information Technology / Computer technology / Computer Engineering/Computer Science/and Allied branches will be eligible for direct admission to the Second Year of B.Sc.(I.T.). However, the Diploma should be recognized by the Board of Technical Education or any other recognized Government Body. Minimum marks required 45% aggregate for open category candidates and 40% aggregate for reserved category candidates.

Admission will be on merit, based on the order of preference as follows:

Marks in Mathematics and Statistics at H.S.C. or equivalent examination. Aggregate Marks at HSC (Std. XII) or equivalent aggregate marks at S.S.C. (Std. X).

B.A. in Multimedia and Mass Communication (B.A.M.M.C.)[O.5206]

Ref. UG/283 of 2007 dated 16/06/2007

A Candidate for being eligible for admission to the degree programme in B.A. in Multimedia and Mass Communication shall have passed XII Standard Examination of the Maharashtra Board of Higher Secondary Education or its equivalent. Every candidate admitted to the degree programme in the constituent /Affiliated College/recognized institution conducting the programme, shall have to register himself/herself with the University.

No college shall conduct any entrance test in any form and the admissions are purely based on merit duly following the reservation policy as per the norms of Government of Maharashtra. While drawing the merit list, weightage has to be given to students from Arts, Commerce and Science Stream at 12th Standard level.

Stream	Arts	Commerce	Science
Percentage	50%	25%	25%

DUTIES

Duties allocated to the ADMISSION COMMITTEE (AC) Members should do it scrupulously. Duties are allocated to staff in rotation. Duties will be given as per the following category **by the Convener of the AC.**

OPEN
MINORITY
OTHERS

All members of the AC should solicit their cooperation to the CONVENER and ensure smooth conduct of admission process.

DEFICIENCY REPORT FORMAT

Category: OPEN/MINORITY/OTHERS

Date	Name of the candidate	programme	Nature of Deficiency



Principal

SUGGESTIONS FORM ALL CONCERN WILL BE APPRECIATED.



ADMISSION COMMITTEE 2020

Dr. Seema A. Ukidve	CONVENER
Dr. Akshata A. Kulkarni	MEMBER
Dr. Gordhan N. Devnani	MEMBER
Dr. Samya P. Shinde	MEMBER
CA Hrishikesh A. Wandrekar	MEMBER
Mrs. Laila A. Patel	MEMBER
Dr. Preeti S. Vaswani	MEMBER
Mr. Ramsagar B. Yadav	MEMBER
Dr. Neelam Yadav	MEMBER
Ms. Pooja U. Yadav	MEMBER
Mr. Rahul P. Dandekar	MEMBER
Ms. Vaishali Pandya	CO-CONVENER
Ms. Kavita Makhija	MEMBER
Ms. Divya Kanchan	MEMBER
Ms. Suvarna Raikar	MEMBER
Mr. Mehul Barai	MEMBER
Ms. Jyoti Sarkar	MEMBER
Ms. Neha Nikam	MEMBER
Ms. Neha Dalal	MEMBER
Mr. Raju Gole	MEMBER
Ms. Heta Parekh	MEMBER
Ms. Prajakta Joshi	MEMBER
Mr. Upmanyu Yajnik	MEMBER
Ms. Mansi Bafna	MEMBER
Ms. Shivani Chande	MEMBER
Ms. Puja Patwardhan	MEMBER

OFFICE STAFF (OS)

Ms.Rupal Kore	COORDINATOR
Mr.Atul Khare	ADMIN HELP
Mr. Lalji Dubey	Fee concession to special category student
Mr,Gaurav Ranjane	ADMIN HELP
Mr.Justin Tuscano	HELP LINE (students) and ERP Supervision
Mr.Prasad Chavan	IT/SOFTWRAE MATTERS
Mr.Chandrakant Vichare	IT/SOFTWRAE MATTERS
Mr.Mahesh Gosavi	ADMIN HELP
Ms.Mohini Karande	ADMIN HELP



Principal



END



No. Enrol./Elg./Admission/(2020-21)/1817 / of 2020

C I R C U L A R :-

The Principals of the affiliated colleges in Arts, Science, Commerce and Director, University Sub-campus (Thane and Ratnagiri) are hereby informed that the procedure for admission in Govt./Private/Aided/ Unaided/Minority colleges affiliated and university sub centers of this University is to be followed strictly in accordance with this office circular No. घ.म. १९८८/२००३ दिनांक १३ मे, २००३.

