



**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., and F.Y.B.B.I., F.Y.B.M.M.C. and F.Y.B.Sc. (I.T.) PROGRAMS for the year 2023-24 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.

**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.A.M.M.C. 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.A.M.M.C. 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)**

<p><b>Note: - 1. Please provide clear passport size black and white photo. Please do not upload selfies</b>  <b>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)</b>  <b>3. * Marks Fields are mandatory to be filled</b>  <b>4. Please also Keep the necessary documents ready for uploading in JPG/Pdf format (200 kb)</b>  <b>5. Once the form is confirmed no changes can be done</b></p>	
Step 1	Visit College Website: - <a href="https://www.lsracheja.org/">https://www.lsracheja.org/</a>
Step 2	Click on the: - Degree Online Admission
Step 3	After link is opened, Click on Go to Login Enter your Username, Password, Confirm Password, Mobile Number, Email id, then Click on Register. Use this user id and password for login, you will get a <b>SMS</b> regarding successful registration with <b>Username and Password.</b>
Step 4	Select <b>Under Graduate</b> for FY degree application Read the instructions carefully and then click on <b>Continue</b> to proceed.
Step 5	<b>After Clicking on Continue and it will show up menu option for form filling</b>
Step 6	Enter your proper and correct personal data, and click on <b>'Save Next'</b>
Step 7	Fill the address details and click on <b>save and next.</b>
Step 8	In the Educational details kindly enter your <b>10<sup>th</sup> Std &amp; 12<sup>th</sup> Std</b> details and click on <b>save and next.</b>
Step 9	Upload Photo and Signature and click on <b>save and next.</b>
Step 10	<b>Course Selection:</b> Select the course of your choice.
Step 11	<b>Last Qualifying Exam Details:</b>
Step 12	<b>Upload Document:</b> Check the list of documents from the dropdown. Documents marked <b>'*</b> are mandatory to upload.
Step 13	Add the Subject by selecting subject or subject group and click on <b>save and next.</b>
Step 14	Click on <b>Pay Now</b> button to do the registration amount payment.
Step 15	After <b>Payment</b> is Successful you will get <b>Registration confirmation.</b>
Step 16	Click on <b>PREVIEW</b> 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 <b>Confirm Application</b>
Step 17	After Complete Process is done, Click on <b>Print Application</b> to take copy of the form filled also click on the <b>Print Receipt</b> to take the copy of Payment receipt

**\*\*\*\*\*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. Upload documents list. 1) SSC marksheet, 2) HSC marksheet, 3) Leaving Certificate, 4) University Form, 5) Minority Certificate, 6) Aadhar Card, 7) Caste Certificate.
3. **DO NOT SUBMIT HARD COPY OF PRE-ADMISSION FORM TO THE COLLEGE WITH UNIVERSITY FORM & OTHER DOCUMENTS, TILL MERIT LIST IS DISPLAYED.**

### **PART 2. FEES PAYMENT (WILL BE AVAILABLE AND IS TO BE SUBMITTED BY THE CANDIDATE WHO'S NAME APPEARS IN THE MERIT LIST).**

1. Pay fees online through students' portal by visiting college website. Student Corner > Student portal Login.
2. Click on get username and password. Enter the register mobile no or email id. you will get the user id and password for login.
3. Click on Payable Fees > Pay the fees by online portal.
4. Submit the University Pre-enrolment form, College Application form, HSC, SSC Marksheet, Aadhar card and relevant documents.

## **GENERAL INSTRUCTIONS**

### **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 or any computer centre or cybercafé 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 documents 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.
  - b. **Academic Bank of Credit No. ([ABC ID GENERATE STEPS](#))**
    - a. Scanned copy of the Photograph file size of maximum **500 kb.**
    - b. Scanned copy of the Signature file size of Maximum **300 kb.**
    - c. Scan copy of required documents in PDF, JPEG, PNG, JPG, format for upload size up to **200 KB.**
    - d. Photocopy of any other certificate/s as required.
    - e. Your browser may ask you to allow blocked Pop-Ups or to run active contents. Please choose and allow Blocked Contents / Popup.

➤ **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).

➤ **STUDENTS APPLYING UNDER GUJARATI LINGUISTIC MINORITY MUST SATISFY THE FOLLOWING NORMS:**

- a) Should be Gujarati by birth and should have passed the H.S.C. / equivalent examination and should be domicile of Maharashtra.
- b) 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.
- c) In case of doubtful surnames, the parent will have to produce their 10<sup>th</sup> std. mark sheet indicating Gujarati as one of the subjects at the 10<sup>th</sup> Std.
- d) Certificate from the Head of the Community/ Trust / institution (Government recognized) confirming the claim.

