SHETH T.J. EDUCATION SOCIETY's

SHETH NKTT COLLEGE OF COMMERCE & SHETH JTT COLLEGE OF ARTS, KHARKAR ALI, THANE (W)

ONLINE ADMISSION PROCESS (SY/TY classes)

ACADEMIC YEAR 2024-25

All students should note that they should fill up their admission form online. For this, they will have to log on to www.nktdegreecollege.org on the day of Admission Notification by College.

The college website has a stepwise easy to use procedure, which can be read by students before filling up the form

The detailed instructions/Steps for filling up this online form are as follows.

➤ Students are supposed to go to "www.nktdegreecollege.org" website, on Homepage itself go to link titled **"Admission 2024"** is available.

➤ Click at **Second/Third year Tab (All UG Courses)**

➤ **Click at 1. 'Admission Procedure' for details steps**

➤ **Click at 2. 'Certificate Courses Tab'** and Fill up and submit Google form for the selection of Certificate Courses. **Take the screenshot of the same which you have to upload in Online Admission form.**

➤ **Click at 3. 'Online Admission form Link'**

The students are supposed to Login by entering the Student ID mentioned on **Identity Card or Marksheet**, in the window shown on screen. The Password is the same as the Student ID.

On First login, the System will ask the user to change the password. The password would be necessary for students for future additions in the Online Portal during their course in the College. Therefore, the students should remember it for future login.

➤ **ADMISSION FORM PART I (BASIC INFORMATION)**

On the login, student will find his / her basic details and the next class to be admitted are displayed on the screen. Check for its correctness and if any discrepancy is found in the details, student should contact college office after completing the admission process.

➤ **ADMISSION FORM PART II (PERSONAL INFORMATION)**

After completing Part I in the second part students Personal Information will appear, Check for its correctness and if any discrepancy is found in the details, student should contact college office after completing the admission process. Please enter 0 value Physical Disability and proceed

➤ **ADMISSION FORM PART III (CORRESPONDANCE DETAILS)**

If there is no change in address and mobile number, student can skip this stage. If there is any change, the student is supposed to enter his/her Mobile Number & Guardian Mobile Number. For railway concession a student has to mention station from which he/she wants railway concession (if necessary). Student has to update the information. Please enter the correct information.

➤ **ADMISSION FORM PART IV (QUALIFYING EXAM DETAILED)**

Result status will be displayed automatically.

➤ **ADMISSION FORM PART V (SUBJECT DETAILS)**

Selection of subject – Options are available

For T.Y.B.Com.

All the subjects that will be offered are already displayed in this stage. **Allotment of optional subjects will be on the basis of preferences and merit list.**

- Student has to select preference for the optional subject combination from the given option.

- Subject allotted will be displayed after completion of admission schedule.

- Students are required to pay Additional Fees for optional subjects allotted at the college counter during office hours from **Monday, 06th May 2024 to Thursday, 09th May, 2024**

➤ **ADMISSION FORM PART VI (OTHER DETAILS)**

Other information- Parents/Guardian information

➤ **ADMISSION FORM PART VII (PHOTO AND SIGNATURE)**

Photo and Signature will come automatically

➤ **ADMISSION FORM PART VIII (UPLOAD DOCUMENTS)**

Document upload screenshot of Certificate Course Google form

➤ **ADMISSION FORM PART IX (DELARATION)**

Declaration of Students & Parents

Click at Submit

➢ ONLINE PAYMENT THROUGH GATEWAY

Once the admission form is filled and submitted the students should save it as a PDF and reserve it forfurther reference and submit the same when asked by the college office.
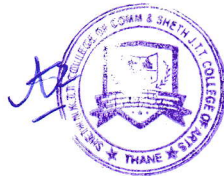
1. Every student has to select Fees Type for 'Certificate courses from the given list **and proceed for the payment** using Internet Banking, debit Card, Credit Card and any (UPI, G -Pay, PhonePe, BHIM etc) **Best option is to pay by GATEWAY.**

2. You can pay the fees online. You will have claim over admission only if fees are paid within 24 hrs.

NOTE :

1) Please note that Confirmation of admission and allotment of subjects is strictly as per the discretion of the college authority.

2) Students can contact the college office if required.

3) In case of any query contact: College Office on any working day during Office Time i.e. 10.00 a.m. to 3.00 p.m. Office Landline No.022-25431119 or on the E-mail ID

4) In case of any **query related to online payment** contact *ICICI Bank* **Mr.Sunil Gond - 8879769289**

Office Superintendent

PRINCIPAL