

**ASMITA COLLEGE OF ARTS & COMMERCE FOR WOMEN**

**VIKHROLI (EAST), MUMBAI - 400 083.**

**Filling online Admission form for Academic Year 2019-2020**

All students should note that they should fill up their admission form online. For this, they will have to log on to "[www.asmitacollege.org](http://www.asmitacollege.org)" on the next day of declaration of result date after 5.00 p.m. The college website mentioned above has a stepwise easy to use procedure, which can be read by students before filling up the form. All students **MUST** bring all required documents at the time of admission (see the admission notice). In order to fill up the above mentioned admission form a student will need only her Student ID No. which has been mentioned on her identity card / statement of marks.

Once a student follows the procedure given below, student will be able to successfully take a printout of the admission form & submit the same on the day of admission (see the admission notice).

Students can pay their fees in **cash** OR **Demand Draft** in the college office on the day of admission.

The students who will pay the fees in cash in college office will bring only the printout of admission form.

The detailed instructions for filling up this online form are as follows.

**Please Note: Only Admission form filling is online, rest of the procedure of admission is offline. (See the admission notice)**

**Step 1**

Students are supposed to go to "[www.asmitacollege.org](http://www.asmitacollege.org)" web site, then go to online admission form where a link titled "**Online Admission Form**" is available.

**Step 2**

Now, Online Login Form is displayed.

The ID & Password is available on college prospectus. Please note that the password is different for each student.

**Step 3**

On First login, the System will ask the user to change the password.

The password would be necessary for students for future additions in the Online Portal during their course in the College. If you change the Password then, the students should remember it for future login.

**Step 4 – Admission Form Part I**

On the login, student will find his/her personal details and the next class of admission are displayed on the screen. Check for its correctness and if any discrepancy is found, contact college office after completing the admission process. If your Aadhar Card number is not listed then enter the Aadhar Card number.

**Step 5 – Admission Form Part II Notification**

If any student is from any of the reserved caste category then he/she would be guided to a notification, which the student has to read carefully and click on it saying, "**I have understood and agreed**".

**Step 6 – Admission Form Part III**

A student has to scan her latest photo (front side only) and her authentic signature. The photo size will be Maximum 50 KB and Signature maximum size will be is 20 KB. If it is more than mention KB, the form cannot proceed further.

**Step 7 – Admission Form Part IV**

If there is no change in address and mobile number, student can skip this stage. If there is any change, the student is supposed to enter her complete address with city pin code number and also after entering the Student Mobile Number & Guardian Mobile Number. For railway concession a student has to mention station from which she wants railway concession (if necessary).

**Step 8 – Admission Form Part V**

Subjects offered by the student in previous class will be carried forward to next class. Student cannot make any change here. (If she have optional subject at next class, then only she can choose the subject. In case of any discrepancy student should meet Degree college Supervisor on the day of admission ).

**Step 9 – Admission Form Part VI**

Here student has to enter the marks obtained in the previous class. In place of seat number write your Roll Number / Seat Number of the previous class and month and year should be entered, in format such as “ October-2017 / April-2018 ” & also mention the other examination details.

**Step 10 – Admission Form Part VII**

Please fill in Parent's / Guardian's information carefully.

In case if Parent / Guardian have retired or is a house wife then, please mention residential address in the address column provided.

**After this step, print the Admission Form on A4 size paper and submit the same in the college on the day of admission.**

**Please note that confirmation of admission and allotment of subjects is strictly as per the discretion of the college authority.**