



Sir Sitaram and Lady Shantabai College of Arts and Science and
V.P. Varde College of Commerce and Economics
S.V. Road, Goregaon (West), Mumbai 400104
AN AUTONOMOUS COLLEGE, Affiliated to the University of Mumbai

Understanding the Online Admission Process: Guidelines for First Year Students

1. Check the List of In-house Students eligible to secure admission, displayed (as per your faculty) on the College website. The List will also mention the Subjects allotted to them according to the merit and availability of seats
2. Only those Students whose names appear in the this List will **receive a message**(as given below) and **link to fill the Admissionform on June 17, 2022**.The Students will receive this message on their mobile numbers (as WhatsApp Message) and on their email id, registered with the College. In case they do not receive the link either on WhatsApp or on their email, they can come to College office on the same day and meet the persons in charge (Mr. Rahul Borse or Mrs. Ashwini Neelkantha) so that the link can be generated.
3. Each Student will have a **unique link**for payment of fees and filling up the admission form.Do not pass on the link to other Students. The link will have **unique id and password**,

Dear student, kindly proceed for payment of fees and fill the admission form by using following link: <https://patkarvardecollege.com/UG/REG/> username: 4 and password: 977015.
Thank you - Patkar - Varde College. .

4. **Students should remember their unique id (username) and password for future reference.** All further notifications will be received on their portal which they can access only by using the given username and their password.
5. Once the Student logs in using these details, he/ she will see the **payment details**.
 - a. For any queries related to admission or payment of fees for the academic year 2022-23, please contact the following members of the Admission Committee:

Name of the Person	Faculty
Dr. Zarin Sethna	Arts
Dr. Gautam Sonkamble	Arts
Mr. Shantaram Sonawane	Arts
Dr. Balaji Suryawanshi	Commerce
Dr. Mahesh Jadhav	Commerce
Dr. Surashri Adhav	Commerce
Dr. Sachin Bhagat	Science
Mr. Amit Gawde	Science
Ms. Madhuri Tayade	Science
Mr. Sopan Adhao	Science
Dr. Vishal Goswami	Science

- b. Also send an email addressed to the Principal, to pvc.aided.admissions@gmail.com, stating in clear terms all queries.

6. **Dates for payment of fees and filling up the admission form: June 17, 18, 19, and 20, 2022.**
7. Once the required fees are paid, the **link for the Admission Form will be activated.**
8. Open the form and fill in the required details and upload documents wherever necessary.
9. Students should note that the WhatsApp number and the email id that they enter the admission form will be used for all further communication with them. **In case they change their numbers or email ids after submitting the admission form, it will be the responsibility of the Student to notify the College and have it changed in the software system later.**
10. Be careful while filling your details (especially your name) since these will be used till you receive your Convocation Certificate. Name should be according to your XII std. marksheet.
11. After the form is completed in all details, **submit** the form by clicking on the tab. You will receive the following message:

Dear Student, your admission form has been submitted successfully. Thank you - Patkar-Varde College .

12. Once the details are filled and form submitted, the Student **cannot edit it**. If any information needs to be changed or modified, the Student will have to approach the College.
13. Students are required to take a printout of the form and submit it with the required documents, in the College for verification, **after a notice in this regard is put up in the College and on the College website**. The declaration given at the end of the form needs to be signed by the Student and the parent/guardian before submitting the form in the college.
14. Strict action will be taken against the Students if they fill incorrect details and/or upload invalid documents.