

**SHETH NKT COLLEGE OF COMMERCE & SHETH JTT COLLEGE OF
ARTS, THANE**

STAY HOME

STAY SAFE

STAY DIGITAL

ONLINE ADMISSION PROCESS

ACADEMIC YEAR 2021-22

All students should note that they should fill up their admission form online. For this, they will have to log on to "www.nktdegrecollege.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.. In order to fill up the above mentioned pre-admission form a student will need:

- His / her Student ID (which is available on his/her Identity Card / statement of marks)
- JPEG of Recent Passport Photograph (Maximum Size 50kb)
- JPEG of Signature (Maximum Size 20kb)
- PDF /Image of Caste Certificate (if Applicable) **Rename file name as your Name**

As of now, students need to use online payment system. Thereafter, with the printout of pre-admission form and fee payment receipt, students are expected to come to college for completion of admission procedure when current situation is normalized.

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

STEP 1

Students are supposed to go to "www.nktdegrecollege.org" website, on Homepage itself go to link titled "**Online Admission**" available. Or Click at the link provided in notice it will take you directly on Login

STEP 2

Now, Online Login Form is displayed. 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.



STEP 3

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.

STEP 4 – ADMISSION FORM PART I

On the login, student will find his / her personal details and the next class to be admitted 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.

All the columns like PRN No. / AadharCard Number, etc. if not filled needs to be filled, edited and checked.

STEP 5 – ADMISSION FORM PART II

Notification: All students would be guided to a notification, which the student has to read carefully and click on it saying, “**I have understood and agreed**”.

STEP 6 – ADMISSION FORM PART III

A student has to scan his / her latest photo (front side only) and his / her authentic signature. The photo size should be Maximum 50 KB and Signature maximum size should be is 20 KB.If it is more than mentioned KB, the form cannot proceed further.

STEP 7 – ADMISSION FORM PART IV

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 complete address with city pin code number and also the Student 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

STEP 8 – ADMISSION FORM PART V

For T.Y.B.A./ B.M.S./B.B.I./B.Sc.I.T. -

All the subjects that will be offered are already displayed in this stage.

Only in case of T.Y.B.M.S optional Subjects are applicable. The student will select the subject.

STEP 9 – ADMISSION FORM PART VI

Here student has to enter the marks obtained in the previous class. In place of seat number write your Seat Number of the previous class and month and year, grade and SGPA (both available on Marksheet or the gazette on college website) should be entered, in format such as Month & Year of passing.



STEP 10 – ADMISSION FORM PART VII

Please fill in Parent's / Guardian's information carefully.

STEP 11 – ONLINE PAYMENT THROUGH GATEWAY

Once the admission form is filled the students should save it as a PDF and reserve it for further reference and submit the same when asked by the college office.

1. Your admission form will be verified by college.
2. After verification you will receive email on the mail id provided by you, during filing of the online form, and then you can pay the fees online. You will have claim over admission only if fees are paid within 24 hrs. from getting verification message.
3. To pay the fees visit the college website or click at link provided in notice, **Login using your student-ID and password (Click at save and continue on each part of the form, at the end of part-5 you will get payment option select category and proceed for the payment using Internet Banking, debit Card, Credit Card and any (G-Pay, PhonePe, BHIM etc) Best option is to pay by GATEWAY. In case if fees is more than Rs.10,000/-, make then payment through DebitCard or Credit Card.**

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 & with prior permission visit the college, if required.
- 3) In case of any query contact: College Office on any working day during Office Time i.e. 9.00 a.m. to 5.00 p.m. Office Landline No.022-25431119 or on the E-mailID of nktttyadmissions2122@gmail.com

