GUIDELINES FOR STD. X STUDENTS FOR FILLING

HSC ONLINE ADMISSION FORM

ALL INFORMATION REGARDING THE ADMISSION PROCESS IS GIVEN IN

THE BOOKLET & ON THE WEBSITE (http://fyjc.org.in/mumbai)

You can see demonstration of how to fill the Part I form through the fyjc.org.in/Mumbai site. (Click on 'Applicant & Parent' tab and then Click on 'Visual Tour' link and download it)

- The online admission form is available on website-
  http://fyjc.org.in/mumbai

- Parent or student interested to seek admission in State Board FYJC needs to buy a booklet from the school office for Rs.150 each.
- Each student can login using a unique application ID and a password given in the booklet. If the login id and password is not sealed, then change the booklet.
- Change your password. But retain the original one with you (which is in the booklet) also till the end of the admission process.
- Read the Booklet carefully.

- **To get the completely filled Part I On Line form submitted through the School's Login –**
  Fill the form online and 'Confirm' from your end. Then
  Visit the school with your Booklet (alongwith original password) , Marksheet & relevant certificates on any of the following days :

  [The dates to visit school for submitting forms will be mentioned
      in June during Felicitation ceremony.]

- **Venue – 3rd Floor Computer Lab**

  Come prepared with college choices to fill option form also**.**
  Certificates of Caste, Physically Handicapped, Ld/ADHD, Sports, Drawing Intermediate, Arts & Culture should be according to the format given on page 14 and certified by the mentioned authorities for verification.

- Option form - After the part I form has been submitted by the school, students can fill the option form and submit. Once option form has been submitted, it can be edited only at the Guidance center.
- Last date for submitting Option form is 10 days after the SSC results are out.

NOTE –

- Retain your original login id and password till the end of the admission process. Because WHEN YOUR PART I IS RESET ,THE PASSWORD GETS CHANGED TO THE ORIGINAL ONE GIVEN IN THE BOOKLET. AND THEN YOU CAN FILL PART I FORM AGAIN USING THIS ORIGINAL PASSWORD.

- Come with your Booklet & relevant certificates every time you visit the school

- **DON'T**- If any errors are done by you in the Part I form, then they can be rectified through the Principal's Login only, the entire form gets deleted and you will be called in the school again to fill the Part I form from the beginning. The login needs to be done with the original ID and Password as stated in the booklet only; the new password gets disabled.
  So, kindly fill the Part I form only after getting your certificates verified at the addresses given in the booklet.

  DO'S-
  As soon as you login, change the password, give mobile no., security que, ans etc and take a printout.
  1] If the booklet is faulty, it can be exchanged at the Guidance Centre.
  Guidance Centre for our area - Sheth G.H. High School & Junior College, M.G. Road, Borivali [E], Mumbai-66.[pg no. 42 of the booklet] Tel no.- 28934513

  2] Part I Form –
  You will have to save and proceed and OK from time to time.
  Applicant's School Area – **MMR**
  Applicant Status **- Fresher**

Code of Last school attended – **MA086**
Seat Number – refer Marksheet. **Enter the Unique ID number.**
Date of Birth – Enter in DD MM YY format
Mother's Name – Type mother's name as is given in the marksheet (word to word)
Board of Exam – ICSE
Year of Exam – 2013
Month – March

Area – Select area closest to your residence if the exact name of your area is
        not mentioned in the choices in the drop box.
Address for Correspondence - **.... District** – **Mumbai Suburban**
State : Maharashtra
Taluka : Borivali
Guidance Center - to be chosen as per student's residence.
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You will be asked to save from time to time. check the data and click on 'lock the Data'
 and then OK.
2nd part of the form onwards, you can edit by clicking the pencil icon given at the
 bottom right corner of that part.

A] **Students** should fill Part I form at home.
Student will bring **verified certificates to the School.**
   The Principal will approve your form through her login only after checking your
*verified certificates [cultural, arts and sports] and **Submit** the Form. Only then the
students can **fill Part II** (the **Option Form**).

Certificates can be verified from the following offices. If they validate your certificate
then only tick in the boxes against those certificates – (in the format given on pg 14)

* **Certificates wrt Cultural and or Arts** category –
Director of Arts and Culture – Old Sachivalay, 1st Floor, Mahatma Gandhi Rd, Fort,
Mumbai – 32.

* **Certificates wrt Sports** category –
Suburban District Sports Officer –Physical Education College Campus, Akurli Rd,
Hanuman Nagar, Kandivali (E).
* Refer to Page 14 of the admission booklet for format of certificate.

* Certificate of Intermediate Drawing will be considered only for Bifocal admission and not for General admission.

B] To apply for Minority Quota, student need not fill online form & can directly approach the desired college before or after the online admission process.

C] If you are ticking Wards **Freedom Fighter option**, then the Freedom Fighter should state that the **student is dependent on him/her** and that the student is **his/her nominee** and a certificate issued by the **Collector's Office at Bandra or VT** to that effect (saying that this grandchild is eligible for applying to FYJC) should be submitted. Other documents are useless if the above certificate is not submitted.

