

MULUND COLLEGE OF COMMERCE (JUNIOR COLLEGE)

Procedure for filling F.Y.J.C. (XIth) 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**

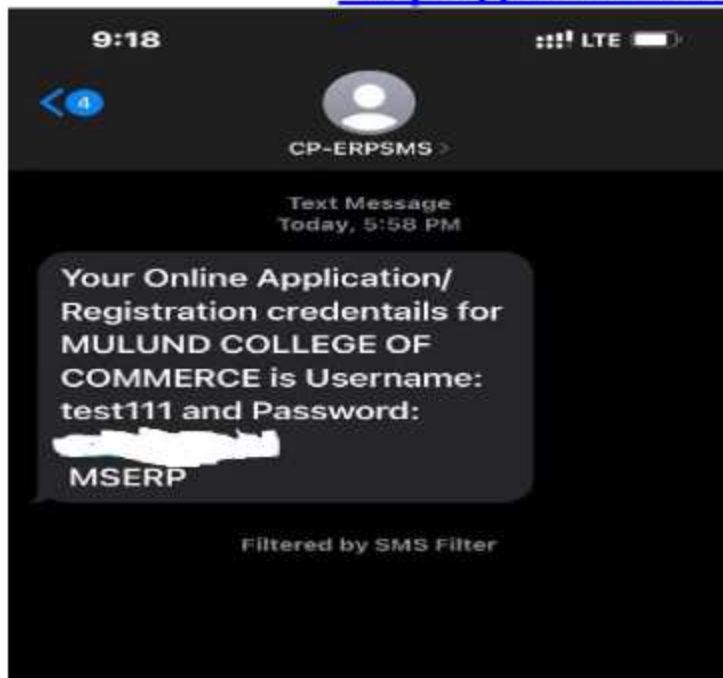


The detailed instructions for filling up online form are as follows.

TEXT MESSAGE CONFIRMATION

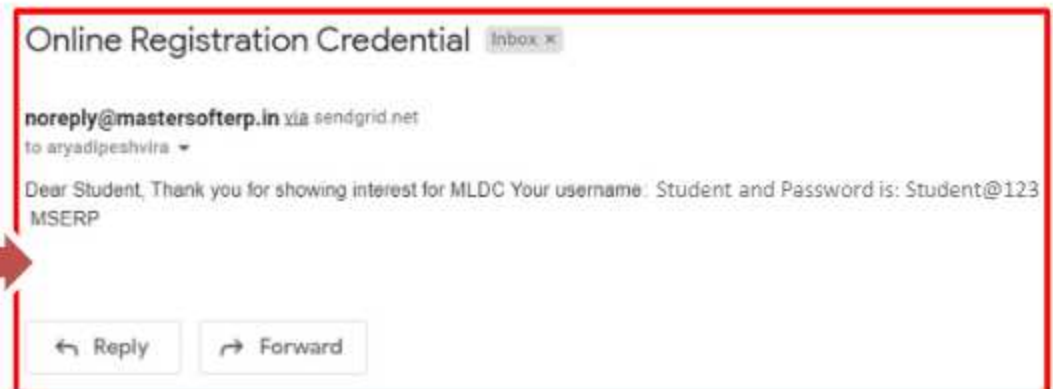
Step1: You will be receiving username and password on your registered **Mobile Number** or **Email-id Respectively**.

