



ISO Certified 9001-2015

**SADHANA EDUCATION SOCIETY'S**  
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)  
Linguistic (Gujarati) Minority

## **L. S. RAHEJA COLLEGE OF ARTS & COMMERCE**

**Estd : 1980**

**NAAC ACCREDITED B++ (3<sup>rd</sup> Cycle)**

Relief Road, Santacruz (W), Mumbai - 400 054, Email: registrar@lsraheja.org  
Tel.: 2660 9320 / 2661 4101, Website : www.lsrheja.org

Ref.. No. LSRC/Admn/SY-TY/24-25/

May 25, 2024

### **NOTICE**

This is to inform the regular students of all aided and unaided programs seeking admission to SY (Sem III) and TY (Sem V) for the year 2024-2025, 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 and admission
3. Register on University Portal and upload the duly filled form on College portal as well as submit the hard copy of the same in college administration office.

**Second Phase of admission for FAILED / DROPOUT students will be notified subsequently.**

#### **SCHEDULE OF ADMISSION FOR SY AND TY 2024-2025 OF REGULAR STUDENTS**

<b>PROGRAMME</b>	<b>SEMESTER</b>	<b>REGISTRATION /PAYMENT OF FEES</b>
BA	III & V	25/5/2024 – 31/5/2024
BCOM	III & V	25/5/2024 – 31/5/2024
BMS	III & V	25/5/2024 – 31/5/2024
BAF	III & V	25/5/2024 – 31/5/2024
BFM	III & V	25/5/2024 – 31/5/2024
BAMMC	III & V	25/5/2024 – 31/5/2024
B.SC. IT	III & V	25/5/2024 – 31/5/2024
BBI	III & V	25/5/2024 – 31/5/2024



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### **Guidelines for SY / TY Online Admission Process for Academic Year 2024-2025**

**. Keep your scanned recent passport size photograph, and signature ready for upload.**

Step 1	Visit college Website <a href="https://www.lsraheja.org/">https://www.lsraheja.org/</a>
Step 2	Click on <u>Students' Corner — Students Portal Login</u>
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.
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	Add your subject preferences.
Step 10	Accept the terms and submit your registration form.
Step 11	Take a printout of the submitted form. The printout should be signed by the student & parent in the place provided and is to be submitted to the college office along with the required documents after completion of the University enrollment.



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Estd : 1980

Relief Road, Santacruz (West), Mumbai - 400 054.

Tel.: 2660 9320 / 2661 4101 Email : [degree.office@lsraheja.org](mailto:degree.office@lsraheja.org)

Website : [www.lsraheja.org](http://www.lsraheja.org)

### PAYMENT PROCESS

Step 12	Fees payable will be displayed on the portal.
Step 13	Payment of fees, as appeared in the box, can be made using Credit / Debit Card, Net banking/UPI etc. as shown on the payment gateway.
Step 14	A confirmation message will be displayed after successful payment of fees.
Step 15	To view/ print the receipt: Click go to home page ⇒ payment history⇒ detail receipt⇒ print. Also, the receipt will be sent to your registered email id.
Step 16	Admission will be confirmed only when you make the payment

### IMPORTANT NOTE

Students who are unable to access the registration form are directed that they should complete their pending formalities with respect to previous year's dues, results and other administrative issues at the earliest to avoid last minute complications.

For any technical support contact via email:

[rupal.korel@lsraheja.org](mailto:rupal.korel@lsraheja.org)

[Justin.tuscano@lsraheja.org](mailto:Justin.tuscano@lsraheja.org)

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DR. DEBAJIT N. SARKAR  
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