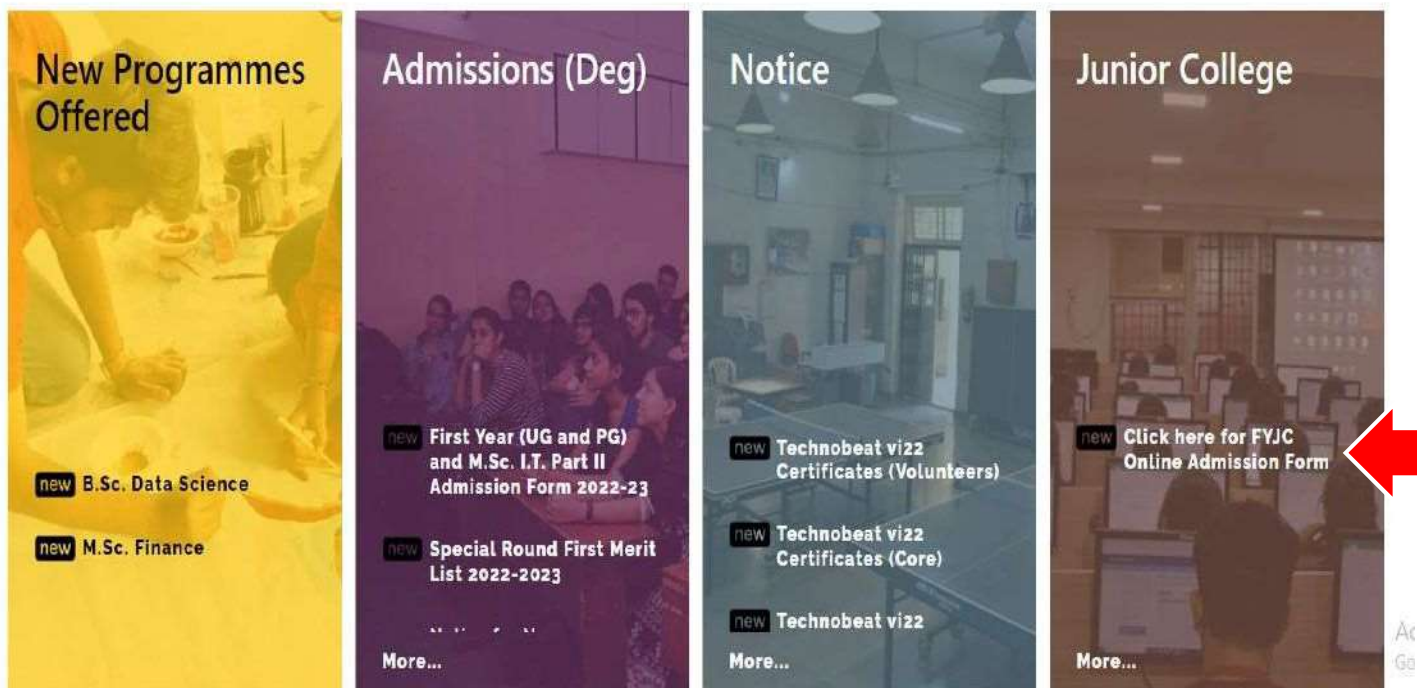


# MULUND COLLEGE OF COMMERCE (JUNIOR COLLEGE)

## Procedure for filling F.Y.J.C. (XI<sup>th</sup>) Online Admission Form: 2022

A student whose name appear in the merit list of Government online admission and wishes to take admission in Mulund College of Commerce should follow the procedure given below:

1. A Student has to enter Login ID & Password (**starting with MU....**) on the Government online admission website ( <https://mumbai.11thadmission.org.in/> )
2. Click on **“Proceed to Admission”** in the Government website and upload required documents. This is very IMPORTANT for the further admission procedure.
3. Visit Mulund College of Commerce website **“<https://mccmulund.ac.in/>”**
4. Once you visit the college website - **“Home page”** will appear
5. **On below of photos, in “JUNIOR COLLEGE” section → Click on “Click here for FYJC Online Admission Form**

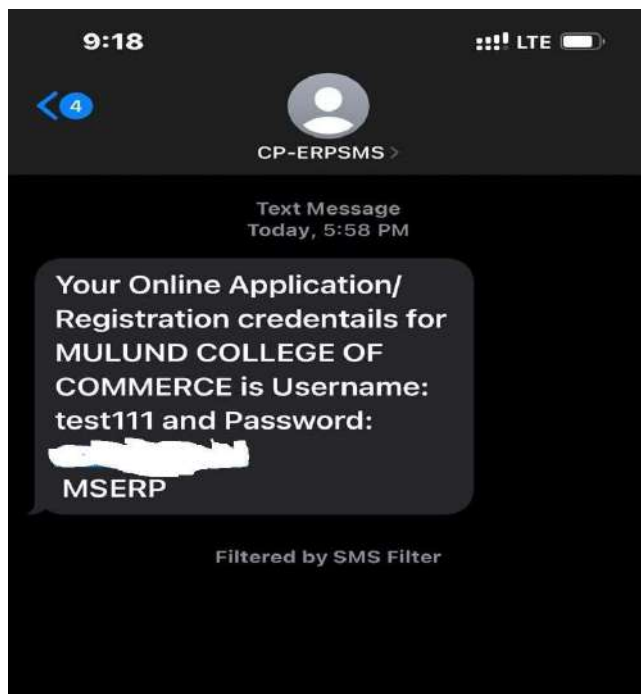


The detailed instructions for filling up online form are as follows.

# TEXT MESSAGE CONFIRMATION

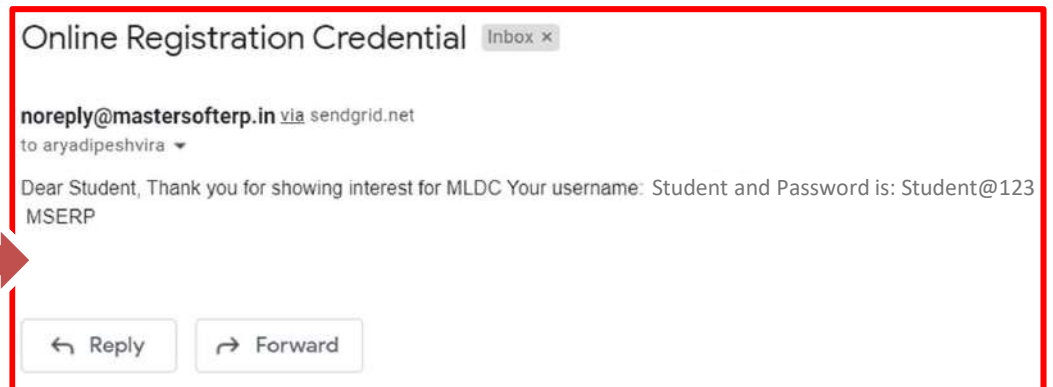
Step1: You will be receiving username and password on your registered **Mobile Number** or **Email-id Respectively**.

