

PEOPLE'S EDUCATION SOCIETY'S
SIDDHARTH COLLEGE OF COMMERCE & ECONOMICS
ONLINE ADMISSION PROCESS FOR
FIRST YEAR- B.VOC., B.COM., BMS, BMM, B.SC.IT

Students seeking admission in First Year (FY) of B.Voc. (Banking and Financial Services), B.Voc. (Retail), B.Com., BMS, BMM, BSCIT need to follow the steps given below:

STEP 1

- Visit college website "**www.siddharthcollege.com**"
- Go to **Students Tab** and Click on "**Online Admission**"
- Click on "**Admissions for F.Y. Students Only**"

STEP 2

- Enter Mobile No. which you have readily available to view messages.
- Click on "**Request OTP**".
- OTP number will be sent on the Mobile number you have entered.
- Click on "**Submit**".
- Online Admission Form will be displayed.
- Fill the Online Admission Form carefully and Upload **Scanned Photo and Signature** and Submit the Form.
- Course Selection Screen will appear where Students have to select course he/she desires to apply for.
- Students can also select Multiple Course at the time. For example, B.Com. B.Voc.
- Pay Admission form fees Online using Debit Card/Credit Card/ BHIM UPI etc.
- Download "**Admission Form**" and take a printout of the Form on A4 size paper and submit the printed form alongwith Xerox Copy of all required documents at the College Office.

✚ For Submission of Admission Form and other documents, Students should visit College Office as follows:

Course	Venue	Concerned Person	Timing
B.Voc.	Mezzanine Floor	Ms. Samata Tandel	10:00 am to 4:00 pm
B.Com.	Ground Floor Office Counter No. 1	Mr. Sunil Gamare Ms. Archana Badgujar	
BMS	BMS Office at 1 st Floor	Ms. Manisha Thakre	
BMM	Mezzanine Floor	Mr. M. T. Chaudhari	
BSCIT	BSCIT Office at 1 st Floor	Mr. Vikrant Jadhav	

 **Documents to be Submitted at the time of Submission of Form:**

❖ Compulsory Documents:

- 1) College Online Application Form
- 2) University Pre-admission Enrollment Form
- 3) SSC Marksheet (Xerox Copy)
- 4) HSC Marksheet (Xerox Copy)
- 5) Leaving Certificate (Xerox Copy)
- 6) Aadhar Card (Xerox Copy)
- 7) GAP Certificate (If Applicable) (Xerox Copy)

❖ For Reserved Category Students Only:

- 1) Caste Certificate
- 2) Non Creamy Layer (Only for OBC, SBC, DTNT, VJNT, SEBC Maratha Students)

❖ For Out of Maharashtra State Board Students Only:

- 1) Transfer Certificate (Xerox Copy)
- 2) Migration Certificate (Xerox Copy)

STEP 3

- Merit List will be displayed on College Notice Board as per circular of Mumbai Univeristy.
- If your name displayed in Merit List, Visit Siddharth College Office for Verification of Documents with all required documents & Originals.

 **Documents to be Submitted (Original) at the time of Admission:**

- 1) HSC Marksheet
- 2) 1 Passport Size Photo Leaving Certificate
- 3) Aadhar Card
- 4) Caste Certificate (For Reserved Category Students)
- 5) Non Creamy Layer (Only for OBC, SBC, DTNT, VJNT, SEBC Maratha Students)
- 6) GAP Certificate (If Applicable)
- 7) Transfer Certificate (For Out of Maharashtra State Board Students)
- 8) Migration Certificate (For Out of Maharashtra State Board Students)

STEP 4

- Visit college website "www.siddharthcollege.com"
- Go to **Students Tab** and Click on "**Online Fee Payment**"
- Login with your **Registered Mobile Number** and **Password/OTP** and pay the fees and confirm the Admission.

Note: Your Admission will be confirmed only after payment of Fees.

Collge Office : 022 - 22044909 (Timing : 10:00 am to 5:30 pm)

**Onfees Helpline No. 8104501387 / 8104503060/8104502268
(Timing : 9:00 am to 10:00 pm)**

