

# **MULUND COLLEGE OF COMMERCE (JUNIOR COLLEGE)**

## **Procedure for filling F.Y.J.C. (XI<sup>th</sup>) Online Admission Form: 2021**

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 Prospectus and online admission form”**
6. **Click on” Click here for Prospectus(For admission to First Year and For outsider admission to Second and Third Year)”**
7. Fill the necessary personal details along with registered mobile number/email ID. (This is only for getting username and password, after which you have to fill the online application form)
8. Pay Rs. 100/- by online mode using any bank debit / Credit or NetBanking.
9. After successful payment the student will receive USER ID and PASSWORD on their registered mobile number and email ID.
10. After receiving User ID and Password again visit Mulund College of Commerce website (<https://mccmulund.ac.in/>). In **“JUNIOR COLLEGE”** → Click on **“Click here for Prospectus and online admission form”**.  
Enter User ID and Password which is received on your registered mobile number/email and click on **“Login”**.
11. Now you can see the Mulund College of Commerce Admission Form.
12. Fill the necessary details stepwise (for subject details refer the current year prospectus). Enter Govt. Online Application Number (Login ID, Starting with MU....) without which fees Option will not be available.

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

### **Step 1**

Students are supposed to go to college website <https://mccmulund.ac.in/>, and Click on “News” →Click on “**JUNIOR COLLEGE**” and Click on “**Click here Prospectus and online admission form**” or In “**JUNIOR COLLEGE Section** ”→ **Click** on “Click here for Prospectus and online admission form”

### **Step 2**

Now, Online Login Form is displayed.

The students are supposed to Login by entering the User ID & Password which will be available after paying the fees for Form & Prospectus, in the window shown on screen.

### **Step 3**

On first login, the system will ask the user to change the password.

The password would be necessary for students for future communication in the Online Portal during their course in the College. Therefore, the students should remember it for future login. Do not share your Login & Password with others.

### **Step 4 – Admission Form Part I**

On the login, the student should carefully fill their own class of admission, his/her personal details i.e. Name, Sex, Date of Birth, Place of Birth, Religion, Category, Sub-Caste & Aadhar Card Number etc. All these entries should be done as per the School Leaving Certificate, any error on your part at this stage may result in loss of admission. The student should mention “**Govt. Online Admission Application Number (MU.....)**” in the online admission form which is mandatory.

### **Step 5 – Admission Form Part - 1 Notification**

If any student is from any of the reserved caste category then he / she would be guided to a notification, which the student has to read carefully and click on it saying, “**I have understood and agreed**”. Once this is done no grievance regarding the same can be raised.

### **Step 6 – Admission Form Part – 1 Photo & Sign.**

A Student has to scan his/her latest photograph (front side only) and his/her authentic signature. The photo size should be Maximum of 50 KB and Signature maximum size should be of 20 KB. **If it is more than 20 KB, the form cannot proceed further.**

### **Step 7 – Admission Form Part - 2**

The student is supposed to enter his/her complete latest address with city, pin code number, and also the Students’ Mobile Number & Guardian Mobile Number (Please enter the correct mobile numbers). For railway concession a student has to mention nearby railway station details.

### **Step 8 – Admission Form Part – 3**

Choose the optional subjects which you wish to offer. If you choose a subject with limited seats then you shall get a pop up window which shall ask you to provide more alternatives for the chosen subject. This step is

compulsory. For second language, you should select five options. In case you do not make the required choice then you will not get the desired subject combination. Also you should note that the subject will be allotted on the basis of merit and availability of seats for a given subject (for subject details see the current year prospectus).

#### **Step 9 – Admission Form Part – 4**

The student is supposed to enter all his/her previous examination details in the online admission form. The month and year is to be entered in the format “ARIL-2021”. In the place of seat number, the student can enter his/her SSC Examination Seat Number and also mention the school name correctly.

#### **Step 10 – Admission Form Part – 5**

Please fill Parent’s / Guardian’s information carefully and correctly. In case the Parent / Guardian has retired or is a house wife then, please mention residential address in the service / business address column provided.

#### **13. Make PDF Copy of College Online Admission Form**

14. Now again visit Mulund College of Commerce website. In “**JUNIOR COLLEGE Section**”  
→ Click the link “Upload documents for Admission (FYJC)” (<https://jverify.mccmulund.ac.in>).  
Fill the necessary details and click next.

15. Fill the necessary details stepwise and upload required documents on <https://jverify.mccmulund.ac.in>  
**Please Note:** - If the documents are not submitted to document verification link, admission procedure is incomplete and student may stand to lose his/her admission.

The order of documents is -

- (a) College Online Admission Form
- (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

**Sub:-** Undertaking as regards admission in FYJC for  
2021-22, 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 Three 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)

16. After completing all above steps, inform the respective teacher in the WhatsApp group.
17. Teacher will verify the documents and inform the student in the group that the payment link is enabled.
18. The student will have to login to the admission form filled on <https://mccmulund.ac.in> and proceed to part 5.
19. The payment link will be available in the part 5.
20. Pay fees by online mode using any bank debit / Credit or Net Banking

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

COURSE	Girls	Boys(Open Category)	Boys(Reserved Category)
F.Y.J.C.	700	1000	700

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

21. After payment is successful, student should save online form in pdf format for future use.

**Note : If a student has paid the fees online and system shows “FAILURE” message and the amount is not deducted from the debit/credit card or net banking, the payment can be made again after 30 minutes.**

**If the “FAILURE” message is received and the money is debited, then please do not pay fees again. Click on “Refresh Payment Status”. In 24 hours, the payment may be credited back in your account. Repay after verifying.**

**ADMISSION SCHEDULE:**

Online College Form Filling & Online Payment and Upload	04/09/2021 (from 11.30 am) TO 06/09/2021 (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.**
- 3) With the current pandemic situation, the entire process is online. There is no need to come to college. Students should contact the concerned teacher only.**