

10.07.2024

FYJC (XI) COMMERCE 2024-25

ADMISSION PROCEDURE – CAP ROUND - II

1. Check if college is allotted in the student login (College code – MU0579CGE)
2. To confirm your admission click on **'Proceed for admission'**
3. Upload the required documents on the Govt. Portal
4. Students should visit the SIES Commerce website : siesce.edu.in & College Notice Board.
5. Students will receive SMS from SIES College of Commerce and Economics after allotment of seat.
6. In case a student doesn't receive the payment link of Rs.100/- for college admission form (after allotment) at 8.00 pm on 10.07.2024 may come to college on 11.07.2024. *between 12.00 noon to 3.00 pm.*
7. Eligible students will come to the college with printout of form & all required documents for verification.
8. Documents required at the time of Admission :
 - a. Duly filled admission form with online payment of Rs.100/-
 - b. 1 photograph required with red background
 - c. Photocopy of payment of Rs.100/-
 - d. Printout of Government Portal online form part 1 & 2
 - e. Original and photocopy of X marksheet and leaving certificate (ICSE, CBSE, IGCSE and Other Board – Migration, Transfer Certificate and Passing Certificate)
 - f. Aadhar card photocopy & original for verification
 - g. Verification of forms will be done from 10.07.2024 to 12.07.2024 between 12.00 noon to 3.00 p.m. in room no. 6 (3rd Floor)
9. Once the verification is done and the student is found eligible for admission then : -
 - Payment mode : Verified student should bring **Demant Draft** to be drawn in favour of **'SIES College of Commerce and Economics'** amount to be paid **Rs.2330/-**.
10. Information needed on the reverse side of the DD
 1. Name
 2. Phone Number
 3. FYJC Commerce 2024 - 25
 4. Mention Round (eg – CAP Round – I, II, III etc)
11. Information Technology (IT) cut off will be declared on 13.07.2024 at 5.00 pm.

U. Chaudhury
PRINCIPAL