<https://enrollonline.co.in/Registration/Apply/MCCJR>



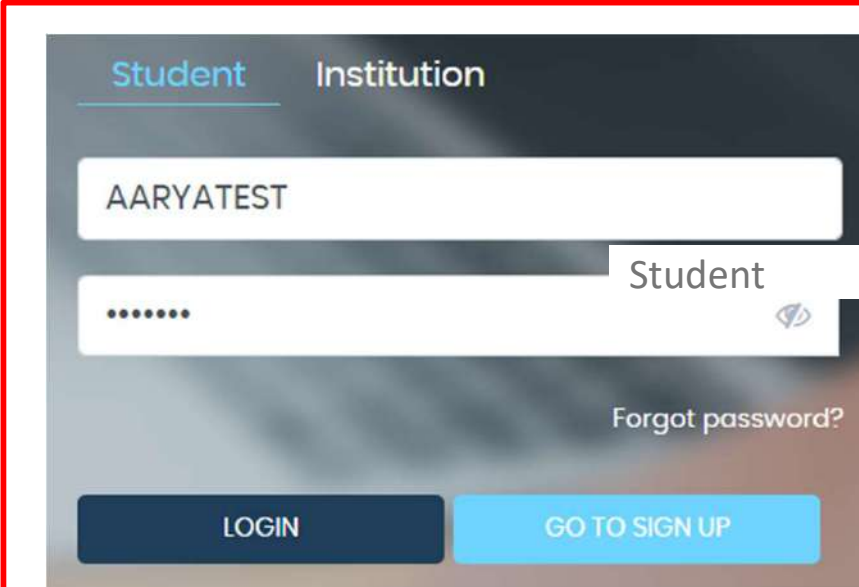
← **MOBILE NUMBER**

**EMAIL ID** →



# STUDENT LOGIN

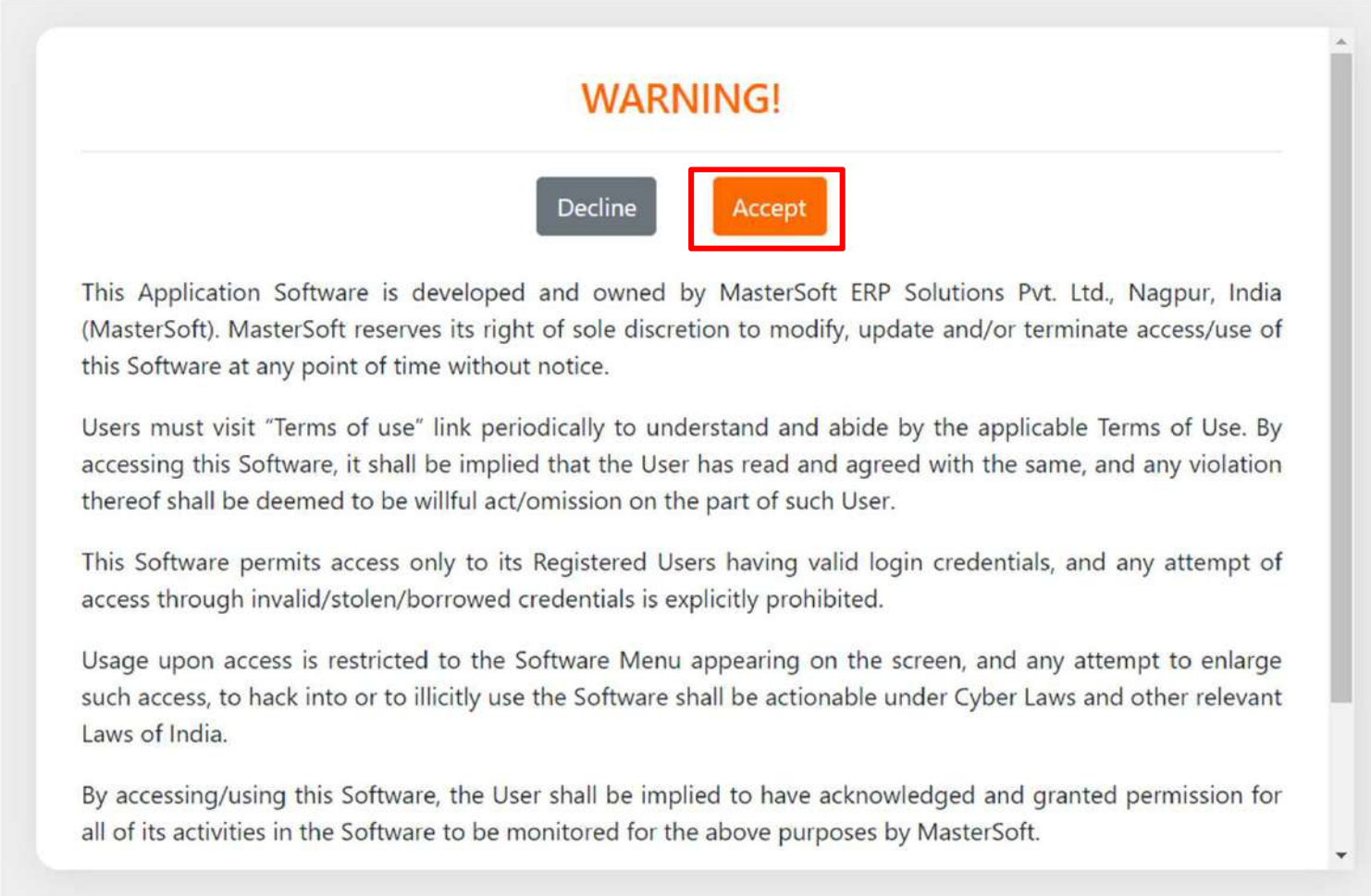
Step2: Click on **“Go To Login” button** present on the bottom of screen. Now enter the credentials which you have received and click on the login option to **Successfully Login To The System.**



The screenshot shows a login form with two tabs: "Student" (selected) and "Institution". The "Student" tab contains a text input field with the value "AARYATEST", a password input field with masked characters ".....", and a "Forgot password?" link. At the bottom, there are two buttons: "LOGIN" and "GO TO SIGN UP".

# TERMS AND CONDITION PAGE

**Step3: This is Terms and Condition Page. Here student have to simply click on “Accept” button to proceed further.**



**WARNING!**

This Application Software is developed and owned by MasterSoft ERP Solutions Pvt. Ltd., Nagpur, India (MasterSoft). MasterSoft reserves its right of sole discretion to modify, update and/or terminate access/use of this Software at any point of time without notice.

Users must visit “Terms of use” link periodically to understand and abide by the applicable Terms of Use. By accessing this Software, it shall be implied that the User has read and agreed with the same, and any violation thereof shall be deemed to be willful act/omission on the part of such User.