➤ **List of Documents**

## CHECK LIST OF DOCUMENTS TO BE SUBMITTED FOR VERIFICATION

### Pre-Admissions to FY- All Programmes

#### I. FY Classes of all undergraduate Aided and unaided courses

1. One - Latest passport Size Photograph
2. College Admission Form
3. HSC Mark sheet (Original)
4. College copy of Pre-Admission Form (University of Mumbai)
5. Two sets photocopies of the following: -
  - a. SSC or Equivalent certificate
  - b. HSC Mark sheet
  - c. Leaving Certificate
  - d. Aadhar Card/Voter's ID/Driving License
6. Wherever necessary one photocopy of the following:
  - a. Minority Certificate (where applicable)
  - b. Caste Certificate (For Scholarship)
  - c. Income Certificate
  - d. Eligibility Certificate
  - e. Sports certificate (NATIONAL and STATE LEVELS ONLY)
  - f. GAP CERTIFICATE IF STUDENT HAS A GAP

Any other category

## ➤ **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) will be also treated as foreign student.

These students should apply to Director of student's welfare, university of Mumbai for admission.

## ➤ **GAP CERTIFICATE**

Students who have passed the HSC or its equivalent examination prior to February/ March 2021-22 will be required to submit an Affidavit on a stamp paper of Rs.100/-specifying that they had not secured admission to any other institute after passing the HSC Examination.

## ➤ **DISTRIBUTIONS OF THE SEATS COURSE WISE: -**

<b>Details of Seats Distribution for Degree College: 2023-2024</b>		
Quota distribution for Minority Colleges:		Seat Distribution
Capacity	Sanctioned Strength by University and/or Government	60
In-house	In-house	0
<b>BALANCE SEATS FOR OUTSIDERS</b>		60
<b>3%</b>	Less: 3% Physically handicap including L.D.	2
<b>3%</b>	Less: 3% for Cultural / Sports / Son & Grandson of Defence /Ex-servicemen / Divorcee Student / Central Government transfer Cases	1
<b>15%</b>	Management Quota (15%)	9
<b>35%</b>	Minority Category (35%)	21
<b>1%</b>	1%: Orphan Students (from General Category)	1
<b>43%</b>	Open Category	26
<b>100%</b>	Total Seats for distribution after In-house admissions are made	60

**Note: \***

- **Women reservation as per norms applicable.**
- **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.**

- **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.**

## **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 2023-24.
2. Register on the online portal by providing the basic registration information. Applicant will be provided a username and Password on registered email ID & Mobile number.
3. Log in with the username & 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 online application form and get print out & confirmation code in the system.
5. Select the first-year programme. Then, select the affiliated colleges running the programme. Last, select the required documents to be uploaded with application form.
6. Take the printout of the submitted pre-registration application form. Once applicant have filled the application form successfully and apply, he/she will have to submit the online application form along the necessary documents for every programme- separately for which applicant have applied.
7. The applicant will be required to verify his/her registration and then change the password.
8. Students applying for FYBA programme can obtain the following optional courses  
i) Psychology ii) History iii) Economics iv) Sociology v) Statistics and Language group i) Hindi or ii) Marathi or iii) Gujrathi

### **PLEASE PRESERVE AND REMEMBER THE LOGIN ID AND PASSWORD.**

9. 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.
10. 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.
11. 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.
12. Enter the application number generated on the e -Suvidha ticket on your application form and complete the process.
13. 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.
14. University of Mumbai has instructed the colleges NOT TO GRANT admission to any student who has not registered on the university website.
15. 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.
16. By clicking on "APPLY ONLINE" link, you agree to have read and understood all the instruction carefully.

*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 fee's 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                      Convener  
Aided                          Unaided  
Admission Committee

sd/-  
Principal



**Sadhana Education Society**

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

**STUDENTS SEEKING ADMISSION TO FY PROGRAMMES FOR  
2023-2024 SHOULD NOTE THE FOLLOWING –**

- For any technical support contact via email: [it.support@lsraheja.org](mailto:it.support@lsraheja.org)  
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.

**1. FOR ANY TECHNICAL AND ADMISSION RELATED CONTACT  
022-26609320 / 26614101 / 8669186156 / 8779807126 / 8169227981**

**OR**

**2. ADMISSION CONVENER,**

Sd/-

**DR. DEBAJIT N. SARKAR  
PRINCIPAL**