

29.08.2024

FYJC (XI) COMMERCE 2024-25

ADMISSION PROCEDURE – CAP SPECIAL ROUND - IV

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) till 8.00 pm on 29.08.2024 may come to college on 30.08.2024 at 12.00 noon.
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 29.08.2024 to 30.08.2024 between 12.00 noon to 3.00 p.m. in room no. 8 (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)
 5. Original Demant Draft and 2 xerox copy.

M. Choudhury
PRINCIPAL