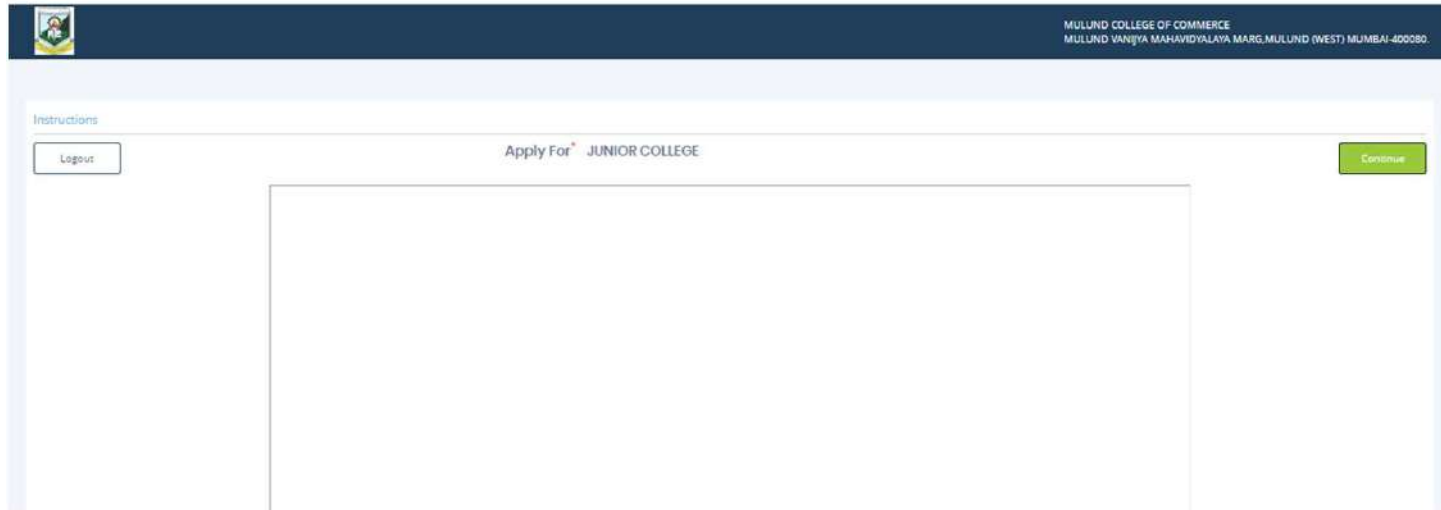
This Software permits access only to its Registered Users having valid login credentials, and any attempt of access through invalid/stolen/borrowed credentials is explicitly prohibited.

Usage upon access is restricted to the Software Menu appearing on the screen, and any attempt to enlarge such access, to hack into or to illicitly use the Software shall be actionable under Cyber Laws and other relevant Laws of India.

By accessing/using this Software, the User shall be implied to have acknowledged and granted permission for all of its activities in the Software to be monitored for the above purposes by MasterSoft.

# COURSE LEVEL SELECTION

**Step4: Course Level Selection page will allow the Students to Select the Course Level in which their Course Belong to. (Select the Course Level from the Dropdown available at the centre of the screen named as Apply For). After selecting Course Level, click on “Continue” button to proceed further.**




The screenshot shows a web application interface for course level selection. At the top, there is a dark blue header with a logo on the left and the text "MULUND COLLEGE OF COMMERCE" and "MULUND VANIYA MAHAVIDYALAYA MARG, MULUND (WEST) MUMBAI-400080." on the right. Below the header, there is a light blue sidebar on the left with a "Logout" button. The main content area has a title "Apply For" followed by a dropdown menu currently set to "JUNIOR COLLEGE". A large empty rectangular box is positioned below the dropdown. On the right side of the main content area, there is a green "Continue" button. A red arrow points to this button from the right side of the image.

# PERSONAL DETAILS

Step5: This is **Personal Details Page**, here student need to enter their Personal Details Such as first name, middle name, last name, email, gender etc. Once the student complete filling the personal details then they need to click on **"Save and Next Button"**. (Please note that all the red mark fields are mandatory).

1 Personal   2 Address   3 Education   4 Photo Signature   5 Course Selection

Personal Details 

Student Personal Section

Title *	Last Name/Surname *	First Name *	Middle Name *
MR. <input type="text"/>	TEST <input type="text"/>	STUDENT <input type="text"/>	DEMO <input type="text"/>
Mobile No. *	Phone/Alternate No./Whatsapp No. *	Marital Status *	Blood Group *
1234567891 <input type="text"/>	2345678910 <input type="text"/>	Married <input type="text"/>	O- <input type="text"/>
Gender *	Date of Birth as per Leaving Certificate *	Occupation	Mother Tongue *
Male <input type="text"/>	18/03/2005 <input type="text"/>	STUDENT <input type="text"/>	GUJARATI <input type="text"/>
Birth Place *	Nationality *	Admission Category Type/ Linguistic Minority	Caste Category *
MUMBAI <input type="text"/>	INDIAN <input type="text"/>	Please Select <input type="text"/>	OPEN <input type="text"/>


Parent Information

Father's Name *	Guardian's/Parent's Contact No.	Family Annual Income
FATHER TEST <input type="text"/>	3456789101 <input type="text"/>	800000 <input type="text"/>