D] If you are ticking Wards Servicemen and Ex-Servicemen option –
For Servicemen – Certificate issued by District Sainik Board
For Ex-Servicemen – Service certificate and copy of Identity Card
Note – Only wards of Servicemen and Ex-Servicemen can avail this option.
         Wards of Civilians under Defense establishment CANNOT tick this option.

E] For Handicapped / category – Obtain certificate from Civil/Municipal Hosp.
         or Sion Hospital. LD/ADHD can also apply in this category.

F] C**aste certificate** should been issued by the **competent authority of Maharashtra only.** If school does not have caste information in their records then the student will be forced to apply in open category. If School Leaving certificate has caste mentioned on it then it will be considered.

For other certificate details refer the booklet

3] Option Form (Part II) – **(Can be filled by you at home only after the Principal confirms your Part I form)**

A] The **Option Form**, only the **students should Confirm / Submit. Option form gets enabled after Part I form is submitted by the school.**

The Principal cannot access your Option Form. It can be edited only at the Guidance Centre.

B] To apply in Science stream, student should have passed in Science.

You may enter out of 600 or (Group I + Group II i.e. out of 500) whichever is greater

C] Bifocal – Allotment to the bifocal subjects will be done by the respective junior colleges from among the students admitted to that junior college through the on line process. These allotments shall be done after the entire online admission process is over.

Bifocal is only for Science & Commerce streams.

D] Kindly select the compulsory and optional subjects after confirming from the respective colleges only.

4] College Codes –

Use Search button located on right hand side of the screen, choose from list of various boxes of Faculty, Zone. Click Search button.

Again choose from boxes -Ward, Medium, Subjects, College Status, College Type, and Search. You will get a list of colleges. Simply copy the college code and paste it in the option form. Automatically the other options will get filled.

5] Area Preferences Selection – It can be on the basis of the location of your house/ selected colleges/area of the colleges not selected due to high cut offs, but required by you.

6] At the end, student will have to confirm / submit entire [Part I & II] form, print it, get it signed from Principal ma'am, Xerox it and submit Xerox to school and retain the original.

7] The college allotted to you may be in the order of merit / colleges selected by you/streams preferred by you/ areas preferred by you/ closest area as per the PIN Code of your residence.

8] As soon as the merit list is out, take admission in the college offered by paying Rs. 50 and submitting the printed form and original certificates.

If you are allotted college of your first preference, then you will not have any betterment option [2nd seat in the next choices given by you in the form] in the same and in any other stream also.

If you get a betterment option, go to the college where you took admission earlier, take back your documents submitted and go to the other college and secure admission. While allotting colleges, system will go in ascending order i.e. if you got no. 17 college (of your preferences), college allotted for betterment will be from among college no. 1 to 16 (of your preferences)

<u>Note :</u>
To see last year's cut off percentages capacity etc - You can search through the website. (Click on Applicant & Parent tab - Click on List of colleges link – Select category, Zone, ward etc   and click on Search button)
You can search for information on Guidance center, List of colleges etc. (Click on link 'Tell me Zone & Guidance center) But to enable viewing it, you will have to install software 'Silverlight'. (You may download through the website itself)
If a college is having Science and/or Commerce and/or Arts stream, it has different college code for each stream. Those applying for Science as well as Commerce stream in the same college should enter the appropriate college code and in the order of preference. (college wise, stream wise, or mix)

Entering college codes -
- **The colleges you choose in MMR, Zonewise and Wardwise should be different.** If applying for Science as well as Commerce - choose approximately equal number of colleges for both streams. You cannot select all colleges of 1 stream only

- Also the system will consider your preferences in the order – first the ones in MMR, then the ones in Zonewise and then the ones in Wardwise.

- In 2nd part – Zone wise college selection – Select 1 zone out of the 11 zones.

  The selected zone may be irrespective of the school location.
   Once a zone is selected, stick to that zone only.
  If you do not want to go out a particular zone, then for ex. if a kandivali resident student wants to study in kandivali only, he should not choose south zone.

- While entering wardwise, choose colleges attached to secondary schools from 2 wards.
  If you wish to choose a college located in a particular ward which is not in the zone selected by you, then go to previous stage, change the zone and then enter college code in the ward area.

Note – In case - If junior colleges have been chosen in earlier stages and have been exhausted, system will give a message saying that the colleges have been exhausted and will ask you to submit the form.

- If you happen to choose a college whose cut off percent is higher than your percent, system will give you a warning. To continue with that selection or not is your risk.

- At any level if you are not able to fill up minimum number of colleges, due to medium etc, system will allow you to proceed.

- Remember to confirm the option form by clicking on the 'Confirm/Submit' button.

Eligibility Certificate
(For change of Board)
Collect the Eligibility form from the college where you have taken admission and submit it there itself.

If the college does not provide the form then you will have to obtain it from the Dept. of Education, Vashi.
Address – Sector 26, Plot No. 27, Opp. St. Lawrence School, Vashi
Tel No.- 27881075 / 77 , 27810088 , 27660945
Bus No. 524 from Borivali Stn.

The school Leaving Certificate should be endorsed by Education Inspector – Ismail Yusuf College, Jogeshwari for the purpose of which collect counter signature letter from the school office.

Retain your original login id and password till the end of the admission process.
Come with your Booklet, Marksheet & relevant certificates every time you visit the school.