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



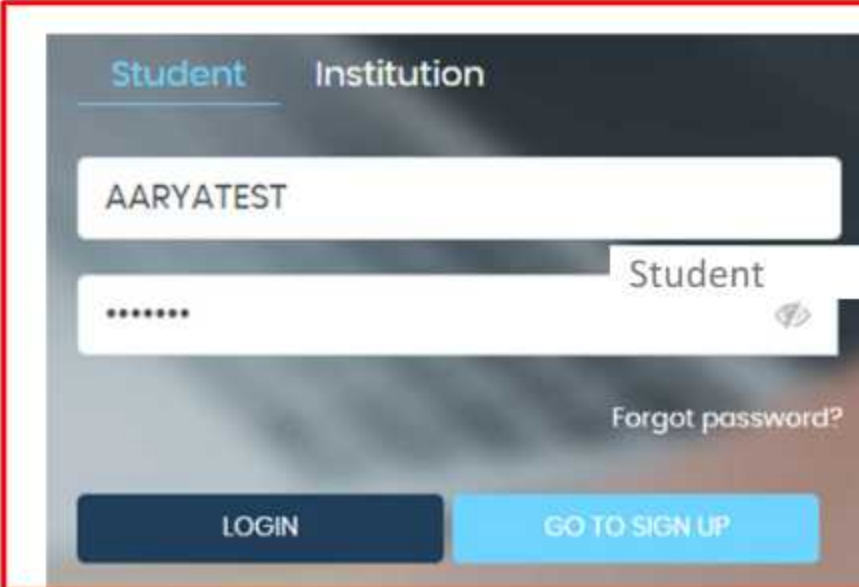
← MOBILE NUMBER

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 interface with a dark background. At the top, there are two tabs: "Student" (selected) and "Institution". Below the tabs, there is a text input field containing "AARYATEST". Underneath that is a password input field with masked characters "*****" and a "Student" label to its right. A "Forgot password?" link is located below the password field. At the bottom, there are two buttons: a dark blue "LOGIN" button and a light blue "GO TO SIGN UP" button.

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.

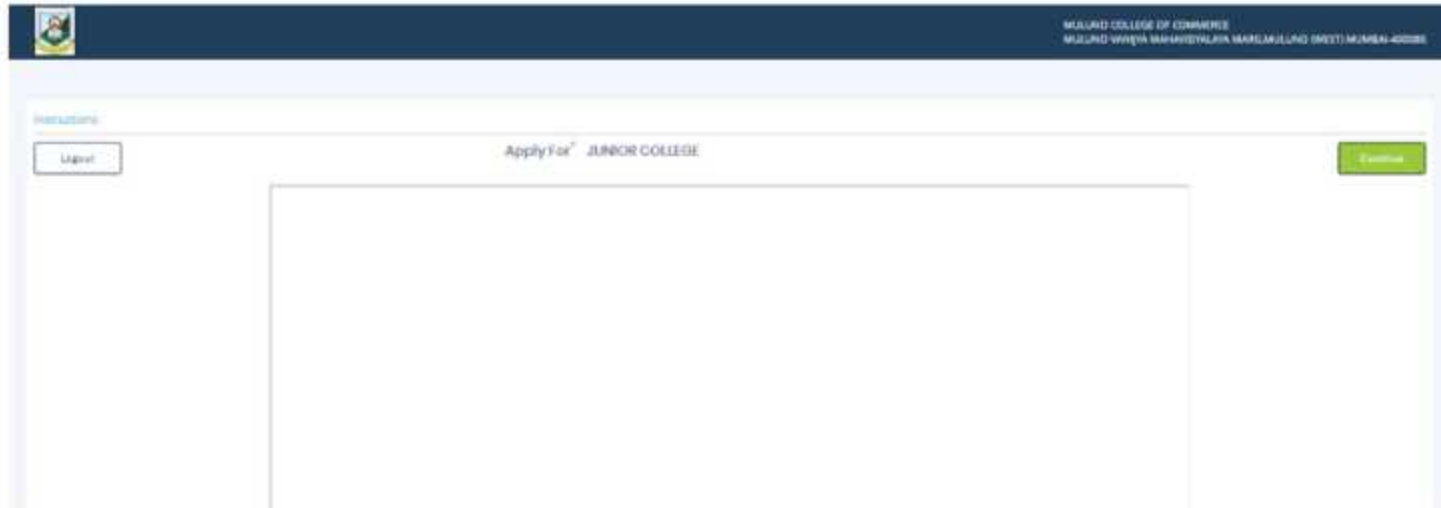
This Software permits access only to its Registered Users having valid login credentials, and any attempt of access through invalid/stolen/borrowed credentials is explicitly prohibited.

