

**ASMITA GIRL'S JR. COLLEGE OF ARTS, COMMERCE & SCIENCE**  
**VIKHROLI, MUMBAI-400 083.**

**Instruction for Filling Online Admission form of 12<sup>th</sup> (Arts, Comm, Sci)**

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 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. In order to fill up the above mentioned admission form a student will need only, his/her Student ID No., which has been mentioned on his/her identity card / mark sheet of the F.Y.J.C. class e.g. If a student is taking admission to XII Commerce then he/she will have to use Student ID No. from XI Arts / XI Commerce / XI Science I card / FYJC marksheet.

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

Thereafter, with the printout of admission form students are expected to come to college for completion of admission procedure and pay fee by cash as per the schedule declared by college..

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

**Please Note : Only Admission form filling, 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 a link titled "**Online Admission Form**" is available.

**Step 2**

Now, Online Login Form is displayed.

The students are supposed to Login by entering the Student ID No. mentioned on Identity Card or Marksheet, in the window shown on screen. The Password is the same as the Student ID No.

**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. Therefore, the students should remember it for future login.

**Step 4 – Admission Form Part I**

On the login, student will find her/her personal details and next class (i.e. XII) 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 number is not listed then enter the Aadhar number.

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

A student has to scan his/her latest photo (front side only) and his/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.

**P.T.O.**

**Step 7 – Admission Form Part III**

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 his/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 mentioned station from which he/she wants railway concession (if necessary).

**Step 8 – Admission Form Part IV**

Subjects offered by the student in F.Y.J.C. class will be carried forward to S.Y.J.C. class. Student can not make any change here. In case of any discrepancy student should meet Junior College Supervisor on the day of admission.

**Step 9 – Admission Form Part V**

Here student has to enter the marks obtained in F.Y.J.C. Class. In place of seat number write your Roll number of F.Y.J.C. class and month and year should be entered, in format such as ‘March-2019’ & also mention S.S.C. School and Examination details.

**Step 10 – Admission Form Part VI**

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

In case if Parent / Guardian has 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.**

**→Collect college fee receipt on the day of admission.**

**NOTE :** Those Students pass with **General Mathematics** in std 10<sup>th</sup> will not get the admission for 11<sup>th</sup> std.



**ASMITA GIRL'S JR. COLLEGE OF ARTS, COMMERCE & SCIENCE**  
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**Instruction for Filling Online Admission form of 11<sup>th</sup> (Arts, Comm, Sci)**

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 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 / his related documents

Once a student follows the procedure given on the website, 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).

Thereafter, with the printout of admission form students are expected to come to college for completion of admission procedure and pay fee by **cash** as per the schedule declared by college..

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

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

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**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. Therefore, the students should remember it for future login.

**Step 4 – Admission Form Part I**

On the login, student will find her/her personal details and next class (i.e. XII) 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 number is not listed then enter the Aadhar number.

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

A student has to scan his/her latest photo (front side only) and his/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.

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

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

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