

Date : 15/05/2025

## NOTICE

As directed by the Directorate of Higher Education(DHE), the merit list for **FY BBA** will be displayed on the College website on **15th May, 2025** and admission will begin on **16th May 2025** at **8.30 am** in the College Premises.

### Instructions for Admission to BBA 2025-2026

- **Date:** 16<sup>th</sup> May 2025
- **Venue:** Room No. 301, (3rd Floor, Central Block of Shree Damodar College)
- **Timings:** Reporting time at 8:15 a.m. for orientation.

### STEP 1

- **Documents to be submitted:**

- Printout of downloaded application form.
- HSSC Marksheet – self-attested photocopy (carry original for verification)
- HSS Leaving certificate (original) - will be retained by the college and 01 xerox copy.
- Photo – one (passport size – head and shoulders, front-facing, light background); photo **not** to be affixed on the form, but name & application number to be written on the back of the photo
- Any valid Govt-recognized proof of address for verification purpose, e.g. Aadhar Card / Passport / Driving Licence / Voter's ID Card / Electricity Bill etc.
- Valid certificates – SC / ST / OBC / EWS / PwD / Orphan\* (Self Attested) (original for verification) **Goan Caste Certificate if applicable under reserved category**
- For SC/ST/Orphan (if applying for fee waiver) students should also submit a Residential Certificate (RC)
- Provisional Eligibility Certificate from Goa University (Students who passed Std. XII<sup>th</sup> from other than Goa Board)
- No Objection Certificate in case of transfer from another college.

**\*In case of orphans, death certificates of both parents have to be submitted.**

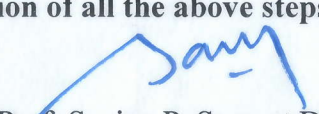
### STEP 2

**Note:** After the submission of documents is completed:-

- Pay fees as directed via EduQfix App immediately after submission of documents.
- Download the fee payment receipt and email to the email id fees.sdccc@vvm.edu.in provided in the payment instructions.

**Admission to the college will be confirmed only upon completion of all the above steps**



  
Prof. Sanjay P. Sawant Dessai  
Officiating Principal

**VVM's SHREE DAMODAR COLLEGE OF COMMERCE & ECONOMICS  
MARGAO GOA**

**FY BBA ADMISSIONS - 2025-2026**

**Orientation**

**Principal, Vice-Principal, Programme Coordinator**

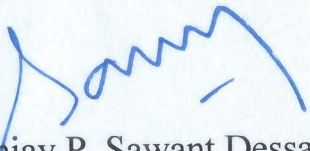
**Step 1 - Attendance Checking**

**Step 2 - Documents Checking (Counter 1)**

**Step 3 - Fees Counter (Guidance)**

**Step 4 - Submission of Forms**

**Step 5 - Portal Updation (Lab)**

  
Prof. Sanjay P. Sawant Dessai  
Officiating Principal





## Instructions for Admission to FYBBA 2025-26

### STEP 1

- **Documents to be submitted:**

- i. Printout of downloaded application form from SAMARTH Portal.
- ii. HSSC Marksheet – self-attested photocopy (carry original for verification)
- iii. HSS Leaving certificate (original) - will be retained by the college.
- iv. Photo – one (passport size – head and shoulders, front-facing, light background); photo **not to** be affixed on the form, but name & application number to be written on the back of the photo
- v. Any valid Govt-recognized proof of address for verification purpose, e.g. Aadhar Card .(Original +Photocopy)
- vi. Valid certificates – SC / ST / OBC / EWS / PwD / Orphan\* (original + Photocopy) **Goan Caste Certificate if applicable under reserved category**
- vii. For SC/ST/Orphan (if applying for fee waiver) students should also submit a Residential Certificate (RC)
- viii. Provisional Eligibility Certificate from Goa University (Students who passed Std. XII<sup>th</sup> from other than Goa Board)
- ix. No Objection Certificate in case of transfer from another college.

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