Other Information

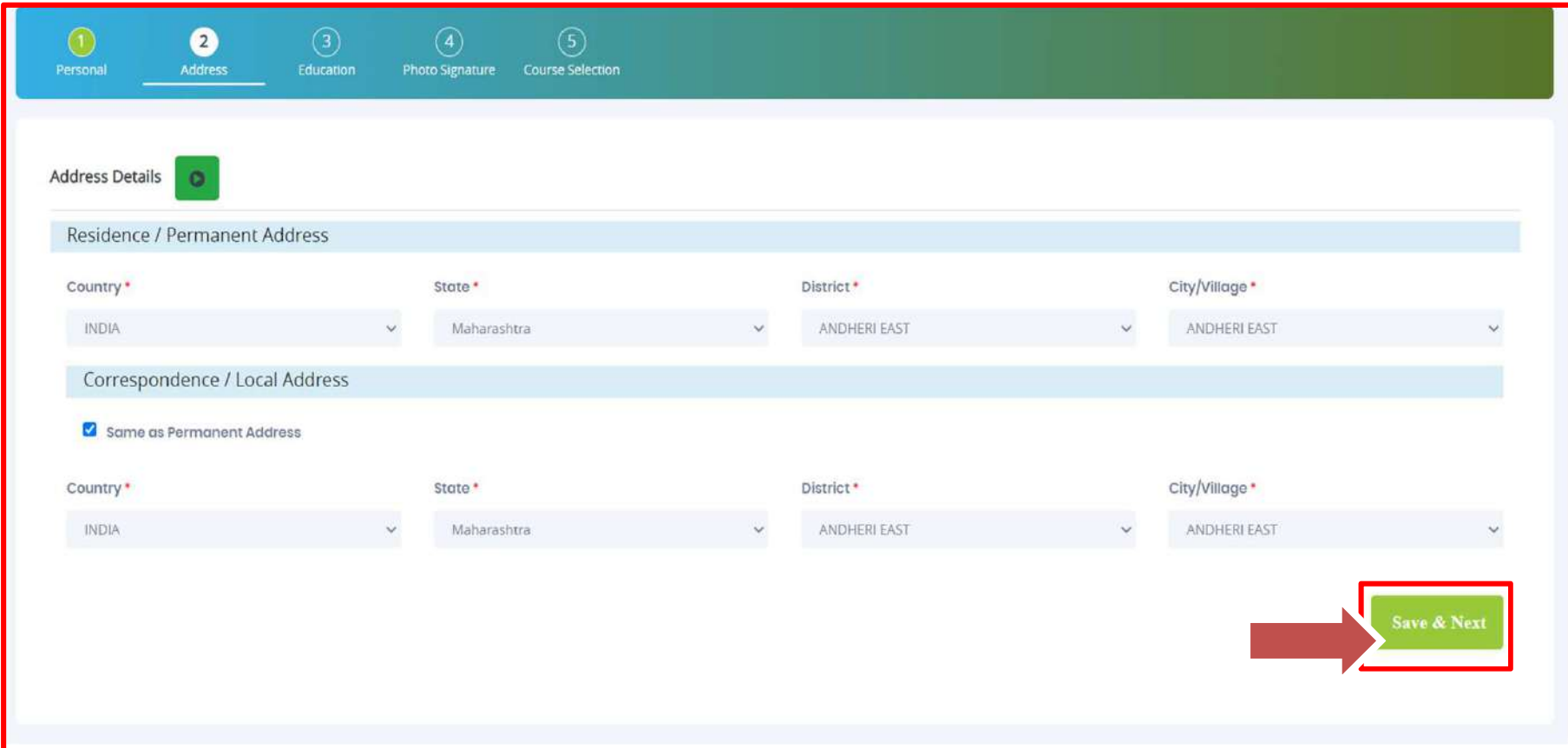
Aadhaar No. \*

123456789111


 **Save & Next**

# ADDRESS DETAILS

Step6: Next page is **Address Details Page**, here student need to fill their **Personal or Local address**. Once the student complete filling the personal details then they need to click on **“Save and Next Button”**. If both **Address are Same** then click on **“Same as Permanent Address”** option present on screen. Once student complete filling the address details form then click on **“Save and Next Button”**.



1 Personal   2 **Address**   3 Education   4 Photo Signature   5 Course Selection

Address Details 

Residence / Permanent Address

Country\*   State\*   District\*   City/Village\*

INDIA   Maharashtra   ANDHERI EAST   ANDHERI EAST

Correspondence / Local Address

Same as Permanent Address


Country\*   State\*   District\*   City/Village\*

INDIA   Maharashtra   ANDHERI EAST   ANDHERI EAST

**Save & Next**


# PHOTO & SIGNATURE DETAILS

**Step7: Next page is Photo and Signature Page, here student need to Upload Your Photo and Signature. Click on the Upload Photo and Upload Signature button and select the valid file. Once you complete uploading photo and signature then click on "Save and Next Button". (Note: photo size should be max 500kb and Signature size should be max 300kb).**

Photo and Signature Details 

Student Photo\*


[Upload Photo](#)



Please Select Valid Image File (e.g., JPG, PNG) (Max size 500 kb)

Student Signature\*


[Upload Sign](#)




Please Select Valid Image File (e.g., JPG, PNG) (Max size 300 kb)

Parent Signature\*

[Upload Parent Sign](#)



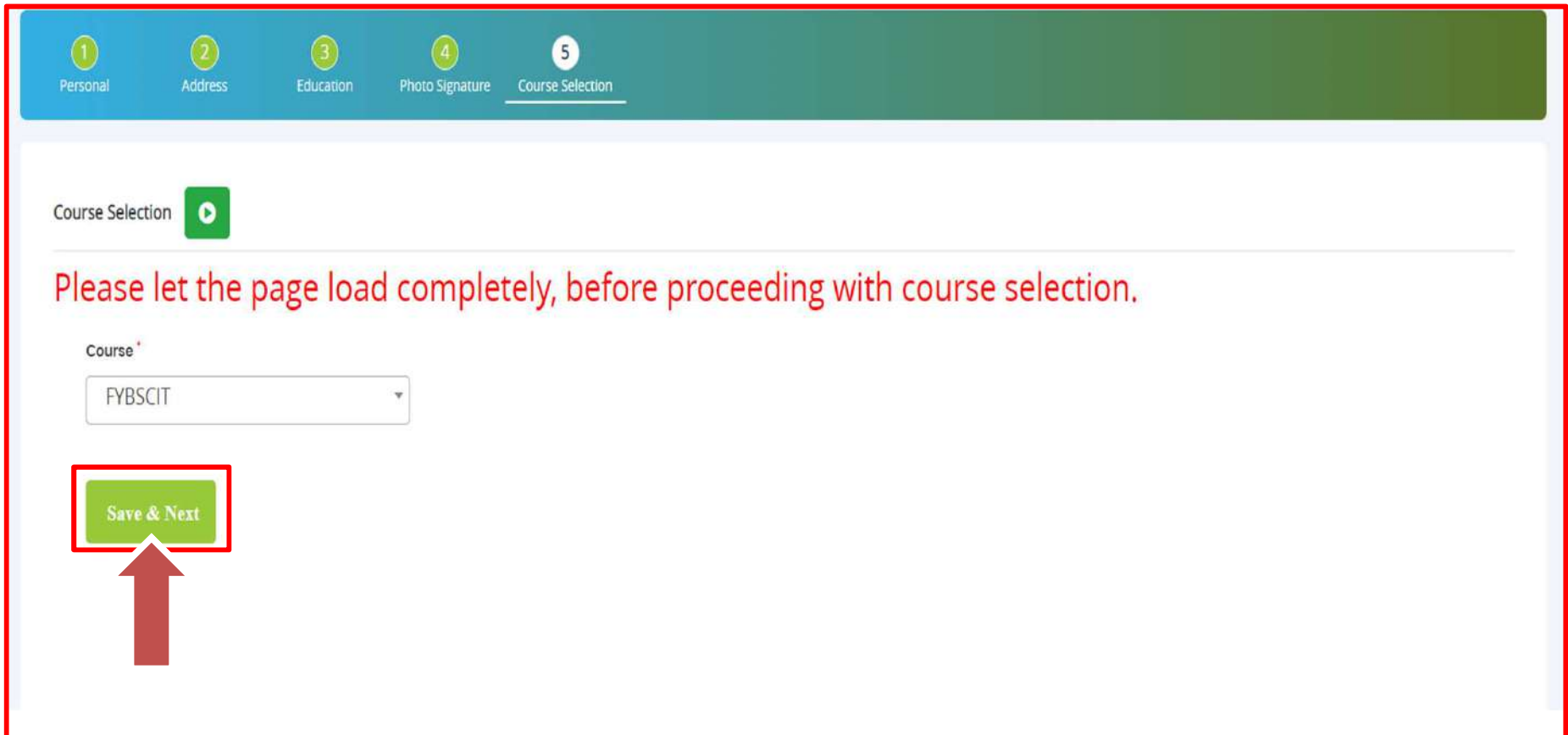
Please Select Valid Image File (e.g., JPG, PNG) (Max size 300 kb)

[Save & Next](#) 




# COURSE SELECTION

**Step8: Next page is Course Selection Page, here the student need to select the **Desired Course from the list of Course available** in the dropdown list.**



1 Personal 2 Address 3 Education 4 Photo Signature 5 Course Selection

Course Selection 

Please let the page load completely, before proceeding with course selection.