Further, they are informed that considering the Date of declaration of the Result for the H.S.C. Examination (12th Std) i.e. on 16th July, 2020, the Admission process of F.Y.B.A, F.Y.B.Sc& F.Y.B.Com including F.Y.B.M.M., F.Y.B.S.W., F.Y.B.A In FT & NMP, F.Y.B.A.(In French Study), F.Y.B.A (In German Study), F.Y. Bachelor of Culinary Art, F.Y.B.A.M.A. (Integrated course in German studies), F.Y.B.M.S., F.Y.B.M.S-MBA (5 Years Integrated course), F.Y.B.Com (Financial Market), F.Y.B.Com (Accounting & Finance), F.Y.B.Com (Banking & Issuance), F.Y.B.Com (Financial Management), F.Y.B.Com (Investment Management), F.Y.B.Com (Transport Management), F.Y.B.Com/B.M.S. (E.M.E.), F.Y.B.Sc (Information Technology), F.Y.B.Sc (Computer Science), F.Y.B.Sc (Hospitality Studies), F.Y.B.Sc (Microbiology), F.Y.B.Sc (Bio-Chemistry), F.Y.B.Sc (Bio-Technology), F.Y.B.Sc (Maritime H.S), F.Y.B.Sc (Nautical Science), F.Y.B.Sc (Forensic Science), F.Y.B.Sc (Home Science), F.Y.B.Sc (Aeronautics – Avionics and Mechanical), F.Y.B.Sc (Aviation) F.Y.B.Sc (Human Science), F.Y.B.Voc (T & H.M), F.Y.B.Voc (R.M), F.Y.B.Voc (F.M.& S), F.Y.B.Voc (R.E.M), F.Y.B.Voc (M.P), F.Y.B.Voc (M.L.T), F.Y.B.Voc (Green House Management), F.Y.B.Voc (Pharma Analytical Science), F.Y.B.Voc (Tourism and Travel Management), F.Y.B.Voc (Software Development), F.Y.B. Library Science, B. Music, B.P.A. (Music), B.P.A. (Dance), B.Com (Actuarial Studies) courses for the Academic year 2020-21 is as follows.

Sale of Admission Forms	:	Friday, 24 th July, 2020 to Friday 7 th August, 2020 (on working days)
Pre Admission Online forms (On University Website: im.digitaluniversity.ac)	:	Saturday, 18 th July, 2020 to Friday 7 th August, 2020.
Submission of Admission forms alongwith printed copy of Pre- Enrolment forms (Mandatory)	:	Monday, 27 th July, 2020 to Friday 7 th August, 2020 [In house admission and Minority quota can be given during this period]
First Merit List	:	Saturday, 8 th August, 2020 (7.00 p.m.)
Verification of Documents & payment of fees	:	Monday, 10 th August, 2020 to Thursday, 13 th August, 2020 (up to 3.00 p.m.)
Second Merit List	:	Thursday, 13 th August, 2020 (7.00p.m.)
Verification of Documents & payment of fees	:	Friday, 14 th August, 2020 to Tuesday 18 th August, 2020 (up to 3.00 p.m.)
Third Merit List	:	Tuesday, 18 th August, 2020 (7.00 p.m.)
Verification of Documents & payment of fees	:	Wednesday, 19 th August, 2020 to Friday 21 st August, 2020 (up to 3.00 p.m.)

Cont...2/-


... 2 ...

Note:- Link for online application of pre-admission online forms (Enrolment) will be available from **18th July, 2020** on website:- mum.digitaluniversity.ac (**Helpline No.8411860004**)

Students should submit undertaking (format attached) for confirmation of admission in any one college. Colleges should allot provisional admission to students and confirm the same after submission of hard copy of marksheet and other certificates.

The Principals of all Affiliated Colleges and Directors of Sub-campus, Thane and Ratnagiri are hereby directed to strictly adhere to the schedule of admission. Colleges shall provide an online system to avoid the physical presence of students. Colleges in Raigad, Ratnagiri, Sindhudurg & Palghar Districts where there may be difficulties in implementing of online system and following in non containment zones, those colleges may adopt offline system and maintain social distancing. Other precautionary measures should be followed as per the directions of the concerned District Collector and Government of Maharashtra. If any Student has any technical facility issue, he/she may contact the nearest college.

Mumbai-400 098
21st July, 2020


(Dr. Vinod Patil)
I/C REGISTRAR

To,

The Principals of the all affiliated colleges of (Arts, Science, Commerce) and Director, University Sub-campus Thane/Ratnagiri.

