

B. K. Birla College of Arts, Science and Commerce (Autonomous), Kalyan
Admission Notice for PG Unaided Courses (2022-23)

Date: 21.06.2022

Procedure for Admission –

1. Fill Pre enrollment form on University of Mumbai website by clicking the link (uom-admissions.mu.ac.in) Register yourself by Completing your profile details, then select program (course) for which you wish to take admission, then select college name as **B. K. Birla College (Autonomous), Kalvan (College code 23)** as institution. **Save it as PDF form.**
 2. Please visit www.bkbirlacollegekalyan.com ->Admission -> Online Admission Form.
 3. After link is opened, Click on Go to Login
 4. Enter your Username, Password, Confirm Password, Mobile Number, Email id, then Click on Register. Use this user id and password for login, you will get a SMS regarding successful registration with Username and Password.
 5. Select Post Graduate for Part-I degree application
 6. Read the instructions carefully and then click on Continue to proceed.
 7. After Clicking on Continue, it will show up menu option for the filling of form
 8. Enter your proper and correct personal details, and click on 'Save Next'
 9. Fill the address details, Education Details and click on save and next.
 10. Upload Photo and Signature and click on save and next.
 11. Upload all the required documents and click on save and next
 12. Course Selection: Select the course of your choice.
 13. Last Qualifying Exam Details:
 14. Upload Document: Check the list of documents from the dropdown. Documents marked '*' are mandatory to upload.
 15. Add the Subject by selecting subject or subject group and click on save and next.
 16. Click on Pay Now button to do the registration amount payment.
 17. After Payment is Successful you will get Registration confirmation.
 18. Click on PREVIEW button to check all the details entered by you in the form are correct. If any correction is there, then please do the necessary changes and Click on Confirm Application
 19. After Complete Process is done, Click on Print Application to take copy of the form filled, also click on the Print Receipt to take the copy of Payment receipt
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20. Check all the details in the Admission Forms properly before submitting & pay the amount of Rs.100/- as your registration fees.

IMPORTANT NOTE: -

- In Queries regarding payment issue, where payment is deducted but still shows **“PAY NOW”** option again,
- Refresh the page by pressing (CTRL + F5) Or wait for Next 24 hrs (Do not make multiple transactions)

21. Schedule for Admission Procedure:

Online Registration and Application forms for admission	:	Wednesday, 22 nd June, 2022 to Monday, 4 th July, 2022 (up to 5.00 pm)
Online verification of Documents by Department	:	Tuesday, 5 th July, 2022 to Monday, 11 th July, 2022 (up to 11.00 am)
Display of provisional of Merit List	:	Tuesday, 12 th July, 2022 (up to 6.00 pm)
Grievance from students	:	Wednesday, 13 th July, 2022 (up to 6.00 pm)
Final Merit List	:	Friday, 15 th July, 2022 (up to 6.00 pm)
Online Payment of the Fees	:	Saturday, 16 th July, 2022 to Tuesday, 19 th July, 2022 (up to 5.00 pm)

PRINCIPAL