

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 and Third Years 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.
A.Y. 2023-2024

1. For admission to second (UG/PG) or third year (UG) classes, first **login to your account** at <https://www.kcesmjc.in/> using valid user id and password.
2. After login, click on '**Fill Promote Application**' button.
3. Then select '**Next Year Subject Group**'.
4. After selecting subject group for SY/TY class, tick on given **check box**.
5. **Upload** your properly scanned photograph and signature
6. Then click on '**Apply to Promote**'.
7. Then payment option will be available to you
8. **Pay your fees** for selected class through online or offline mode.
9. **Print your admission application** form and get '**Fees Clear**' stamp for previous year from cash counter of college on it.
10. **Submit your application within 5 days** from online submission to the 'Admission and Eligibility' section of college office with following documents:

Sr. NO.	Documents for Second Year (UG/PG) / Third Year (UG) admissions (All faculties)	No. of self attested photocopies
1	Online print of application form	01
2	Online Fees challan	01
3	Last semester's mark-sheets (Original/Online copy): For SY: FY Mark-sheet For TY: FY and SY mark-sheets	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 Photocopy
9	College Transfer/ Eligibility Certificate (For other college students only)	01 + 2 Photocopy
10	Undertaking for document submission, if any	01
11	ABC ID	01

Note: Admissions to Second and Third years classes for students other than MJ College (outside students) will be held offline or online only at 'Admission and Eligibility' Section of college office.

Principal
M.J. College (Autonomous),
Jalgaon.