Copy forwarded for information to:-

1. The Deputy Registrar, Affiliation Section.
2. The Deputy Registrar, (Public Relation)
3. The Deputy Registrar, Special Cell
4. The Co-ordinator, U.C.C. Vidyanagari
5. P.A. to Vice Chancellor
6. P.A. to Pro-Vice Chancellor
7. P.A. to Director, (A&P).
8. P.A. to Registrar
9. P.A. to Director of Examination & Evaluation
10. P.A. to F & A.O.
11. P.A. to Director, IDOL
12. Receptionist/ Telephone Operators (Fort/Vidyanagari/Campus)

University of Mumbai

DECLARATION /UNDERTAKING FROM THE STUDENT

I, Mr. /Ms.....

Mobile No: Email. Address: here by

declare that , information submitted in admission form is correct. I am confirming my admission for course

at college

.....
for academic year 2020-21. My registration no of Mumbai University digital portal is

I agree that :

1. I will not confirm my admission to any other college.
2. I will submit my all original documents to the college whenever required to do so.
3. I am aware that if information in my admission form is found to be wrong and/or if it is known that I have submitted my original document to any other college, my admission will be treated as canceled.

Date:

Signature of Student

Place:

DECLARATION BY PARENT/ GUARDIAN

I, (Mother / Father / Guardian)

hereby fully endorse the above declaration/undertaking given by my child/ward. I will further encourage my child/ward to do his/her best to observe the above stated undertaking in letter and spirit.

Date:

Signature of Mother / Father / Guardian

Place:

to Admission Committee **University of Mumbai**
and copy to Ms Kore.



SES'S L. S. RAHEJA COLLEGE
of Arts & Commerce
Inward No. 26
Date : 22/07/2020
Mohini Clerk seen 23/7/2020
Principal

No. Enrol./Elg./Admission/(2020-21/1820/ of 2020.

C I R C U L A R :-

The Principals of all affiliated colleges of Arts, Science, Commerce and Director University Sub-campuses (Thane and Ratnagiri) are hereby informed to follow the procedure of admission.

I. The reservation for different reserved categories are as under % allocation seats:-

- | | | |
|-------|---------------------------|--|
| i) | 13% Seats | : S.C. |
| ii) | 7% Seats | : S.T. |
| iii) | 3% Seats | : D.T. (A) |
| iv) | 2.5% Seats | : N.T. (B) |
| v) | 3.5% Seats | : N.T. (C) |
| vi) | 2% Seats | : N.T. (D) |
| vii) | 19% Seats | : O.B.C. |
| viii) | 16% Seats | : MARATHA alongwith SBEC |
| ix) | 10% Seats | : GENERAL – EBC |
| x) | A) Women | : As per circular No. aff/Recog./322 of 2000 dated 7 th September, 2000 |
| | B) S.B.C. | : 2% As per circular No. BCC/29/334 of 1997 dated 25 th September, 1997 |
| | C) Physically Handicapped | : As per circular No. Special Cell/2/2008 dated 25 th January, 2008 |

xi) 3% Seats : खात्तील संवर्गातील (परिपत्रक क्रमांक मान्यता/संलग्नता/निर्देश/२२१ दिनांक ६.६.१९९८ प्रमाणे)

१. बदलून आलेले केद्रीय/ राज्य शासकिय कर्मचारी/ अधिकारी यांचे पाल्य
२. संरक्षणदलातील आजी/माजी सैनिकांचे पाल्य
३. राष्ट्रीय/राज्य पातळीवर किडा व संस्कृतिक कार्यक्रमात विशेष नैपुण्य मिळवलेले विद्यार्थी
४. विधवा/ परित्यक्ता विद्यार्थिनी
५. स्वातंत्र सैनिकांचे पाल्य/नातवंडे

xii) Two supernumerary seats for students from Jammu & Kashmir as per University Circular No. Aff/ICC/2012-13/22 dated 8th January, 2013

2. The Quota:-

Minority and Non-Minority Colleges

As per University Circular No. Spl.Cell/(68)/218/2005 dated 3rd June, 2005

1. In house Students be admitted first as per practice followed in the preceding years for admission to F.Y.B.A./ B.Sc./B. Com. Classes only.

2. Fees:- Strictly as prescribed by the University . Further fees be charged from Reserved category students as per circular no वि.क./भासशि(२४)/३६०/२००४ दिनांक २५ अगस्त, २००४ and circular no वि.क./भासशि/पदवि/२/२०१३ दिनांक ७ जून, २०१३

3. No. Colleges shall conduct its own CET test for admission to any course of University unless it is an autonomous college.

Further, they are requested to form the Admission Cell/ Committee Comprising of Senior Teaching Staff inclusive of representative of Reserved Category for smooth conduct of the admission process. **The vacant seats should be indicated on notice board** and to be converted as per the prescribed procedure.