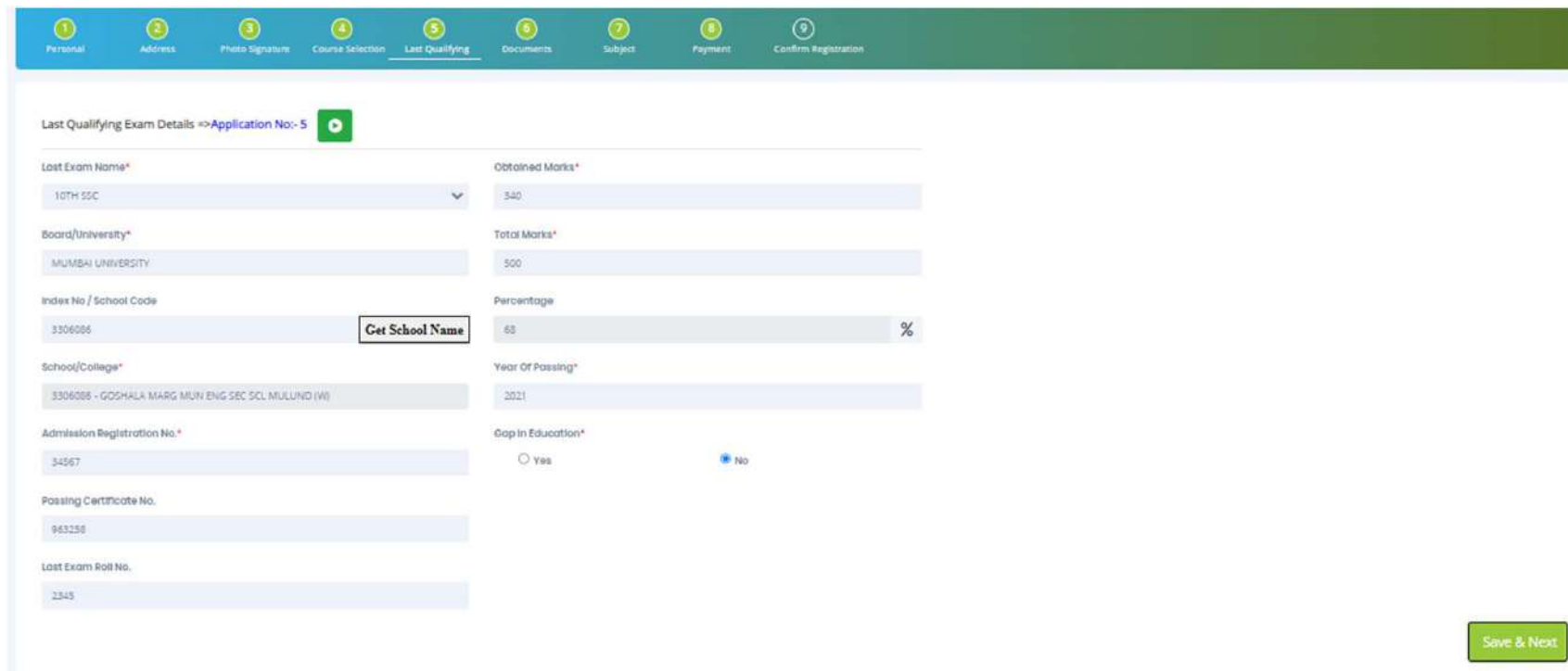
Course \*

FYBSCIT

**Save & Next**

# LAST QUALIFYING DETAILS

**Step9:** Next page is Last Qualifying Page, here student need to fill the **Education Details** of the **Last School/College attended** such as **Last Exam Name** , **Enter Index No/ School Code**, click on **Get School Code**,**Enter MU number in Admission Registration No. field** , **Enter Obtained Marks** , **Total Marks** and **Percentage will be Automatically Calculated**. Once student complete filling the details then they need to click on **"Save and Next Button"**.



The screenshot shows the 'Last Qualifying Exam Details' form. At the top, a progress bar indicates the current step is 'Last Qualifying' (step 5 of 9). The form fields are as follows:


Field Label	Value
Last Exam Name*	10TH SSC
Obtained Marks*	340
Board/University*	MUMBAI UNIVERSITY
Total Marks*	500
Index No / School Code	3306086 <span>Get School Name</span>
Percentage	68 %
School/College*	3306086 - GOSHALA MARG MUN ENG SEC SCL MULUND (W)
Year Of Passing*	2021
Admission Registration No.*	34567
Gap In Education*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Passing Certificate No.	965258
Last Exam Roll No.	2345

At the bottom right of the form, there is a green button labeled 'Save & Next' with a red arrow pointing to it from the right.

# DOCUMENT DETAILS



**Step10: Next page is Document Details Page, here student need to submit all the Required Documents which are Mandatory. Click on the Upload Documents button and select the Desired Document which students want to upload. Once students complete submitting all the documents then they need to click on "Submit Button". (Note: Document max size should 200kb)**


1 Personal   2 Address   3 Education   4 Photo Signature   5 Course Selection   6 Last Qualifying   7 **Documents**   8 Subject   9 Payment   10 Confirm Registration

Upload Document => Application No:- FYBSCIT/2022/23/1 

Name of Document:    Upload Document:

