RAMANAND ARYA D.A.V. COLLEGE, BHANDUP (E), MUMBAI-42

ONLINE ADMISSION PROCEDURE

MCOM ACCOUNTANCY , MANAGEMENT & MSC I.T. PART -1
(ACADEMIC YEAR: 2023-24)

The students are asked to read the following instructions carefully before filling up the online admission form. The stepwise instructions given below will facilitate the online admission process. The students have to pay their admission fees only through **online payment mode**.

The detailed instructions for filling up theOnline Admission Form

Step 1 Website Page

Go to the college website**www.radav.org**and click on

Online Admission Portal

Click on ⟶ P.G.   Click on ⟶ PART -1.

Step2 For Login

Click on '**Prospectus Payment Link**'Enter your details and click on '**Pay Fees**' ⟶ you will receive **LOGIN ID** and **PASSWORD** through SMS on your registered mobile no and on your registered Email,

Now click on ' **Online Admission** Form'⟶Login with **Login ID** and **Password** received through SMS and on Email

Step 3 ⟶ Admission form Part-1: Personal Details

After login, takes you to**Admission Form Part 1**
Fill up all the details and Click on '**Save and Continue**'

Step 4 Admission form Part-1: Notification

If any student is from any of the reserved caste category then he/she would be guided to the notification.The student has to read it carefully and click on**"I have understood and agreed"**

Step 5 Admission form Part-1: Photo and Signature

Upload your Photo, Signatureand upload your Document and Click on '**Save and Continue**'
Size of Photo: maximum 50 KB   and   Size of Signature: maximum 20 KB

Step 6 Admission form Part-2: Communication Details

Fill up all the details and Click on '**Save and Continue**'

Step 7 Admission form Part-4: Academic Details

Fill up all the details and Click on '**Save and Continue**'

Step 8 Admission form Part-5: Parent's Details and Fees Payment Link

Please fill inParent's/Guardian's correct information. In case the Parent/Guardian isretired person or is a house wife then mention residential address as parent's/Guardian's office address.

Click on'**Save and Print**'

Instructions for Online Payment after Merit List

When you are shortlisted through the merit list, you have to once again login through 'Online Admission Form Login' with same Login ID and Password. When you reach to the page Admission Part-5 by just clicking 'Save and Continue' , you will see the payment window on this page.

Now select fees type in Fees Payment Window and click on 'Pay Fees' this will take you to Payment Mode Section. Select the mode of payment, complete the formalities and make the payment. Once the payment is made successfully you will receive the payment successful message. Also student will receive online payment receipt of the college then by clicking on the submission button the student can take the print of admission form and fees receipt for ready reference.

If the student has paid the fees online and system shows "unsuccessful payment message" then please donot pay fees again. However, wait for 24 hours and then Login again in the system and click on 'Refresh Payment'. If the system still shows the same message, in that case, please fill the 'Payment Query Form link'given below with all the necessary details and send it on the mail id given below. Your query will be resolved as early as possible.

Refer the Prospectus for Class and Category wise details of the fees. Once the payment is made successfully, the student can submit the admission form online and he/she will receive the message from the college on your registered email Id for successful payment. Student can take the print out of admission form for their personal use /reference.

Please note that confirmation of admission and allotment of subjects is strictly as per the discretion of the Principal.

Admission Assistance Contact Details

Class	Name of the Contact Person	What's App No.
MCOM ACCOUNTANCY & MANAGEMENT PART -I	Mr. Uday Shetty	9869488856
	DR. Sushma Patil	9370328040
	Mr. Himanshu Lapasia	9820208461
MSC I.T. PART -I	Ms. Rujuta Sawant	7738198444
	Mr. Umesh	9920877974
	Ms. Shruti Gokhale	8879027382

You can also send your query on email id: radavonlineadmission@gmail.com

Payment Query Link:https://docs.google.com/forms/d/e/1FAIpQLSeIi5JoEz3evA7vcKE47QdJoyaJ BWxXECHER8U2qZEzfcjeXg/viewform?usp=sf_link.

DR. RAVINDRA NAIK
Chairman, Admission Committee