

# **RAMNIVAS RUIA JUNIOR COLLEGE**

**MATUNGA -19**

## **INSTRUCTIONS FOR FYJC ARTS & SCIENCE ONLINE ADMISSIONS**

**(2024-25)**

**Admission procedure will involve the following steps:**

**STEP 1: Visit the college along with required documents to admit student on Government Portal as per the government admission schedule.**

**STEP 2: Fill Ruia College form (ONLINE).**

**STEP 3: Payment of college fees (ONLINE).**

**STEP 4: Submitting the printout of the Ruia Admission Form**

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**STEP 1: Visit the College along with required documents to admit student on Government Portal as per the government admission schedule.**

Students of both Arts and Science who have been allotted Ramnivas Ruia Junior College for FYJC are requested to note the following steps to complete the admission procedure.

- 1). **Accept** the allotment to this college online by clicking ‘**PROCEED FOR ADMISSION**’ tab on admission website <https://mumbai.11thadmission.org.in/> through your LOGIN.
- 2). Also upload all the required documents.
- 3). Those students who have clicked on ‘**PROCEED FOR ADMISSION**’ will come to the college for admission formalities which will be completed in the Senior College Building at the venue given below between 10.00 am to 6.00pm.

**FYJC ARTS:** N415 (FOURTH FLOOR of the Junior College building)

**FYJC SCIENCE:** AUDITORIUM (3<sup>RD</sup> FLOOR)

- 4) Students will bring the following documents for admission.

### **For State Board students**

Printout of form filled up at the Government website Part 1 & 2

1. Original Mark sheet + 1 Xerox
2. Original School leaving certificate + 1 Xerox

3. Aadhar Card Original+ 1 Xerox
4. Caste certificate (If applicable) original +1 Xerox, (NCL certificate compulsory for VJNT, OBC and SBC)

Other certificates if student has filled up the form from a particular quota

**Students from Boards Other than the State Board will bring with them**

1. Printout of form filled up at the Government website Part 1 & 2
2. Statement of marks Original + 1 Xerox
3. School leaving certificate Original + 1 Xerox
4. Migration Certificate Original + 1 Xerox
5. Passing Certificate Original + 1 Xerox
6. Aadhar Card Original+ 1 Xerox
7. Caste certificate (If applicable) original +1 Xerox (NCL certificate compulsory for VJNT, OBC and SBC)
8. Other certificates if student has filled up the form from a particular quota

**Procedure for the Bifocal admission will be put up on the college website as per the government notification.**

**If the student has any queries, he/she can ask the teachers at the help desk in the Senior College Building Foyer.**

**STEP 2: Fill Ruia College Form (ONLINE).**

1. At the end of every admission round, the student who has been admitted on the Government Portal and has submitted documents in the college, will then receive a text message on general messaging (SMS) from the college on the registered mobile number providing the link to fill the Ruia College Admission form online. Follow the link, fill the form and upload a pdf of the required documents.

Following documents will be required to be uploaded

**Compulsory Documents**-10<sup>th</sup> School leaving Certificate, SSC Mark sheet, Aadhar card

**If Applicable**-Caste certificate, Certificate of disability, Non-Creamy layer certificate, DSO certificate for sports, Defence services certificate.

2. **Student will fill in his/her own mobile number** while filling the Ruia College Admission form.

### **STEP 3: Online Payment of College Fees**

1. After submission of the form, in two days time, student will receive the link to pay the fees. The link will be sent through SMS on the registered mobile number.
2. The fee structure is available on the Ruia Junior College website. ([www.ruiacollege.edu](http://www.ruiacollege.edu))

### **STEP 4: Submission of the Ruia Admission Form**

**Students will submit the printout of the duly filled Admission Form with the photocopies of the following documents in the college office.**

- Marksheet (Photocopy)
- School Leaving Certificate (Photocopy)
- Caste Certificate (Photocopy) if applicable
- Disability Certificate (Photocopy) if applicable
- Printout of the receipt of the payment of fees
- Photocopy of the UPDATED Aadhar card (kindly ensure that it is updated)

NOTE:

1. The admission process will be considered as completed only after the submission of the printout of the college admission form and the necessary documents.
- 2. Students are requested not to change their mobile number mentioned in the admission form as all messages from the office & teachers will be sent on it.**
3. Notification about the College Orientation, commencement of lectures etc. will be uploaded on the website.

### **Procedure for cancellation of Admission:**

1. Those students who wish to cancel their admissions will visit Ruia Junior College staffroom (Room No-214) and meet the concerned authority (Ms. Aparna Savnal/ Ms. Gauri Belgaonkar) between 11.00 am and 1.30 pm.
2. Student will fill up the cancellation form available with the teacher in-charge of cancellation with the copy of the receipt that is provided to them during admission process. It is important to mention the **reason** for cancellation.
- 3 The teacher-in-charge will give a printed copy of cancellation letter once the cancellation takes place on the government portal.

4. Submit the following documents to the College office (Ground floor of the Senior College building) –

- (a) The duly filled cancellation form
- (b) Cancelled cheque.

5. The student will get his/her documents within three hours of submitting the cancellation form.

### **PROCEDURE FOR VOCATIONAL COURSES**

The admission procedure for the Bi-focal or Vocational courses will take place as per the guidelines provided by the Board on the Government Portal.

- At the time of admission student will be admitted to General Science.
- Those admitted to General science are eligible to apply for Vocational course on the Government portal.
- Students interested in Vocational courses also need to fill out the college form for vocational subjects (Available at the admission desk of Ruia college).
- The merit list of the students who have applied on the Government portal for Vocational courses will be prepared depending upon the directions received from the Technical Board.
- Merit list for Vocational courses will be put up on the notice board outside the Junior college Computer Science lab ( New building, second floor, N218).

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