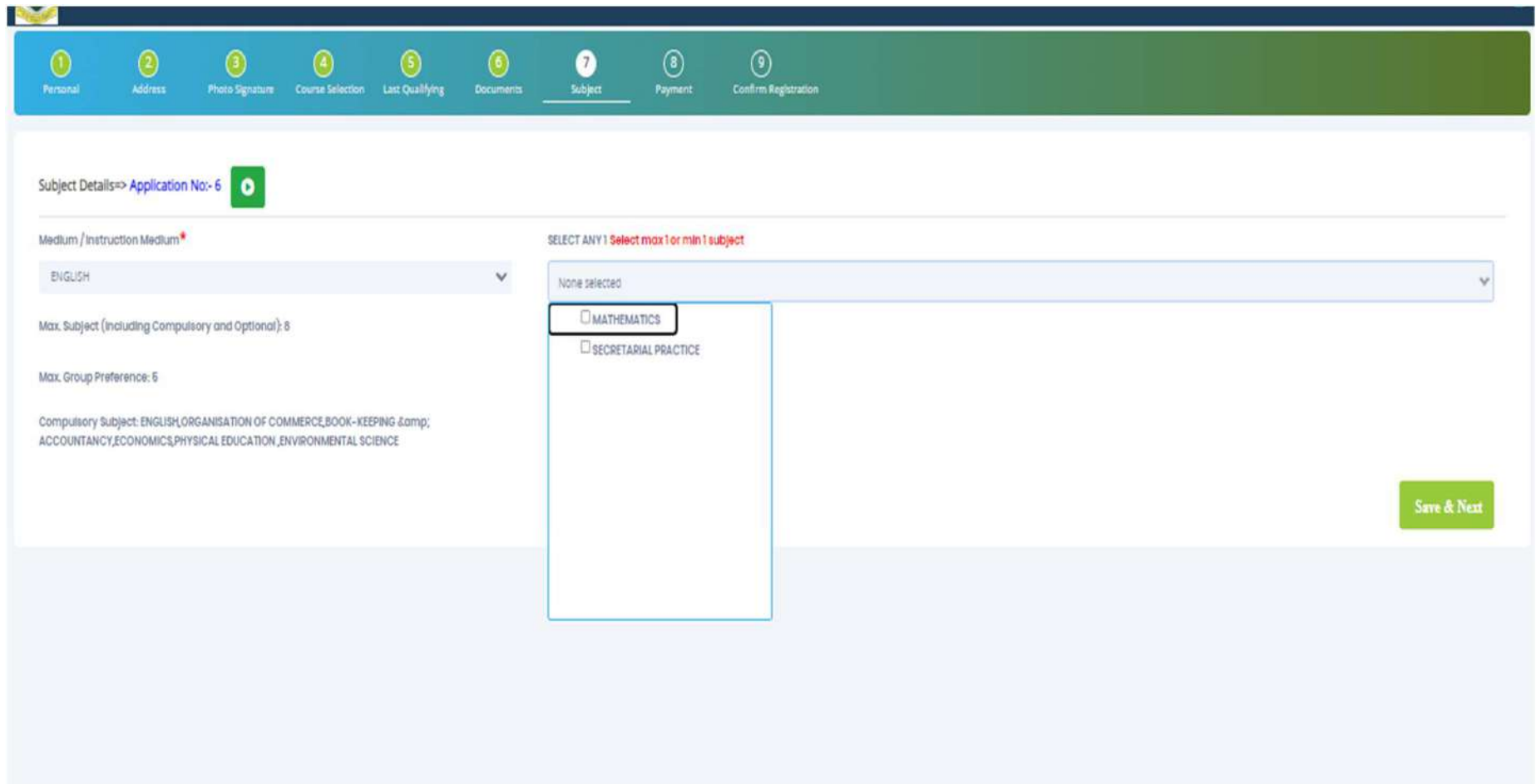
\* Please select valid image file(e.g. JPG,JPEG,GIF,PNG,PDF)  
\* Maximum size 200 kb

Name of Document	Selected Document	Delete
AADHAR CARD	form.pdf	
XII MARKSHEET	Fee_Receipt.pdf	



# SUBJECT DETAILS

**Step11: Next page is Subject Selection Page, here Please select the Medium as English  
Select any 1, either Mathematics or Secretarial Practice**



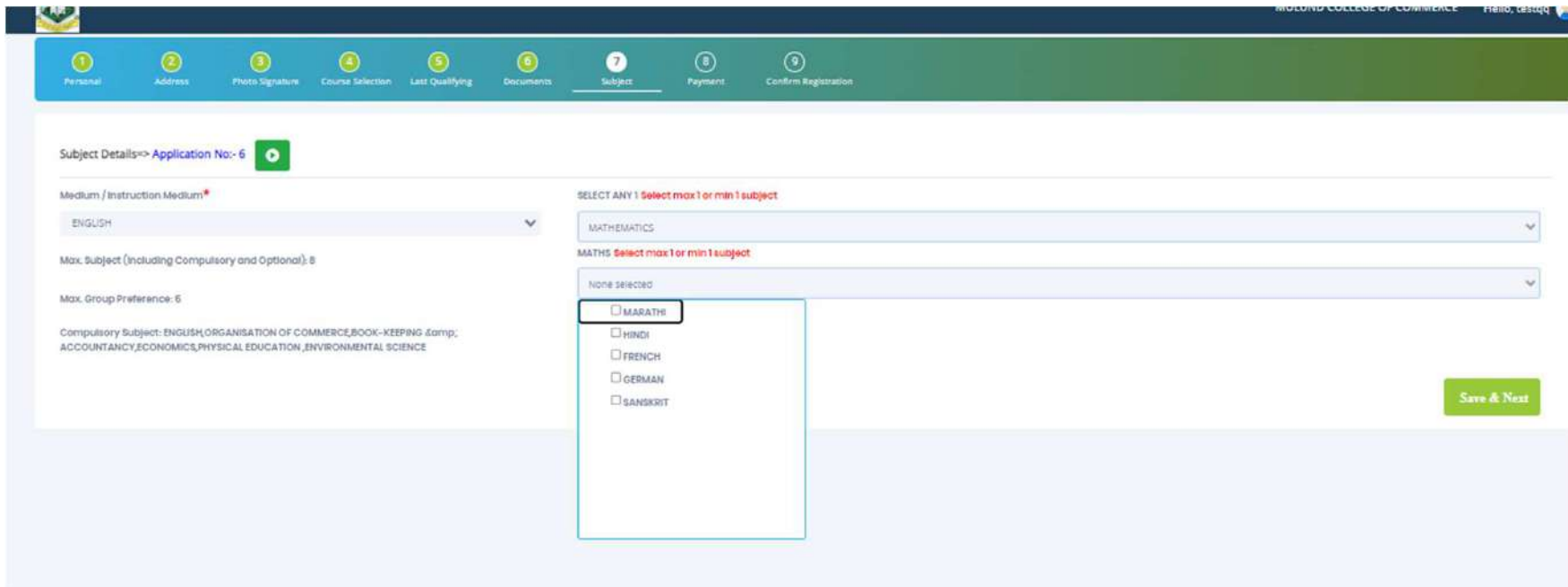
The screenshot shows the 'Subject Details' page in the MasterSoft application. At the top, there is a navigation bar with nine steps: 1. Personal, 2. Address, 3. Photo Signature, 4. Course Selection, 5. Last Qualifying, 6. Documents, 7. Subject (highlighted), 8. Payment, and 9. Confirm Registration. Below the navigation bar, the page title is 'Subject Details=> Application No:- 6'. The main content area is divided into two columns. The left column contains a dropdown menu for 'Medium / Instruction Medium' with 'ENGLISH' selected. Below this, it states 'Max. Subject (including Compulsory and Optional): 8' and 'Max. Group Preference: 5'. At the bottom of the left column, it lists 'Compulsory Subject: ENGLISH, ORGANISATION OF COMMERCE, BOOK-KEEPING & ACCOUNTANCY, ECONOMICS, PHYSICAL EDUCATION, ENVIRONMENTAL SCIENCE'. The right column features a dropdown menu for 'SELECT ANY 1 Select max 1 or min 1 subject' with 'None selected' chosen. A list of subjects is displayed below: 'MATHEMATICS' and 'SECRETARIAL PRACTICE', both with checkboxes. A green 'Save & Next' button is located at the bottom right of the form.

