

# MES COLLEGE OF ARTS AND COMMERCE, ZUARINAGAR-GOA

## PROCEDURE OF ADMISSION FOR FYBA/ B. COM 2022-23

Admission to FYBA/ B.Com will be completed in Four Stages.

### STAGES I: APPLY ONLINE

- The Students seeking admission to college have to apply online through the Directorate of Higher Education (DHE), Govt. of Goa portal.

The admission portal will be open for applying online from **1st June 2022**.

- The admission portal will be closed for the first round on **20th June 2022**. Begin with the new registration process on the link provided below.

<https://dhe.goa.gov.in/>. (The link will be also available on the MES College Website)

***INSTRUCTIONS FOR FILLING ONLINE ADMISSION FORM CAN BE REFERRED TO THE LINK PROVIDED BELOW***

<file:///C:/Users/user/Downloads/INSTRUCTIONS%20FOR%20STUDENTS%20FILLING%20ONLINE%20ADMISSION%20FORM.pdf>

- Provide your details such as name, email id, Aadhar number, mobile number, and preferable password on the registration form. Students applying for admission must have their own email ID (Gmail) and mobile number. Those students who do not have their email ID must create and remember it for future reference. *All future communication will be done only through a registered email ID.*
- While filling the online form, the following documents must be compulsorily uploaded on the portal. The documents will be verified by the admission committee of the college



for preparing the merit list. Hence, uploaded documents must be clear and in PDF Format.

- The student should mandatorily have the following documents in pdf format to complete the application:
  1. SSC Mark sheet
  2. HSSC Mark sheet (non-mandatory for applicants whose results are not declared)
  3. Leaving Certificate ( 12 Std)
  4. Valid Cast Certificate ( if any, only from Goa)
  5. Valid EWS Certificate ( if any, only from Goa)
  6. The candidate should have the high-quality .jpeg/.png/jpg file of passport size photo with BLUE background and digital candidate signature.
  7. E-Certificate is mandatory for candidates applying under the category SC/ST/OBC/EWS/PH.
- Each candidate is allowed to make only one application on the portal.
- While adding the preference of the Programme, the applicant has to mandatorily select two colleges in the order of preference while the third preference is optional. (1- Highest preference and 3- Lowest preference).
- *Only students applying for first preference will be considered in preparing the merit list. The second and third preferences will be kept on the waiting list.* Hence, before submitting the application online, student must cross-check that they have given the first preference as MES College of Arts and Commerce, Zuarinagar-Goa.
- The candidate can apply for different degree programs either in the same college.
- The candidate can upgrade their admission from the lower preference college admitted earlier to the higher preference college, subject to the availability of seats and admission offer.
- Once the candidate admits to any of their preferred colleges, they will not be able to edit their preference in the application form thereafter.
- Incomplete applications will not be processed



## **STAGE II: PREPARING THE MERIT LIST**

- The merit list will be prepared by the college and the same will be uploaded on the college website on the **29th of June 2022**. No separate intimation will be sent to students about their selection.
- The students must compulsorily enter the correct percentage during the online admission. Any false information will not be considered.
- Merit List will be prepared strictly on the basis of the percentage obtained by the students in XII STD. However, the college reserves the right to select the students of MES Higher Secondary who are in NCC and national and international sportsperson after producing a certificate.
- The merit list will be strictly prepared by following the reservation policies of the State Government. Hence certificate issued by a competent authority will be verified by the admission committee during the counseling of students.

## **STAGE III: COUNSELING AND VERIFICATION OF DOCUMENTS BY COLLEGE ADMISSION COMMITTEE**

The admission committee of the college will intimate the short-listed applicants through their email ID.

- The Counseling of candidates will start on 30th June 2022 from 8 am to 5 pm for B.Com.
- The Counseling of candidates will start on 1<sup>st</sup> July 2022 from 8 am to 5 pm for B.A.
- The timing of the counseling for the respective candidates will be informed through email. Candidates should strictly follow the timing and report to college at a given time.
- The candidates need to produce original documents at the time of admission and counseling. *During the time of counseling, students will be allocated the subjects/papers of their choice subject to the availability of seats.*





- Original Documents will be verified minutely by the admission committee. The students must bring the Hard copy ( Xerox) of the documents during the process of counseling. The following documents need to be submitted.

The order of the documents to be submitted is as follows be submitted;

1. Two Passport size photographs
  2. Print Out of Admission Form
  3. SSC Mark sheet
  4. HSSC Mark sheet
  5. HSSC Leaving Certificate (Original)
  6. Aadhaar Card Copy
  7. Bank Pass Book Copy
  8. Caste Certificate if Applicable
  9. University Provisional Registration Certificate if applicable (For Students Other than Goa Board)
  10. Undertaking by the parent/ guardian (Will be mailed by College)
  11. Undertaking by the student/ candidate (Will be mailed by College)
  12. Undertaking for discipline and attendance (Will be mailed by College)
- The students should put all the documents in the order given above. All Xerox copies have to be signed on the front page. On the backside of the photos the name of the student followed by "B.Com / BA SEM I" must be written. **No forms will be accepted till the documents are in order.**
- Students are required to bring Originals as well as Xerox copies. ***Original copies will be returned after verification.***



#### **STAGE 4: ADMISSION OF STUDENTS**

- Once the verification of the documents is done and subjects/papers are allocated to students, the next step will be payments of fees. The admission committee will provide a fee amount.
- The fees will differ for students depending on the subject combination. The fee structure for each course is given in the prospectus. However, the fee structure is subject to change depending on the rules of DHE.
- The college will have its own payment gateway. The link will be provided to students for payments through registered email. All payment has to be made compulsory online mode only. No cash payment will be accepted by the college.
- When payment is done, the receipt (Hard Copy) of the same has to be submitted immediately to the college office. Once Office confirms the payment of fees, the admission committee will admit the student on the DHE portal which will complete the admission procedure for the students.
- Students will be informed about the classes/ Div and provide an enrollment number.

**Note: These are the minimum guideline. Students should regularly visit DHE website and MES College website for notification and updates about admission.**



*Manasvi M. Kamat*  
23/05/22  
(Dr. Manasvi M. Kamat)  
Principal