

**M.E.S. COLLEGE OF ARTS AND COMMERCE, ZUARINAGAR, GOA**

**B.A./B.COM SEMESTER I/II ADMISSIONS 2021-22**

**INSTRUCTIONS TO CANDIDATES**

1. The student should have a gmail ID and mobile number to start the registration process. Please note that the email ID should remain the same throughout the year.
2. To begin the registration process, the email ID and mobile number should be entered on the admission form. The student will then receive the login credentials via email.
3. It is possible that the students may receive their login credentials in the spam folder, if not in the inbox, for the first time.
4. The student should mandatorily submit the following documents in PDF format to complete the application:
  - i. SSC Marksheet
  - ii. HSSC Marksheet
  - iii. Aadhar card / Passport
  - iv. Leaving Certificate
  - v. Passport Size Photo
5. Submission of certificates is mandatory for students applying under the following categories: SC/ST/OBC/EWS/PH.
6. A student applying for B.A. Semester I and II can select Core Courses (CC) and Discipline Specific Courses (DSC) on the admission portal. The Ability Enhancement Core Course (AECC) and Generic Elective (GE) course have to be selected at the time of counselling. The date of counselling will be intimated on the college website.
7. A student applying for B.Com. Semester I and II can select Core Courses (CC) and Ability Enhancement Core Course (AECC) on the admission portal. The Generic Elective (GE) courses have to be selected at the time of counselling. The date of counselling will be intimated on the college website.
8. While adding the preference for the programme, the student has to mandatorily select two colleges in order of preference. The third preference is optional. The candidate can apply for different degree programmes either in the same college or different college. (1- Highest preference, and 3- Lowest preference)
9. While preparing the final merit list, the college will give preference to students who have selected the college as their first preference.
10. Once the student is admitted to the college of his/her first preference, he/she will not be permitted to switch to the second or third preference college.
11. If a student does not receive the admission offer from his/her preference college, then he/she may choose to get admitted to the second or third preference college, subject to availability of seats and offer by the college of their second or third preference.

12. The students may get a chance to upgrade their admission in the college of their highest preference, subject to the availability of vacant seats and offer from the college within a stipulated time period.
13. After submission of the application form, the student will receive an acknowledgement of successful submission of the form. The student will receive the acknowledgement on his/her registered email.
14. Incomplete applications will not be processed.
15. Each student is allowed to submit only one application on the portal.