Kamala Education Society's
PRATIBHA COLLEGE OF COMMERCE AND COMPUTER STUDIES
Block D-III, Plot No.-3, Behind Mehta Hospital, Off Mumbai-Pune Highway,
Chinchwad, Pune-411019.
• Govt. of Maharashtra & Savitribai Phule Pune University Recognized Minority Institute
• Savitribai Phule Pune University
• Reg. No. PU/PN/BBA, BCA BFT/280/2007
• UGC – 2(f) and 2(B) Status
• NAAC accredited College with 'A' Grade
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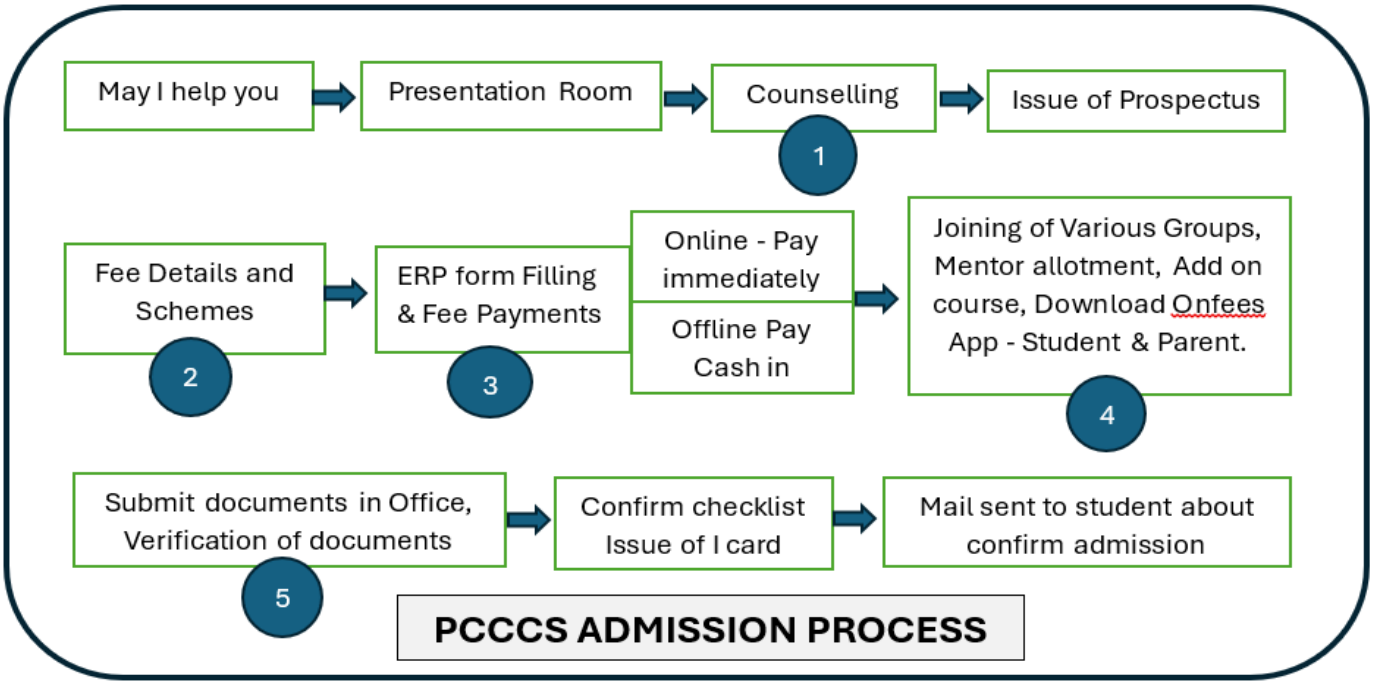
ADMISSION PROCESS AND GUIDELINES



Guidelines for Online Admission Process

1. Prerequisites – Documents to Arrange

★ **Student Mobile Number**	Active number for OTP verification
★ **Student Email ID**	Valid and accessible email address
★ **Aadhaar Card**	Student's Aadhaar (scanned copy)
★ **SSC / HSC Marksheet**	Original scanned copy required
★ **Passport Size Photo**	Recent colour photo, white background
★ **Student Signature**	Scanned on plain white paper
★ **Parent / Guardian Signature**	Scanned on plain white paper
★ **Leaving Certificate**	From previous school / college
Caste Certificate	If applicable
Income Certificate	If applicable
★ **Internet Connection & Device**	Stable internet; mobile or desktop supported

2. How to Fill the Online Application

1. **Enter Mobile Number**
   Visit the admission portal and enter your active student mobile number to begin.

2. **Verify OTP**
   Enter the One-Time Password (OTP) sent to your registered mobile number.

3. **Fill Personal Details**
   Complete all fields carefully—name, date of birth, address and academic details. Double-check before proceeding.

4. **Upload Photos & Signatures**
   Upload clear scanned copies of your passport photo, student signature and parent/guardian signature.

5. **Upload Required Documents**
   Upload all mandatory documents (Aadhaar, marksheets, Leaving Certificate, and Caste & Income Certificates if applicable).

6. **Preview Application**
   Review your complete application. Check every section for accuracy before final submission.

7. **Submit Form**
   Once satisfied, click Submit. Your application will be registered and a confirmation will be sent.

8. **Download Application Copy**
   Download and save your filled application. Keep a printed copy for future reference

9. **Submit Form and Pay Fee in Office**
   Visit the college office with your printed application copy and all original documents. Submit the form and pay the required admission fee in person.

File Upload Requirements

Allowed file extensions: PDF, JPG and PNG (as indicated on the admission portal).

Maximum file size: 2 MB per document.