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

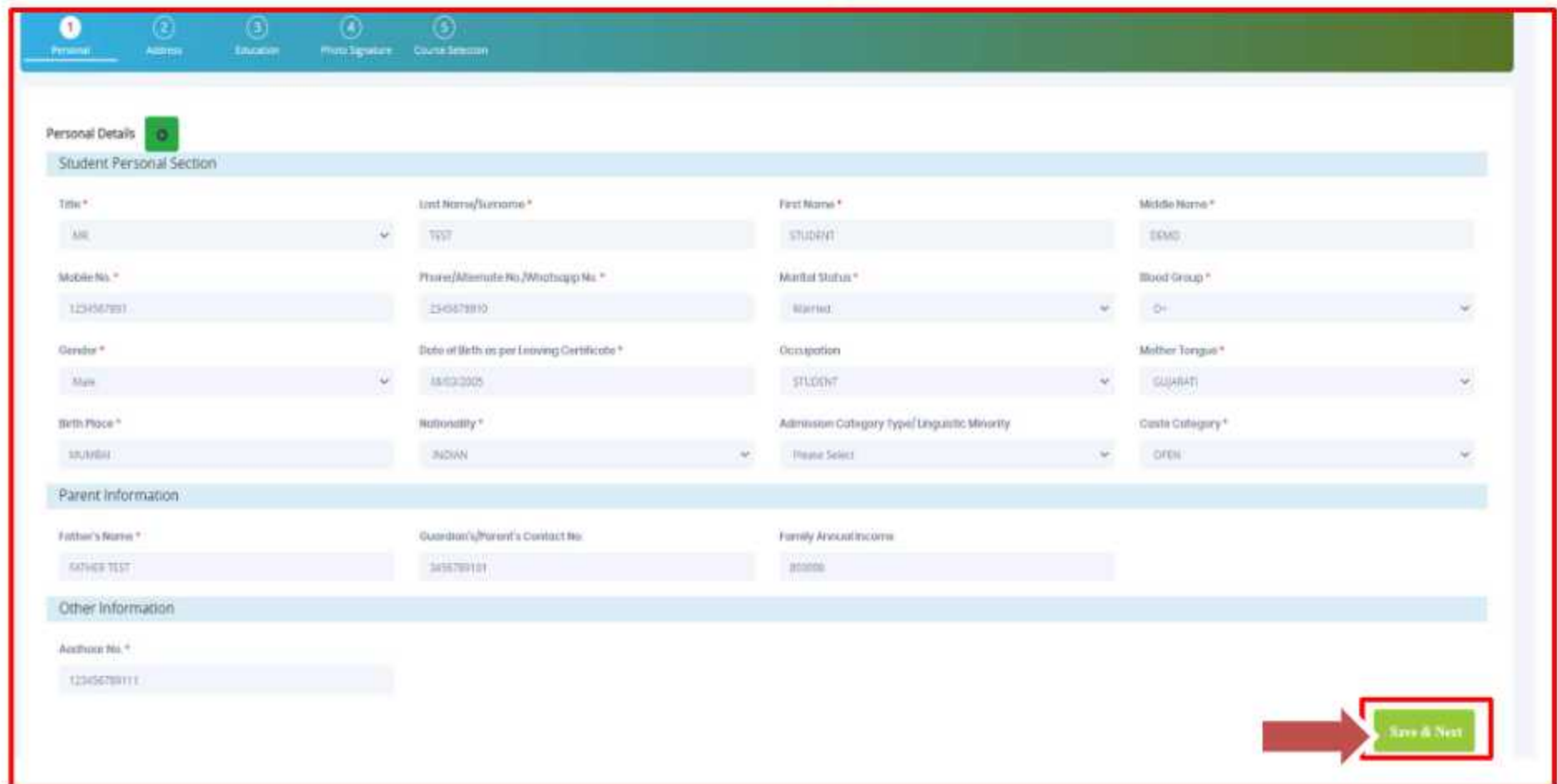
Step4: Course Level Selection page will allow the Students to Select the Course Level in which their Course Belong to. (Select the Course Level from the Dropdown available at the centre of the screen named as Apply For). After selecting Course Level, click on "Continue" button to proceed further.



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 "MUMBAI COLLEGE OF COMMERCE" and "MUMBAI UNIVERSITY MAHARASHTRA MARGAJULIANO (MUMBAI) MUMBAI-400008" 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, which is highlighted by a red arrow pointing to it from the right.

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).



The screenshot shows a web form for entering personal details. At the top, there is a navigation bar with five steps: 1. Personal (highlighted), 2. Address, 3. Education, 4. Photo Signature, and 5. Course Selection. Below the navigation bar, the form is titled 'Personal Details' and 'Student Personal Section'. The form contains several fields with red asterisks indicating they are mandatory:

- Title * (Dropdown menu with 'MR' selected)
- Last Name/Surname * (Text input with 'TEST')
- First Name * (Text input with 'STUDENT')
- Middle Name * (Text input with 'DEMO')
- Mobile No. * (Text input with '1234567891')
- Phone/Alternate No./Whatsapp No. * (Text input with '2345678910')
- Marital Status * (Dropdown menu with 'Married' selected)
- Blood Group * (Dropdown menu with 'O+' selected)
- Gender * (Dropdown menu with 'Male' selected)
- Date of Birth as per Leaving Certificate * (Text input with '18/02/2005')
- Occupation (Dropdown menu with 'STUDENT' selected)
- Mother Tongue * (Dropdown menu with 'GUJARATI' selected)
- Birth Place * (Text input with 'MUMBAI')
- Nationality * (Dropdown menu with 'INDIAN' selected)
- Admission Category type/ Linguistic Minority (Dropdown menu with 'Please Select' selected)
- Caste Category * (Dropdown menu with 'OPEN' selected)

