

K.C.E. Society's
MOOLJI JAITHA COLLEGE, JALGOAN
An Autonomous College Affiliated to K.B.C. N.M.U., Jalgaon

General Instructions and Procedure for Admissions to Second Year (under NEP 2020) and Third Year of B.A./ B.Com. /B.Sc. / B.V.A./ B.B.A./ B.C.A. and Second Year of M.A./M.Com./M.Sc. (under NEP 2020)

A.Y. 2024-2025

1. For admission to second year (UG/PG), purchase a 'Prospectus' from 'Consumer Store' in the college campus; fill the offline form and undertakings attached with prospectus.
2. Then **login** to your account at <https://www.kcesmjc.in/> using valid user id and password.
3. After login, click on '**Fill Promote Application**' button.
4. **Upload** your properly scanned photograph and signature, if you wish to change it.
5. Then for SY (UG), select '**Major Subject**' and subsequently Minor, General elective/Open elective/, AEC, CC, FP and CEP subject from the given list.
6. For third year of UG and second year of PG, select your specialization subject.
7. After selecting subjects, tick on given **check box**.
8. Then click on '**Apply to Promote**'.
9. Then payment option will be available to you
10. **Pay your fees** for selected class through online or offline mode.
11. **Print your admission application** form and get '**Fees Clear**' stamp for previous year from cash counter of college on it.
12. **Submit your application** to the 'Admission and Eligibility' section of college office with following documents:

Sr. NO.	Documents for Second Year (UG/PG) admissions (All faculties)	No. of self attested photocopies
1	Online print of application form	01
2	Online Fees challan	01
3	Offline filled form and undertakings	01
4	Last semester's mark-sheets (Original/Online copy): For SY-UG: FY Mark-sheet For TY : FY and SY Mark sheets For SY-PG: FY-PG mark-sheet	01
5	Aadhar card	01
6	Original Gap Certificate, if applicable	01
7	Caste Certificate, if applicable	01
8	Non-Creamy layer certificate, if applicable	01
9	Original TC (For other college students only)	01 + 2 Photocopy
10	College Transfer/ Eligibility Certificate (For other college students only)	01 + 2 Photocopy
11	Undertaking for document submission, if any	01
12	ABC ID	01
13	Photocopy of Bank Passbook (For Girls students)	01

Sd/-
Principal
M.J. College (Autonomous),
Jalgaon.