In accordance with the Hon'ble High Court Judgment dated 12th October, 2017 in WP No.1726 of 2001, as it refers to reservation of seats in respect of backward class candidates, the above points shall not apply to Minority Educational Institutions affiliated to this University.

Merit list of reserved category should be displayed separately as per admission schedule.

(Dr. Vinod Patil)
I/C REGISTRAR

Mumbai-400 032

21st July, 2020




...3/-

To,

The Principals of the all affiliated colleges in Arts, Science, Commerce, Management and Co-ordinator University sub centers for information and necessary action.

Copy forwarded for information to:-

1. The Deputy Registrar, Enrollment Section
2. The Deputy Registrar, (Public Relation)
3. The Deputy Registrar, Special Cell
4. The Co-ordinator, U.C.C., Vidyanagari
5. E.S. to Vice Chancellor
6. P.A. to Pro-Vice Chancellor
7. P.A. to Director, (A&P).
8. P.A. to Registrar
9. P.A. to Director of Examination & Evaluation
10. P.A. to F & A.O.
11. P.A. to Director, IDOL
12. Receptionist/ Telephone Operators (Fort/Vidyanagari/Campus)

	<p align="center">SES'S L.S.RAHEJA COLLEGE OF ARTS AND COMMERCE</p> <p align="center">Relief Road, Santacruz (West), Mumbai - 400054</p> <p align="center">Website:- www.lsrheja.org, Email id :- degree.office@lsraheja.org.</p>	<p>College Code :LSRC</p>	
For College use only	Course Applied to: F.Y. B.A.	Registration No. 494802	
	Admission Date :		
	Admission category : Open		
01. Personal Information Section			
Name of the Student	LAST NAME TUSCANO	FIRST NAME JUSTIN	MIDDLE NAME SANJOHN
Father's Name	SAN		
Mother's Name : AS			
Marital Status : Married		Gender : Male	
Date of Birth : 29/01/2020		Blood Group : A+	
Place of Birth : VASAI		Native Place : vasai	
Grandfather Name :			
Organ Donar : NO		Citizenship of : INDIAN	
Religion : CHRISTIANITY		Medium : ENGLISH	
Aadhar Card No. : 111111111111		Transaction Type : ONLINE	
Driving Licence No. :		Minority: NO	
02. Address Details			
Address for Correspondence:		eeqwre	
State : Maharashtra		Pin Code : 132131	
District : Palghar		Tehsil : VASAI	
City : VASAI			
Permanent Address		eeqwre	
State : Maharashtra		Pin Code : 132131	
District : Palghar		Tehsil : VASAI	
City : VASAI			
03. Contact Details			
Student Phone :		Parent Phone : 1121313	
Student Mobile No.: 9923226905		Student Email Id: justin.tuscano@lsraheja.org	
04. Legal Reservation Information Section			
Domicile State : Maharashtra		Caste Category : OPEN	
Sub Caste : NONE		Phy. Handicapped :	
Caste Certificate No. :		Learning Disability No. :	
05. Social Reservation (Special Category) Information Section			
SR NO.	SOCIAL RESERVATION NAME		
1			

06. Education Details Section

Name of Examination	Name of Board	Name of School / College	Date of Passing	Examination Seat No.	Passing Certificate No.	Grade / Total Marks	Obt Marks	%	CGPA
ssc	maharashtra		08/06/2017	m1232		500	431	86.20	0.00
HSC	MAHARASHTRA BOARD	LSRC	08/05/2020	M1	123	650	505	77.69	0.00

07. Qualifying Exam Details Section

Qualifying Exam Name : HSC (12TH)

College/School Attended	Board/ University	Admission Year	Passing Year	Marks Obt	Total Marks	Percentage	Place	Arts/Com /Sci	Education Gap
lsrc	Maharashtra board	0	2019	460	650	70.77	mumbai	commerce	YES

Qualifying Exam Subject Details

Sr.No.	Subject Name	Total Marks	Obtained Marks
1	MATHEMATICS	100.00	50.00

08. Subject Details Section**Preferance : 1 Group Name : FYBA SEM I ECO PSY STAT HINDI**

FOUNDATION COURSE - I

COMMUNICATION SKILLS IN ENGLISH

ECONOMICS - I

STATISTICS

GENERAL PSYCHOLOGY-I

HINDI

Preferance : 2 Group Name : FYBA SEM I ECO SOC COM HINDI

FOUNDATION COURSE - I

COMMUNICATION SKILLS IN ENGLISH

COMMERCE I

ECONOMICS - I

FOUNDATIONS OF SOCIOLOGY

HINDI

Preference : 3 Group Name : FYBA SEM I SOC PSY HIS HINDI

FOUNDATION COURSE - I

COMMUNICATION SKILLS IN ENGLISH

HISTORY - I -HISTORY OF MODERN INDIA (1857-1947)

