



Date: - 24-06-2021

NOTICE

This is to inform the regular students seeking admission to SYJC Arts & Commerce for the year 2021-2022, that they are required to follow the given below steps to complete their admission procedure:

1. Register on College portal by log in to college website
2. Payment of fees (refer table given below) and admission

SCHEDULE OF ADMISSION FOR SYJC 2021-2022 OF REGULAR STUDENTS

| PROGRAMME | REGISTRATION | ADMISSION /PAYMENT OF FEES |
|---------------|-----------------------|----------------------------|
| SYJC Arts | 24/6/2021 - 30/6/2021 | 25/6/2021 - 01/7/2021 |
| SYJC Commerce | 24/6/2021 - 30/6/2021 | 25/6/2021 - 01/7/2021 |

Timings will be till 5 pm for the above given dates

Guidelines for SYJC Arts & Commerce Online Admission Process for Academic Year 2021-2022

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| • Keep your scanned recent passport size photograph, and signature ready for upload. | |
| Step 1 | Visit college Website https://www.lsraheja.org/ |
| Step 2 | Click on Students' Corner -- Students Portal Login |
| Step 3 | Enter user name and Password. If you have forgotten them, then click on Get Username and Password. |
| Step 4 | Enter your registered mobile no. or email id. After this you will get your login credentials via SMS or email. |
| Step 5 | Once Logged in, Student Dashboard will be visible on the left hand side. |
| Step 6 | Click on "Online registration link" listed in the student's dashboard. |
| Step 7 | Your personal data, as recorded during last year admission will appear. This parameter is editable for changes if any desired by the student. (For e.g. Address and Mobile, Aadhar Number etc.) and Click on 'Save & Next' |
| Step 8 | Upload Photo & Signature and Click on Save & Continue (for signature – sign on a plain paper with a black pen & scan it with your mobile.) |
| Step 9 | Accept the terms and submit your registration form. |

PAYMENT PROCESS

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|---------|---|
| Step 10 | Fees payable will be displayed on the portal. |
| Step 11 | Payment of fees, as appeared in the box, can be made using Credit / Debit Card, Net banking etc. as shown on the payment gateway. |
| Step 12 | A confirmation message will be displayed after successful payment of fees. |
| Step 13 | To view/ print the receipt: Click go to home page → payment history → detail receipt → print. Also, the receipt will be generate from you portal. |
| Step 14 | Admission will be confirmed only when you make the payment |

IMPORTANT NOTE

For any technical support contact via email: it.support@lsraheja.org



Suman Bisht
Vice Principal

Dr. Debajit Sarkar
Principal