

**SVKM's Narsee Monjee College of Commerce and Economics  
Juhu, Vile Parle (West), Mumbai 400056**

June 5, 2009

**NOTE FOR APPLICANTS TO F.Y.B.M.S. CLASS.**

- a. Application forms will be issued to the candidates between 8.30 a.m. and 12.30 p.m. from 05.06.09 to 12.06.09.
- b. Duly filled in admission forms will be accepted from 5<sup>th</sup> June to 15<sup>th</sup> June 2009 between 9.45 a.m. and 12.30 p.m. as per the schedule given below in (f). **NO FORM WILL BE ACCEPTED AFTER THE DUE DATE.**
- c. The applicant needs to submit **ONLY** the **PHOTO** copies (**NO ORIGINALS**) of the following documents along with the application form :
- One Passport Size Photograph
  - H.S.C. Mark sheet, H.S.C. Leaving Certificate.
  - S.S.C. Mark sheet
  - Provisional Statement of Eligibility, in case of students who have passed their HSC or equivalent examinations from other than Maharashtra Board.
  - Students applying under **Gujarati Speaking Category** are required to submit their caste certificate along with the application form.
  - Any other certificate, if required
- d. **ALL THE MERIT LISTS WOULD BE BASED ON THE FORMS COLLECTED BETWEEN 5<sup>th</sup> AND 15<sup>th</sup> June 2009.**
- e. **No forms will be accepted after the due date**
- f. Forms will be collected as per the following schedule :

| Sr. No. | Particulars  | Room Nos.       |
|---------|--|-----------------|
| 1       | Open Merit : Commerce  | 32 IIIrd Floor  |
| 2.      | Gujarati speaking students from Arts, Science, Commerce and Others | 33, IIIrd Floor |
| 3.      | Open Merit : Science, Arts, Diploma, Sports, Cultural etc.         | 34, IIIrd Floor |

- g. **Display of merit lists and payment of fees : (schedule as given in the newspaper)**

| Sr. no. | Particulars               | Dates  | Timings & Venue              |
|---------|---------------------------|--|------------------------------|
| 1       | FIRST MERIT LIST          | 17.06.09   | 8.00 a.m., Near canteen      |
|         | Payment of Fees           | 17 <sup>th</sup> , 18 <sup>th</sup> & 19 <sup>th</sup> June 2009 | Between 8.30 a.m. to 1.00 pm |
| 2       | SECOND MERIT LIST         | 19.06.09   | 5.30 p.m., Near canteen      |
|         | Payment of Fees           | 22 <sup>nd</sup> & 23 <sup>rd</sup> June 2009                    | Between 8.30 a.m. to 1.00 pm |
| 3       | THIRD MERIT LIST          | 23.06.09   | 5.30 p.m., Near canteen      |
|         | Payment of Fees           | 24 <sup>th</sup> & 25 <sup>th</sup> June 2009                    | Between 8.30 a.m. to 1.00 pm |
| 4       | FOURTH & FINAL MERIT LIST | 26.06.09   | 5.30 p.m., Near canteen      |
|         | Payment of Fees           | 27.06.09   | Between 8.30 a.m. to 1.00 pm |

- h. Fees Payable : Rs. 16881/- (for open category students) or Rs. 391/- (for Reserve Category Students) by DD or Pay Order **ONLY** in favour of **“Narsee Monjee College of Commerce and Economics”**. **NO CASH WILL BE ACCEPTED.**

- i. At the time of admissions, the applicants are required to submit the following documents in **ORIGINAL and 2 photo copies of :**
- ✓ H.S.C. Marksheet and H.S.C. Leaving Certificate.
  - ✓ Xerox copy of Ration Card / Telephone Bill / Electricity Bill as proof of residence.
  - ✓ Any other certificate as applicable, in the name of the student.
  - ✓ 3 recent photographs
  - ✓ Provisional Statement of Eligibility.
- j. Once a new merit list is displayed, no admissions shall be made from the earlier merit list.
- k. **In case, the student has any difficulty in paying fees or any other problem, he/she is requested to contact Prof. B K Nair, Convener, Admission Committee or the Principal only.**
- l. Incomplete forms will be rejected
- m. All the forms are accepted on provisional basis subject to the verification of the photocopies with the original documents at the time of admissions.

**Principal**