



RAMANAND ARYA D.A.V.COLLEGE, BHANDUP(E),MUMBAI-42

ONLINE ADMISSION PROCEDURE

FIRST YEAR/B.COM/ BMS/BAF/BBI/BFM/

B.Sc.I.T/B.B.A.in Mkt. Mgmt./B.B.A.

(ACADEMIC YEAR: 2025-26)

The students are asked to read the following instructions carefully before filling up the Online admission form. The step wise instructions given below will facilitate the online admission process. The students have to pay their admission fees only through **online payment mode**.

University Pre-Enrollment should be done before filling college admission form

The detailed instructions for filling up the Online Admission Form

Step1 → [Website Page](#)

Go to the college website www.radav.org and click on

Online Admission Portal

Click on → U.G. Click on → F.Y.

Step2 → [For Login](#)

Click on '**Online Admission & Prospectus Link**' Click on

New user? Register

Enter your details and click on '**Pay Fees**', after paying fees you will receive **LOGIN ID** and **PASSWORD** through SMS on your registered mobile no and on your registered Email,

Now click on '**Online Admission Form**' → Login with **Login ID** and **Password** received through SMS and on Email

Step3 → [Admissionform Part-1: Student Admission Details](#)

After login, takes you to **Admission Form Part1**

Fill up all the details and Click on '**Save and Next**'

Step4 → [Admissionform Part-2: Personal Details](#)

Fill up all the details and Click on '**Save and Next**'

Step5 → [Admissionform Part-3 & 5: Parent's Details](#)

Please fill in Parent's/Guardian's correct information. In case the Parent/Guardian is a retired person or is a house wife then mention the residential address as parent's/Guardian's office address.

Step6 → [Admissionform Part-4: Qualifying Exams Details](#)

Fill up all the details and Click on '**Save and Next**'

Step7 → [Admissionform Part-6: Photo and Signature](#)

Upload your Photo, Signature and upload your Document and Click on '**Save and Next**'

Size of Photo: maximum 50 KB and Size of Signature : maximum 20 KB

Step8



Admission form Part-7:Documents

Upload image of Leaving certificate, University Pre-Enrolment form, University Undertaking/ Declaration form and XII Marksheet.**Size of Photo: maximum500KB**

Step9



Admission form Part-8:Declaration

If any student is from any of there served caste category, then he/she would be guided to the declaration. The student has to read it carefully and click on **“I hereby affirm, that I have read the above declaration and also read out the same to my parents and we abide to follow the same. Also, I have understood that once submitted, I won't be able to change any contents of this form.”**

Click on **'Submit**

Instructions for Online Payment after Merit List

When you are shortlisted through the merit list, you have to once again login through ' Online Admission Form Login' with same Login ID and Password. When you reach to the page **Admission Part-5** by just clicking 'Save and Continue', you will see the payment window on this page.

Now select fees type in Fees Payment Window and click on **'Pay Fees'** this will take you to Payment Mode Section. Select the mode of payment, complete the formalities and make the payment. Once the payment is made successfully you will receive the payment successful message. Also student will receive online payment receipt of the college then by clicking on the submission button the student can take the print of admission form and fees receipt for ready reference.

If the student has paid the fees online and system shows **“unsuccessful payment message”** then please do not pay fees again. However, wait for 24 hours and then Login again in the system and click on **'Refresh Payment'**. If the system still shows the same message, in that case, please fill the **'Payment Query Form link'** given below with all the necessary details and send it on the mail id given below. Your query will be resolved as early as possible.

Refer the Prospectus for Class and Category wise details of the fees. Once the payment is made successfully, the student can submit the admission form online and he/she will receive the message from the college on your registered email Id for successful payment. Student can take the print out of admission form for their personal use/reference.

Please note that confirmation of admission and allotment of subjects is strictly as per the discretion of the Principal.

Admission Assistance Contact Details

Class	Name of the Contact Person	For Any Queries Kindly Contact College Office Between 10.00 a.m. to 3.00 p.m.
F.Y.B.Com	MR. MAHESH AMRUTKAR	
	MR. CHEETAN PATIL	
	MR. JITENDRA RANE	
F.Y. B.M.S./ F.Y. B.A.F. /F.Y.B.F.M./ F.Y.B.B.I. / F.Y. B.Sc I.T	MR. NARENDRA DESHMUKH MR. SAGAR GOGATE MRS. TANVI.S.THORAT	
BBA & BBA in Marketing Management,	Ms. Shivani Bhosle	
	Ms. Shivani kudtarkar	

Note: Queries will be entertained between 10.00 a.m. to 3.00 p.m.

You can also send your query on email id: radavonlineadmission@gmail.com

Chairman,Admission Committee