

People's Education Society's
DR. AMBEDKAR COLLEGE OF COMMERCE AND ECONOMICS
Wadala, Mumbai – 400 031.

**Instruction for filling the 12th (SYJC) Class
Admission form Academic Year 2024 – 2025.**

STEP – 1

- 1) Student Should visit College website www.ambedkarcollege.net
- 2) Go to **Admission**. & Click here for SYJC Admission 2024-25)
- 3) For User Name use your **STUDENT ID** (7 Digit) which is mention on your FYJC admission fee receipt Right hand side top corner. For example student id is 2233445, then your user id will be 2233445@PESE.COM and your password will be **ADMIN** (all capital letters).
- 4) If you can't login by the above pattern then Click on get User name & Password.
- 5) Enter your registered **MOBILE NUMBER**. (**MOBILE NUMBER** registered at the time of Class 11th Admission)
- 6) Login ID & Password will be send to your Registered **Mobile Number**
- 7) Make login using login id and password received to your **Mobile number**
- 8) Enter Old Password – New Password – Confirm – Verify your Mobile number and email id – Click on I Agree – Click on Reset Password.
- 9) Login to your profile with new password.
- 10) Go to the link (**Online Registration**) fill the Admission form in details such as Personal Details – Address – Upload your Passport size latest photograph and Signature – Upload document – Aadhar Card, SSC Marksheet, 11th Admission Fee Receipt and FYJC Identity Card (Compulsory) – Caste Certificate (Only for Reserve Category) (File size 200 kb) (**Note – In the PRN coloum student should enter their Student id which is mentioned on school leaving certificate**)
- 11) Make payment of Rs. 150/- as a registration charges. After successful payment, click on go to home – Click on Preview Tab – Check all the field are correctly filled, if there is a mistake you can edit the form – After verifying all the field click on Confirm Tab – After clicking on confirm tab your admission form is successfully submitted to the college.
- 12) Take the printout of the online payment receipt on PRINT RECEIPT tab.
- 13) Take the printout of the SYJC admission form on PRINT APPLICATION tab.

STEP – 2

Instruction for Paying fee for the 12th (SYJC) Class Academic Year 2024 – 2025.

Admission fee can be paid in Offline or Online mode.

- 1) Student Should visit www.ambedkarcollege.net website.
- 2) Go to **FEE PAYMENT LINK**. Link available In. Admission Link
- 3) Select Institute type – College.
- 4) Enter your register mobile number
- 5) OTP will be send to your register mobile number.
- 6) Enter the OTP received at your mobile.
- 7) After entering OTP your profile will be display along with your name and photo.
- 8) After verifying your profile, go to **PAY NOW**.
- 9) Select the payment mode such as Credit Card / Debit Card (ATM) / Internet Banking / UPI – PhonePe, Google Pay, Paytm, etc.
- 10) After successfully completion of fee, go to Payment history, select DETAILED RECEIPT, If print is not available at this link check your email id for the detailed receipt. Take printout of the receipt and preserve it with you for the future process.
- 11) After generating detailed receipt you are admitted for the 12th (SYJC) Class for the Academic year 2024 – 2025.

Required document for SYJC admission for the academic year
2024 - 2025.

- 1) SSC Marksheet xerox 01 copy.
- 2) S.S.C School Leaving Certificate xerox 01 copy.
- 3) Aadhar Card xerox 01 copy.
- 4) FYJC identity card xerox 01 copy.
- 5) FYJC admission fee receipt (all) xerox 01 copy.
- 6) Caste Certificate. (Only for SC / ST/ OBC / SBC / VJNT / NT
(A),(B), (C) xerox 01 copy.
- 7) SYJC online admission form.
- 8) 01 Passport size photo.