GENERAL PSYCHOLOGY-I

FOUNDATIONS OF SOCIOLOGY

HINDI

09. Attached Documents

Sr No.	Name of Documents/Certificates
1	UNIVERSITY REGISTRATION FORM
2	HSC (12TH) MARKSHEET
3	SSC (10TH) MARKSHEET
4	LEAVING CERTIFICATE

10. Guardian / Parent Information Section

Guardian's/ Parent's Name :

Occupation of the Guardian/Parent : SERVICE

Annual Income of the guardian/Parent : 1,111,111.00

Relationship of Guardian with applicant : --

Guardian/Parent Phone No. : 1121313

11. Other Information Section

Mother Tongue : ENGLISH

Do you wish to join NCC / NSS: YES

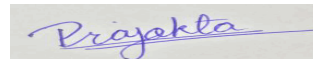
Hobbies, Proficiency and Other interests : NA

Games and sports participation :

12. Declaration by Student

I hereby declare that, I have read the rules related to admission and the information filled in by me in this form is accurate and true to the best of my knowledge. I will be responsible for any discrepancy, arising out of the form signed by me and I undertake that, in absence of any document the final admission will not be granted and / or admission will stand cancel.

Place :



Date :

Signature of the Student:

Undertaking by the Student

I will accept and abide by the combination or subjects allotted to me by the college on the basis of merit and minimum requirement of students in each combination or subjects/papers. I also know that I have to pay additional laboratory fee, unaided subject fee as the case may be once the subject(s)/ paper(s) allotted to me by the college.

Place :



Date :

Signature of the Student:

ATTACHMENT-A

University of Mumbai

DECLARATION /UNDERTAKING FROM THE STUDENT

I, Mr. /Ms JUSTIN SANJOHN TUSCANO

Mobile No: 9923226905

Email. Address: justin.tuscano@lsraheja.org

here by declare that, information submitted in admission form is correct. I am confirming my admission for course BACHELOR OF ARTS at college L.S. RAHEJA COLLEGE OF ARTS & COMMERCE College for academic year 2020-2021. My registration no of Mumbai University digital portal is 494,802 I will not confirm my admission to any other college. I will submit my all original documents to college. I am aware that if information in my admission form found wrong or even I submitted my original documents in another college my admission will treat as cancelled.

Place :

Date :



Signature of the Student:

DECLARATION BY PARENT/ GUARDIAN

I , SAN (Mother / Father / Guardian) hereby fully endorse the above undertaking/declaration given by my child/ward. And I will endeavor to induce my child/ward to do his/her best to observe the above stated undertaking in words and spirit.

Place :

Date :

Signature of the Guardian/Parent:

DECLARATION /UNDERTAKING FROM THE STUDENT 2020-21

I, Mr. /Ms JUSTIN SANJOHN TUSCANO of Programme: F.Y. B.A. , student of SES's L. S. Raheja College of Arts and Commerce(LSRC), wish to seek admission in semester I in the AY 2020-2021.

Permanent resident of
eeqwre

ATTACHMENT-B

Mobile No: 9923226905 (Give permanent home address with telephone no.), do hereby undertake on this the date 24/07/2020

The following:-

1. I, hereby, declare that, the entries made by me in the Application/Admission Form are complete and true to the best of my knowledge and based on records.
2. I, hereby, undertake to present the original documents immediately upon demand by the authorities concerned of LSRC.
3. I, hereby, undertake to abide by the rules and regulations, concerning discipline, attendance, etc. of the University of Mumbai and or LSRC), and also to follow the Code of Conduct prescribed for the Students by LSRC from time to time and subsequent changes/modifications/amendment made there to. I acknowledge that, the LSRC has the authority for taking punitive actions against me for violation and/or non-compliance of the same.
4. I understand that, as per the University Ordinance 6086, 75% attendance in lectures/tutorial/practical is compulsory and I commit myself to adhere to the same. I also understand, in case my attendance falls short, for any reason, the competent authority of the LSRC may take such punitive action against me, as may be deemed fit and proper. The decision of the LSRC in this regard will be final and binding on me.
5. I, hereby declare that, I will neither join in any coercive agitation/strike for the purpose of forcing the authorities of the Institute to solve any problem, nor I will participate in any activity which has a tendency to disturb the peace and tranquillity of life of the LSRC campus.
6. I, hereby declare that, both I will not indulge in, nor tolerate ragging, in any form, even in words or intentions, and I accept to give an undertaking in the prescribed format for the same.
7. I, hereby declare that, I shall be solely responsible for my involvement in any kind of undesirable / indisciplinary activities outside the campus, and shall be liable for punishment as per the law of the land. I, further understand that, the Institute shall in no way provide any support to me and will not be held responsible for my any such action.
8. I, further declare that, my admission may be cancelled, at any stage, if I am found ineligible and/or the information's provided by me are found to be incorrect and false.
9. I, hereby undertake to inform the LSRC, about any changes in information submitted by me, in the Application/Admission Form and any other documents, including change in addresses and phone nos., from time to time.

