

## *Please Read all Instructions Carefully*

### **Online Admission Procedure for In-house Promoted students (FY to SY and SY to TY)**

#### **Admission Schedule**

Will be intimated to the students by SMS and posted on the college website

[www.sarafcollege.org](http://www.sarafcollege.org)

#### **Instructions to the students for Online Admissions:**

Before filling application form, please scan recent Passport size photograph (Mandatory) (JPEG 50 KB). The same needs to be uploaded as required during the 'On-line Application' process.

- The student can edit the online application form to make necessary changes.
  - (Student can allow modify ONLY those fields that are marked by a blue asterisk (\*) e.g. Address, Mobile No, Email Id etc)
- Once the admission form fully filled, the student has to click on the submit button. A form once submitted cannot be modified.
- Take 2 printouts of fees receipt and get it stamped from the college office between 09.00 a.m. to 03.00 p.m. on working days if required.

#### **Information about Scholarships/ Freeships:**

All information regarding Scholarships/ Freeships such as documents required, last date of filling forms etc. can be obtained from college office between 10.30 a.m. to 03.00 p.m. on all working days.

#### **Note:**

**The student has to produce original documents if the college office asks for verification & confirmation of admission as and when needed.**

## **A message from the Principal**

*Thank you* for visiting our portal!

I Dr. Jayant Apte, Principal of RSET, Ghanshyamdas Saraf College of Arts & Commerce welcome you.

Using this portal –

- You will be able to get all required information about the college.
- Students will be able to monitor their attendance, library usage, fees structure, notices and all other features.
- Any change in your contact details must be entered online immediately.
- Students are requested not to share your login ID and Password. In worst case if you happen to do so please ensure that you change your password immediately.

Your feedback about the information and resources available on the portal is important to us. Please use the “Feedback” link to communicate your recommendations.

If you need any help, please feel free to contact –

For Technical Support -

For Office Assistance 022-45207766