

**General Instructions for Admissions to Second Year and Third Year of B.A./
B.Com. /B.Sc. / B.V.A. / B.B.A./ B.C.A./B.S.W./B.F.A and Second Year of
M.A./M.Com./M.Sc./M.S.W./M.F.A.**

A.Y. 2026-2027

General Instructions:

1. For admission to Second/Third year (UG/PG), purchase a 'Prospectus' from 'Consumer Store' in the college campus; fill the offline form and undertakings attached with prospectus.
2. For Online admission process, **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, and other required subjects 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.
12. Get '**Fees clear**' stamp for previous year from cash counter of college on application form.
13. Attached all the required documents with offline and online application form and submit it to college.

14. List of required documents:

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

Date: 19/06/2026

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