DECLARATION BY PARENT/ GUARDIAN

I (Mother / Father / Guardian) hereby fully endorse the above undertaking/declaration given by my ward. I undertake the responsibility of the ward's attendance in lectures /tutorials/ practical as per the O.6086 and his/her behaviour in the premise of LSRC. It will be personal responsibility to induce my child/ward to do his/her best to observe the above stated undertaking in letters and spirit.

Place:

I am SAN Mother / Father / Local Guardian----- Signature

Date: 24/07/2020

13. Declaration by Guardian / Parent

I have permitted my son / daughter / ward to join your college. The information supplied by him / her is correct to the best of my knowledge. I have acquainted myself with the rules and fees, dues to my son / daughter / ward and see that he / she observes.

ATTACHMENT-C

Place :

Date :

Signature of the Guardian/Parent:

14. For College / Institute Use Only

Designation	Remarks / Particulars /Recommendations	Signature and Date
Admission Clerk		
Admission Committee		
Accountant / Cashier		
Registrar/Office Superintendent	Cash Received : Rs 1.00	

REMARK OF THE ADMISSION COMMITTEE

May be admitted to Class _____ Section _____

May be Rejected

Last date of payment of fees _____

Admission may be canceled if the fees are not paid by this date.

Principal

Signature of Admission Committee

ATTACHMENT-D

(Name and address of the student)

JUSTIN SANJOHN TUSCANO

eeqwre

Dated: 24/07/2020

To,
The Principal,
SES's L S Raheja College of Arts & Commerce
Relief Road, Juhu, Santacruz (west), Mumbai 400 054

Sub: Requirement of attendance to be eligible for the Examination of Junior College.

Ref: Your letter no. LSRC / 2020-2021 / 494,802 dated 6 June , 2020.

Sir,

I am in receipt of your above referred letter. I have read the contents of the letter and made a note of the same. I am also aware of the fact that the defaulters list for the previous month shall be displayed by the college on its notice board by the 10th of the next month and we can keep a track of the same by visiting the college and that we can meet the Vice Principal, if required.

I declare that my ward will be responsible for maintaining and fulfilling the norms of attendance as required under O.6086 of University of Mumbai, even if he/she is pursuing any other program like CA, CS etc. other than the course (program) for which he is admitted to the college.

I accept my responsibility of keeping track of the attendance of my ward. I, personally and on the behalf of my ward, also assure you that my ward will fulfill the attendance norms as required and specified by the University of Mumbai in its Ordinance 6086 failing which I am aware that my ward will NOT BE ALLOWED to appear for the examination conducted by the University of Mumbai or by the college on behalf of the University of Mumbai.

Yours faithfully

Name and Signature of the parent

I have read the letter no. LSRC / 2020-2021 / 494,802 dated June 6, 2020. I promise to maintain the minimum attendance required for granting the term as specified in O.6086 of University of Mumbai. I am aware that if I fail to meet the norms for minimum attendance, I will NOT BE ALLOWED to appear for the Examination(s) conducted by the University of Mumbai or by the college on behalf of the University of Mumbai.



Name and Signature of the Student: {StudentName}

ANTI RAGGING DECLARATION

ATTACHMENT-E

UNDERTAKING BY THE STUDENT

1. I, JUSTIN SANJOHN TUSCANO Roll No. _____ d/s of Mr/Mrs. SAN having been admitted to L.S. Raheja College of Arts and College, have read a copy (displayed on Notice Board, College website : <http://www.lsraheja.org> and available with Registrar in College Office) of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment is according to clause 9.1 of the Regulations, without prejudice to any the criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this 24 day of 07 month of 2020 year.



Signature of Student

Name : JUSTIN SANJOHN TUSCANO

DECLARATION

My personal information other than Name, Category, Marks, and Social Reservation can be / should not be supplied to any other party.