# Language Selection

Select Second Language carefully, First selected is your first preference,

**Click on ADD Button and add 5 preferences for Mathematics and 2 preferences for SP**

Please click Save and Next after selecting Preferences




The screenshot displays the 'Subject' step of a registration process. At the top, a progress bar shows steps 1 through 9: Personal, Address, Photo Signature, Course Selection, Last Qualifying, Documents, **Subject**, Payment, and Confirm Registration. The main content area is titled 'Subject Details' with an application number of 6. It features a dropdown menu for 'Medium / Instruction Medium' set to 'ENGLISH'. Below this, it specifies 'Max. Subject (including Compulsory and Optional): 8' and 'Max. Group Preference: 6'. A list of compulsory subjects is provided: ENGLISH, ORGANISATION OF COMMERCE, BOOK-KEEPING & ACCOUNTANCY, ECONOMICS, PHYSICAL EDUCATION, ENVIRONMENTAL SCIENCE. To the right, there are two selection fields: 'SELECT ANY 1 Select max 1 or min 1 subject' with 'MATHEMATICS' selected, and 'MATHS Select max 1 or min 1 subject' with 'NONE SELECTED' selected. A dropdown menu for the second language is open, showing options:  MARATHI,  HINDI,  FRENCH,  GERMAN, and  SANSKRIT. A 'Save & Next' button is located at the bottom right.


**After Selecting preferences, student will not be able to change the preferences, so please select carefully**

# PAYMENT DETAILS

**Step12: Next page is Payment Page, here the student will have to click on Pay Now Button and Proceed for payment gateway**



Please let the page load completely, before proceeding with Payment.

