

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 Second and Third Years of B.A./ B.Com.
/B.Sc. / B.V.A./ B.B.A./ B.C.A. and T.Y.B.Voc./
Second Year M.A./M.Com./M.Sc.

1. For admission to second or third year 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 mode and **submit your application within 5 days** from online submission to the 'Admission and Eligibility' section of college office with following details:

Sr. NO.	Documents for Second Year / Third Year 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: 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	Fee Clear stamp from cash counter	-
9	Original TC (For other college students only)	02
10	College Transfer/ Eligibility Certificate (For other college students only)	02
11	Undertaking for document submission, if any	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.

Venue for documents submission:

Second and Third Years of B.Com. /B.Sc. / B.V.A./ B.B.A./ B.C.A. and T.Y.B.Voc./ Second Year M.Com./M.Sc.	Second and Third Years of B.A./ Second Year M.A.
Admission and Eligibility Section, Window No.03 Near College Office	Humanities Building, Opp. To Room No.12 Gandhi Adhyan Kendra,

Principal
M. J. College, Jalgaon