

Admission Process 2017-18

Step 1: Buy Prospectus from the designated College counter.

Step 2: Fill the admission form attached to the prospectus (to be submitted in college along with other documents) and also fill the admission form Online. (Refer to the Admission Instructions below). Form filling can be done from home or from a cyber café. For any assistance in form filling contact BCA Lab, 1st Floor, Annexe Bldg.)

Step 3: Visit College with all the Original documents. For verification and counseling for elective subject allocation proceed to Smart Classroom for **FY B.Com**, Room No. 115 for **FY BBA (Financial Services)** and BCA Lab 1st Floor, Annexe Bldg. for **FY BCA**

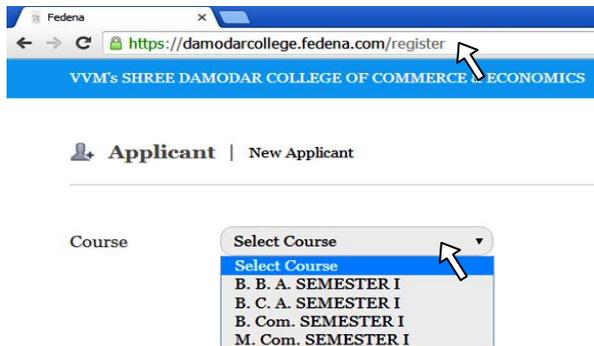
Step 4: Collect Fee Challan from the College office, Fill the challan (sample challan copy for every programme is displayed on the college notice board) and get it verified and signed by the office staff. Once verified make the fee payment at the Central Bank of India branch on the campus. After payment, submit the Challan counterfoil (i.e the college copy of challan) in the College office.

Important: Admission is confirmed only after all the documents and the Bank Challan counterfoil is submitted in the office.

Instructions for Online Admission

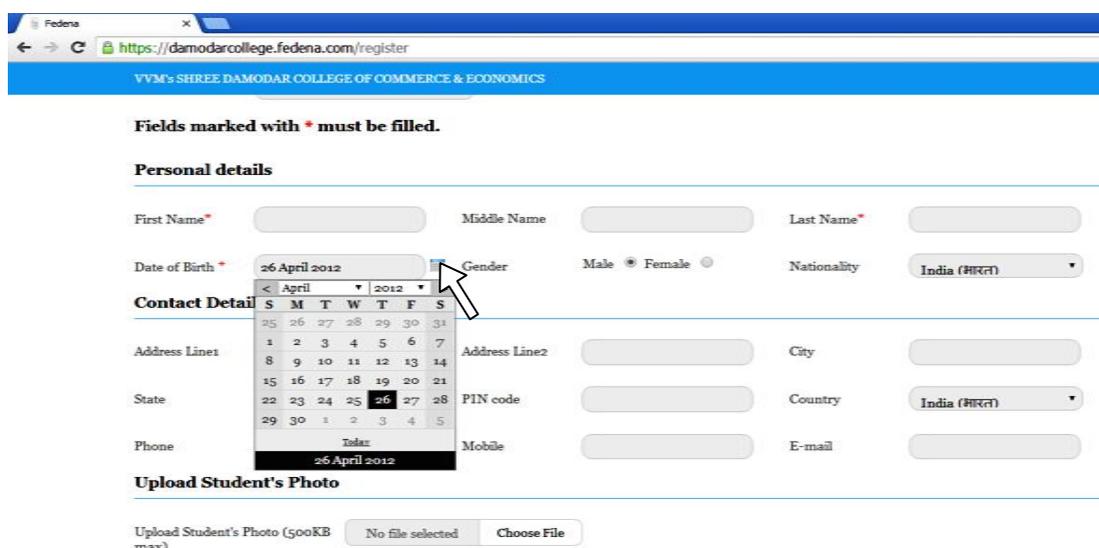
1) Open Internet Browser, type the following link:
<https://damodarcollege.fedena.com/register>

2) Select the programme for which you want admission.



The screenshot shows a web browser window with the URL <https://damodarcollege.fedena.com/register>. The page header identifies the institution as VVM's SHREE DAMODAR COLLEGE OF COMMERCE & ECONOMICS. Below the header, there is a user profile section labeled 'Applicant | New Applicant'. A 'Course' dropdown menu is open, showing the following options: 'Select Course', 'B. B. A. SEMESTER I', 'B. C. A. SEMESTER I', 'B. Com. SEMESTER I', and 'M. Com. SEMESTER I'. A mouse cursor is pointing at the 'B. C. A. SEMESTER I' option.

3) Fill in the personal and contact details (in **CAPITAL LETTERS**)



The screenshot displays the registration form with the following fields and sections:

- Fields marked with * must be filled.**
- Personal details:** First Name*, Middle Name, Last Name*, Date of Birth* (with a calendar pop-up showing April 2012), Gender (Male/Female), Nationality (India (भारत)).
- Contact Details:** Address Line1, Address Line2, City, State, PIN code, Country (India (भारत)), Phone, Mobile, E-mail.
- Upload Student's Photo:** Upload Student's Photo (500KB max) with 'No file selected' and 'Choose File' buttons.

4) Select your preferred elective subject. (applicable for B.Com programme only)

Final elective subjects will be assigned by the admission committee during counseling.

Additional Details

Place of Birth

Religion *

Category *

Extra Curricular Activities
 NCC (Army) NCC (Navy) NSS

Sports

College Clubs *
 Fine Arts Club Performing Arts Club Creativity Club Nature Club Economics Club

Elective First Preference

Elective Second Preference

Elective Third Preference

5) Upload your photo. (Max size: 500KB)

6) In the *Last Attended Institutional details*, for the **Qualifying Exam name** specify the Board name (E.g. XIIth CBSE, XIIth Goa Board, XIIth ISC etc).; for **Final Score** specify total marks obtained out of max marks (e.g 330/500) or Final grade.

7) For *Parents- Personal* details specify annual income. Fill in the guardian's details only if neither parent is alive.

8) For **Sports** you can specify multiple sports (e.g. badminton, Table Tennis, Football etc)

9) In *Additional Academic Details*, specify subject name & marks obtained/grade in that particular subject.

Additional Academic Details

Board or University	Goa Board
Stream	Vocational
Maximum Marks	600
Subject 1	English
Marks 1	56/100
Subject 2	Maths
Marks 2	62/100
Subject 3	DBMS
Marks 3	59/100
Subject 4	General Foundation Course
Marks 4	65/100

10) In *Additional Attachments*, click on **choose file** & attach scanned copies of your marksheets and other documents. Submit your form.