Signature of Student

Sadhana Education Society's

24/7/2020

L.S.RAHEJA COLLEGE OF ARTS AND COMMERCE

ADMISSION SCHEDULE FOR IN HOUSE STUDENTS

ADMISSION TO FYBA and FYBCOM 2020

NOT FOR PRIVATE STUDENTS FORM NO 17

LAST DATE TO FILL ONLINE ADMISSION FORM	4 TH AUGUST 2020 TILL 2.00 PM
LAST DATE OF SECURING ADMSSION	5 TH AUGUST TILL 4.00 PM

DOCUMENTS REQUIRED

1. PROVISIONAL MARKSHEET OF HSC MARCH 2020
2. SSC MARK SHEET
3. HSC LEAVING CERTIFICATE(IF ISSUED)
4. AADHAR CARD

IN-HOUSE STUDENTS MUST SEEK ADMISSION TO FYBA/FYBCOM ON OR BEFORE THE LAST DATE. AFTER 4.00 PM ON 6TH AUGUST 2020. STUDENT/S WILL LOOSE THEIR CLAIM AS IN-HOUSE STUDENT/S.



PRINCIPAL





SADHANA EDUCATION SOCIETY'S
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority

L. S. RAHEJA COLLEGE OF ARTS & COMMERCE

Estd : 1980
Relief Road, Santacruz (W), Mumbai - 400 054.
Tel.: 2660 9320 / 2661 4101 • E-mail : degree.office@lsraheja.org / principal@lsraheja.org
Website : www.lsraheja.org

Ref. No.LSRC/Notice /SY/TY/ADMISSION/SFC/293

17th June, 2021

DUTY CHART FOR SY AND TY ADMISSIONS

DATE	CLASS	NAME OF INCHARGE
18-6-2021 to 24-6-2021	SYBAF	Mr.Upmanyu Yajnik
18-6-2021 to 24-6-2021	TYBAF	Mr.Upmanyu Yajnik
18-6-2021 to 24-6-2021	SYBFM	Mr. Mehul Barai
18-6-2021 to 24-6-2021	TYBFM	Ms.Divya Kanchan
18-6-2021 to 24-6-2021	SYBBI	Mr. Raju Gole
18-6-2021 to 24-6-2021	TYBBI	Ms.Jyoti Sarkar
18-6-2021 to 24-6-2021	SYBMS A	Ms. Neha Nikam
18-6-2021 to 24-6-2021	SYBMS B	Ms. Neha Nikam
18-6-2021 to 24-6-2021	TYBMS A	Ms.Suvarna Raikar
18-6-2021 to 24-6-2021	TYBMS B	Ms.Heta Parekh
18-6-2021 to 24-6-2021	SYBAMMC	Mr.Raju Gole
18-6-2021 to 24-6-2021	TYBAMMC	Ms. Kavita Makhija
18-6-2021 to 24-6-2021	SYBSC.IT	Mr. Mehul Barai
18-6-2021 to 24-6-2021	TYBSC.IT	Ms.Prajakta Joshi

Ms.Vaishali Pandya
Convenor



(DR. DEBAJIT SARKAR)
PRINCIPAL

SOP TO BE FOLLOWED WHILE SY AND TY ADMISSION PROCEDURE

1. All the teachers on duty must verify the registration form by following the steps attached herewith.
 - a. Check whether student is eligible or not. (as per list supplied by the Respective Coordinator)
 - b. Check the student details are filled or not properly
 - c. Check the Partial Payment Application if any.(REFER steps how to check uploaded documents)
 - d. Check the Caste category if Reserved Category then check whether document is uploaded or not.
2. In a day make a list of students whose forms are verified by you and send it to office clerk assigned to you and mark a copy to Rupal Madam at 2.30pm and then again at 5 pm. Office will then assign fee to the students in the list.

The table for the list to be followed must be in this format

CLASS:

SR.NO	NAME OF STUDENT	FEE AMOUNT TO BE ASSIGNED	REMARKS
1.	ABC	FULL FEES	
2.	XYZ	8000/-	PARTIAL PAYMENT APPROVED

3. For Reserved category students send the list to Dubey sir as at 4 pm

SR.NO	NAME OF STUDENT	FEE AMOUNT TO BE ASSIGNED	REMARKS
1	PQR		PLS CHECK AND DUBEY SIR TO ENTER THE AMOUNT

4. Once Dubey sir reverts add those students in your next list and send it to office.
5. Clerks assigned Programme wise are
MR.MAHESH GOSAVI – BAF, BBI , BSC.IT
MR.ATUL KHARE- BAMMC
MS. SWAPNALI GHUME- BMS , BFM
6. Check whether students have paid the assigned fees and send the list of students registered and fees paid data daily at 5 pm to your respective Coordinator and a mark a copy to Ms. Vaishali Pandya . The format for the same :

CLASS	NO OF STUDENTS REGISTERD/ FILLED ADMISSION FORM	NO OF STUDENTS PAID FEES
SYBAF	10	4

7. **Take follow up and check whether students have filled the University form and uploaded the same on our portal . Students have to submit the hard copy to admin office .**

STEPS TO CHECK SY TY ADMISSION FORM.

