

ADMISSION PROCEDURE for SY & TY CLASSES ACADEMIC YEAR 2015-2016

(In-house Students Only)

ONLINE ADMISSION FORM FILLING UP PROCEDURE

- a) Eligible Students must follow **ONLINE Admission Procedure** from college website: www.vivacollege.org
- b) Students are instructed to complete Online Admission Procedure and make changes, if required.
- c) Students should bring the **Printout of Admission Form** and **Identity Card** at the time of admission.
- d) **Documents to be Attached :**
 - i. One Xerox Copy of Mark lists of all Semester.
(i.e. **for TY : FY & SY** all semesters & **for SY : FY** all Semester)
 - ii. One attested Xerox copy of Caste Certificate (If applicable).
 - iii. Previous Identity Card.

FINAL ADMISSION PROCEDURE

(Admission Timing : 10.30 am to 1.30 pm.)

- 1) Students are instructed to pay **Online Admission Procedure Fee** of **Rs 100/-** at **Window No. 1** (Room No. 15)
- 2) Verification of Printed Admission Form with necessary documents & Printed Bank Challan distribution will be done in Room number as shown in the Chart.
(The Students applying for Govt. Freeship / Scholarship should collect a separate Bank Challan from Window No. 2 (Room No. 15) After Verification of Admission Form.)
- 3) Students should pay the fees **in full by CASH/D.D./Pay Order** through printed challan at **Vasai Vikas Sahakari Bank Ltd., Bolinj Branch only**, Opp VIVA COLLEGE.
(Any type of Part cash payment or cheque will not be accepted in College Office as well as in Bank.)

(Next Procedure will be at Room No. 15, Ground Floor)

- 4) The students should produce the paid **counter foil of the Bank Challan** along with the **Admission Form** at **Counter No. 3 (Room No. 15)** for the confirmation of his/her Admission. *(Students who fail to show the paid Counter foil of the Bank Challan, will not get confirmation with regards to their admission from Office.)*
- 5) Submit Old Identity Card in **Counter No. 4** and confirm Admission for Academic year 2015-16 from **Counter No. 4 (Room No. 15)**
- 6) In-house Students who will fail to take admission on the prescribed dates will no claim for admission afterwards.