PAYMENT=> Application No:- 2 

Registration / Application Amount To Pay

₹ 100

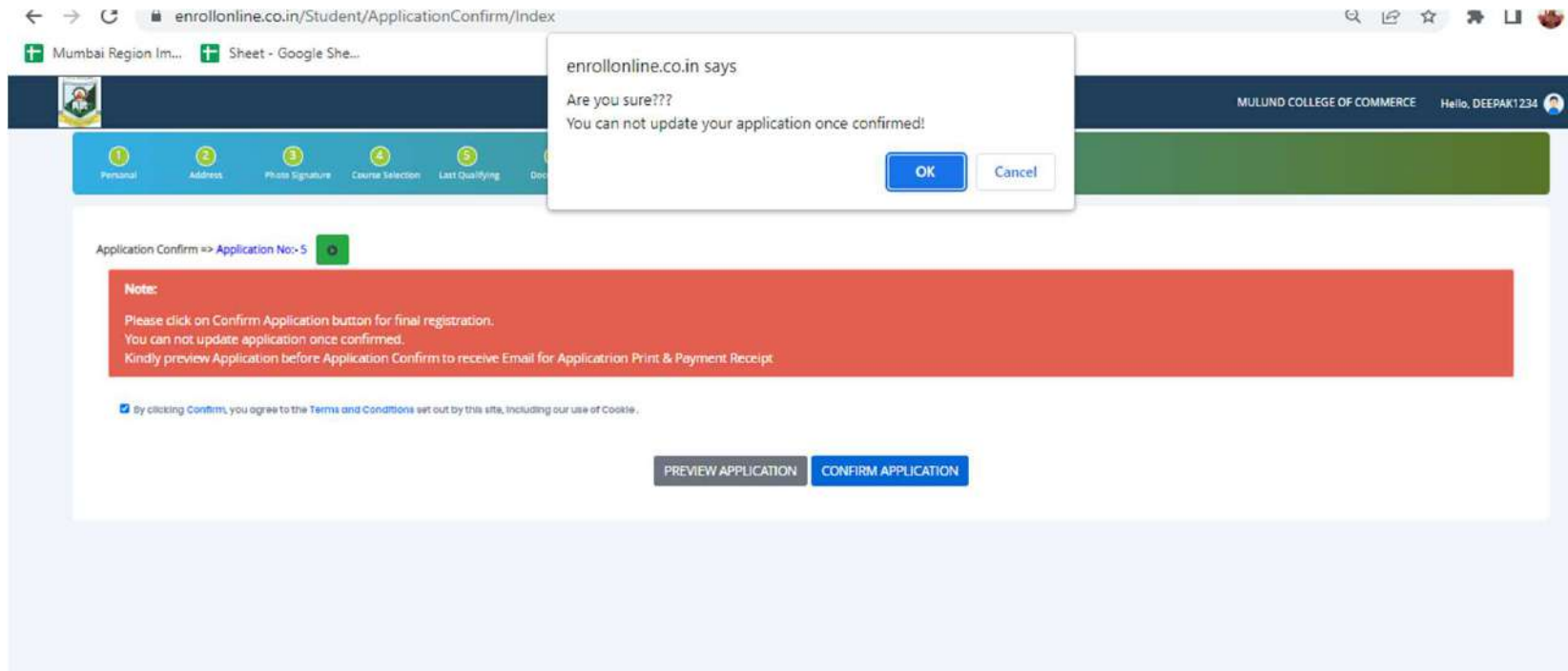
**PAY NOW**

**Note : WAIT FOR 24 HOURS IN CASE OF PAYMENT DEDUCTED AND NOT REFLECTED ON REGISTRATION PORTAL**

# Confirm Application

**Step13:** After Successful Payment, Student can preview and confirm the Application and Print the application form

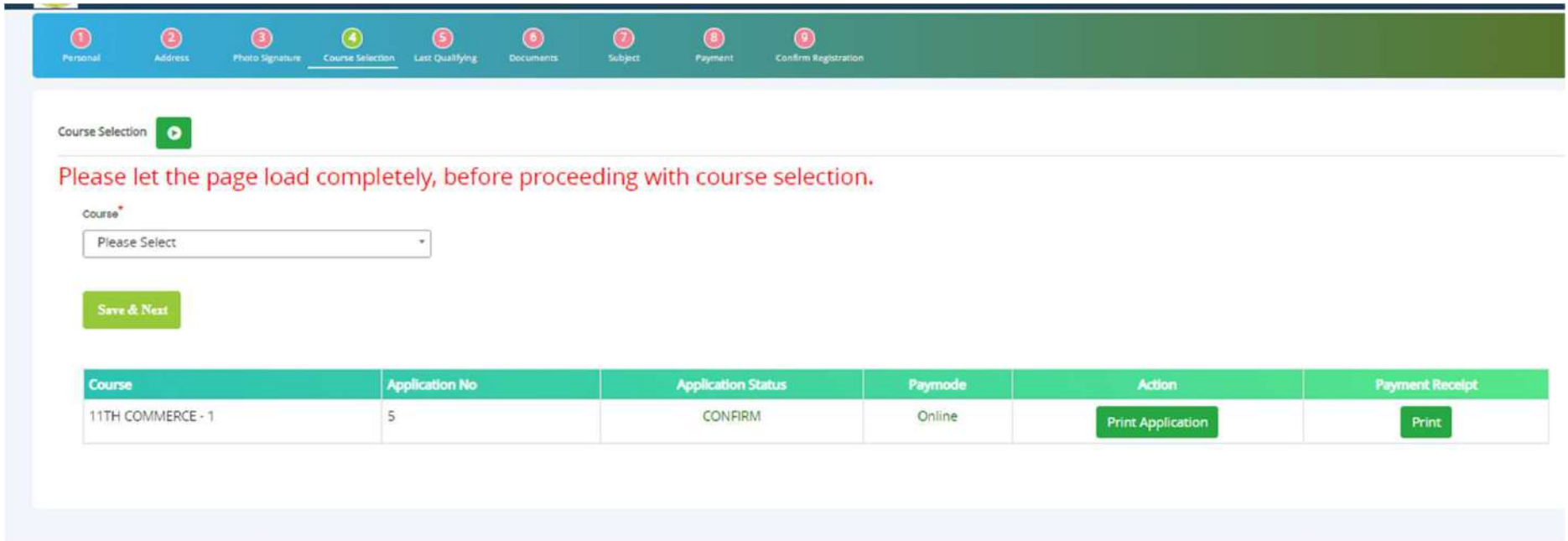
After Confirmation, student is not able to edit any details



The screenshot shows a web browser window at the URL `enrollonline.co.in/Student/ApplicationConfirm/Index`. The page header includes the Mumbai Region logo and a navigation menu with steps: 1 Personal, 2 Address, 3 Photo Signature, 4 Course Selection, 5 Last Qualifying, and 6 Document Upload. The user is logged in as DEEPAK1234 at MULUND COLLEGE OF COMMERCE. A modal dialog box is displayed in the center with the text: "enrollonline.co.in says", "Are you sure???", and "You can not update your application once confirmed!". The dialog has "OK" and "Cancel" buttons. Below the dialog, the page shows "Application Confirm => Application No:- 5" with a green status icon. A red note box contains the following text: "Note: Please click on Confirm Application button for final registration. You can not update application once confirmed. Kindly preview Application before Application Confirm to receive Email for Application Print & Payment Receipt." At the bottom, there is a checkbox for terms and conditions and two buttons: "PREVIEW APPLICATION" and "CONFIRM APPLICATION".

# Application Print

**Step14:** After Confirming Application, **student should Print Application form** and Payment receipt



The screenshot shows a multi-step application process. The top navigation bar includes steps: 1 Personal, 2 Address, 3 Photo Signature, 4 Course Selection (active), 5 Last Qualifying, 6 Documents, 7 Subject, 8 Payment, and 9 Confirm Registration. Below the navigation bar, the 'Course Selection' section is displayed with a green arrow icon. A message in red text reads: 'Please let the page load completely, before proceeding with course selection.' Below this message is a dropdown menu labeled 'Course\*' with the text 'Please Select'. A green 'Save & Next' button is positioned below the dropdown. At the bottom of the form, there is a table with the following data:

Course	Application No	Application Status	Paymode	Action	Payment Receipt
11TH COMMERCE - 1	5	CONFIRM	Online	<a href="#">Print Application</a>	<a href="#">Print</a>



## Submission & Verification of Forms & Documents

### Student should submit Forms & Documents for Verification in College auditorium.

The order of documents is -

- (a) College Online Admission Form( Take print out from college website)
- (b) Govt. Online Registration Form (Part I & II)
- (c) SSC or Equivalent Mark sheet
- (d) School Leaving certificate or T.C. (whichever is applicable)
- (e) Caste Certificate (if applicable).
- (f) Non Creamy Layer Certificate (OBC, SBC , VJ/NT )
- (g) EWS Eligibility Certificate for EWS
- (h) Discharge certificate issued by District Collector Office (Govt. Transfer, Ex-Serviceman, Freedom Fighter, Navy, Military etc.)
- (i) Aadhar Card

**Imp. Note:** If any document is not available at the time of the admission, student can download the undertaking as shown below. This can be handwritten or printed and signed by student and parent. Make the pdf of the same to upload.

	Name of the Student Category Online Application No College Form No Date
To,	
The Principal, Mulund College of Commerce, S. N. Road, Mulund West Mumbai 400080	
<b>Sub:-</b> Undertaking as regards admission in FYJC for 2022-23, due to non-availability of required document.	
Respected Madam,	
I the undersigned Shri./Smt _____(Name of the Parent) parent of Miss/Master _____(Name of the student) whose name has appeared in the I <sup>st</sup> / II <sup>nd</sup> / III <sup>rd</sup> merit list in your college, under _____category. But we do not have _____document for seeking admission as per the allotted category.	
I hereby assure you that I will submit the above-mentioned document/s. within ONE months from the date of admission.	
I am also aware that, if I fail to do so, admission of my ward will get automatically stand cancelled. Thanking you.	
	Your faithfully
	(Name and Signature of the Student)
	(Name and Signature of the Parent)

Teacher will verify the documents and student will get confirmation sms.  
Student will get payment link through sms and pay fees by online mode using any bank debit / Credit or Net Banking.

**OR**

**Admission Payment Process**

**Step 1.** Please Click on the link for Fee payment : <https://www.feepayr.com/>

**Step 2.** Select college and enter your registered mobile number on which you will receive an OTP.

**Step 3.** Enter the OTP and proceed for payment. (Make payment of fees, as appeared in the box), payment can be made using Credit / Debit Card / UPI as shown on the payment gateway. (Do not use Net Banking)

**Fee details as per class and category:-**

<b>COURSE</b>	<b>Girls</b>	<b>Boys(Open Category)</b>	<b>Boys(Reserved Category)</b>
<b>F.Y.J.C.</b>	700	1000	700

- Additional fee will be charged for foreign languages (French/German)

After payment is successful, student will get confirmation sms.

**ADMISSION SCHEDULE:**

Online College Form Filling & Online Payment and Upload	12/08/2022 (from 11.30 am) TO 17/08/2022 (up to 1.00 p.m.).
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**N.B.: 1) Anyone who does not follow the schedule given above will not have any right to claim admission.**

**2) All admissions will be granted strictly as per Govt. Merit.**