1. Visit this url

<https://cims.mastersofterp.in/>

User name admission@sess.com

Online Registration (SY/TY)

Note : * Marked Is Mandatory !

Session *	2020-2021	From Date *	06/07/2020
Basic Course/Branch	BACHELOR OF COMMERCE	To Date *	09/07/2020
Course/Year	BACHELOR OF COMMERCE - 3	Is Confirm	

[Export to Excel](#) [Report](#) [Cancel](#)

Password: - admission

1. Go to Academic ----- Students Report ----- Admission
2. Click on --- **Online Registration (SY/TY)**
3. Open the Dialog box --- Select heads
4. Click on Export to Excel and Report.
The list of online registered students
Download the excel report.
5. Then open Academic ----- Students Report --- Admission --- **SY TY Student Application Report**

SY TY Student Application Report

Session *	2020-2021	Search By *	Student Name
Course *	BACHELOR OF COMMERCE - 3	Enter Input *	CHAUHAN FAREED IMAMUDDIN --> 2: <input type="text"/>

Student Details

Student Id	:	2346723
Student Name	:	FAREED IMAMUDDIN CHAUHAN
Current Status	:	YE

[Report](#) [Cancel](#)

Search by student name

Enter student name

Click on report. Verify the form. (if any correction, please note down with student name)

6. Click On Transaction -- Registration and Merit List -- SY TY Merit list
Select the Heads Generate the Excel report.

SY/TY Merit List

Note : * Marked Is Mandatory !

Academic Session*	2020-2021	▼
Basic Course *	BACHELOR OF ARTS	▼
Course *	BACHELOR OF ARTS - 3	▼
Format Type *	UG	▼

SubjectWise SubjectGroupWise

[Excel Export](#) [Cancel](#)

Check the subject preference selected properly or not.
Please note down, If they have wrong subject selection.

7. The fees will assign by admin office. After payment of students.
Go to Students Report – Admission -- **Student Admission Report**
Check the admitted student list.

HOW TO CHECK DOCUMENTS UPLOADED ON PORTAL

<https://cims.mastersofterp.in/>

User Name: - admission@sess.com

Password: - admission@321

Login in Erp--

1. Admission Status Report.

Academic -- Student Report – Admission -- Student Admission Report.

Student Admission Report

Note:* **Marked Is Mandatory !**

Session*	2020-2021	From Date *	27/07/2020
Course/Year/Standard	BACHELOR OF COMMERCE - 1	To Date *	09/08/2020
Medium	ENGLISH	Option	<input checked="" type="radio"/> With Cancelled <input type="radio"/> Without Cancelled
Section	Select Section	Report By	Admission Report
Gender	Both	Order By	Student Id

2. For uploaded Document Report.

Academic -- Student Report -- Certificate -- Document Submitted Report

Student Document Report

Note:* **Mark Is Mandatory !**

Session*	2020-2021
Basic Course	BACHELOR OF COMMERCE
Course	BACHELOR OF COMMERCE - 1

3. Student Document Check.

Academic -- Transaction -- Data Entry -- Student Document Details --

Student Document Details

Note : * Marked is Mandatory !

Q Search Student

Academic Session * Search By Student Id Name User Defined

Basic Course * Enter input


Course/Year/Standard *

MASALAWALA MUBARAKA SHABBIJ --> 2447923

Student Documents

Select Document *

Browse...

 Please Select valid file(e.g. .JPG,GIF,PDF) (Max size 50 kb)

No. of Originals

Document No.

No. of Xerox

Document Receipt No.

Document List

Document Details		
Edit	Document Name	Download
<input checked="" type="checkbox"/>	PARTIAL PAYMENT APPLICATION	<input type="button" value="Download"/>
<input checked="" type="checkbox"/>	UNIVERSITY FORM	<input type="button" value="Download"/>
<input checked="" type="checkbox"/>	HSC MARK SHEET	<input type="button" value="Download"/>
<input checked="" type="checkbox"/>	SSC MARKSHEET	<input type="button" value="Download"/>
<input checked="" type="checkbox"/>	GUJARATI MINORITY CERTIFICATE	<input type="button" value="Download"/>
<input checked="" type="checkbox"/>	LEAVING CERTIFICATE	<input type="button" value="Download"/>

Open the document in new tab:- CTRL + Click on download button.