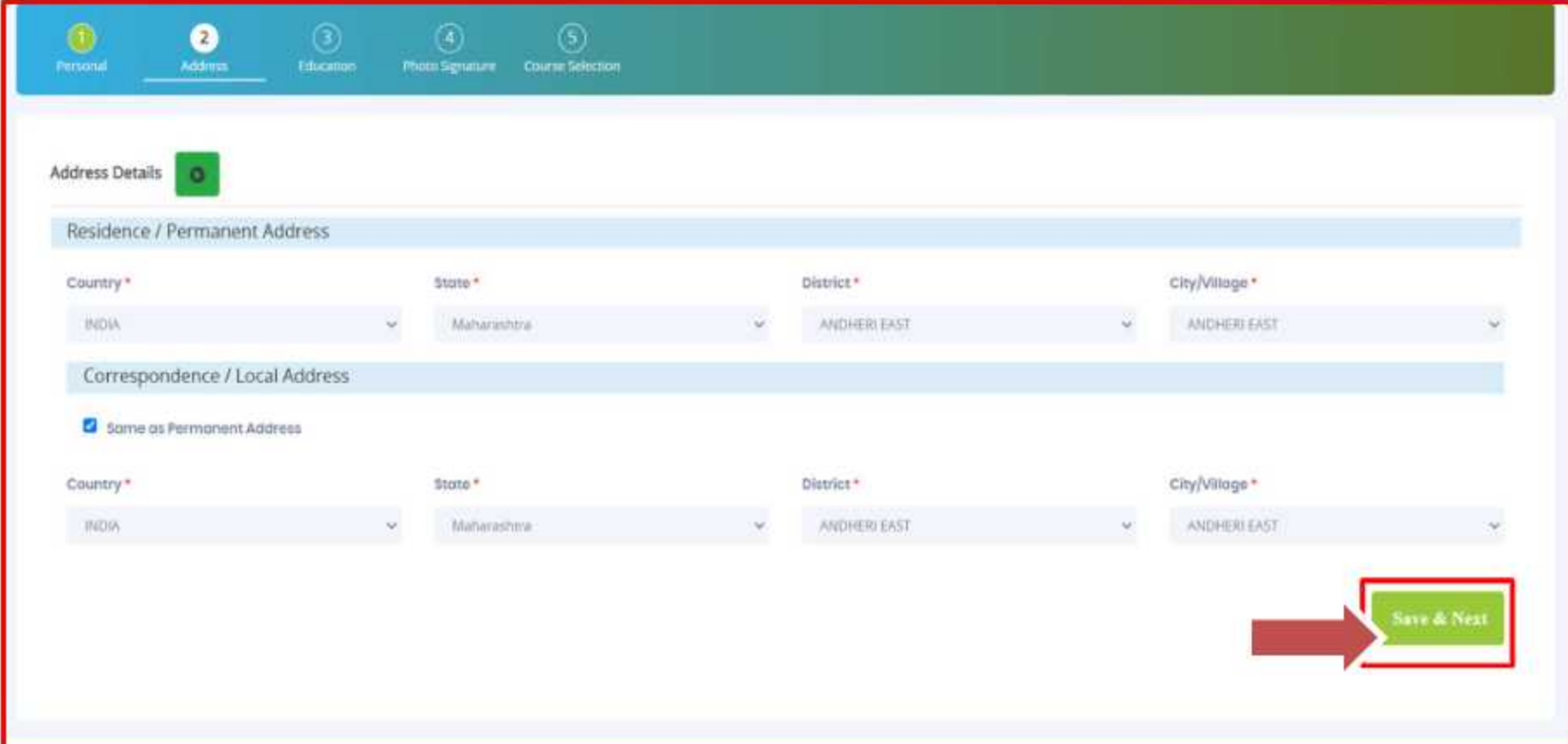
Below the 'Student Personal Section' are two more sections:

- Parent Information:**
 - Father's Name * (Text input with 'KATHEE TEST')
 - Guardian's/Parent's Contact No. (Text input with '9898765432')
 - Family Annual Income (Text input with '20000')
- Other Information:**
 - Aadhaar No. * (Text input with '123456789111')

At the bottom right of the form, there is a green button labeled 'Save & Next', which is highlighted by a red box and a red arrow pointing to it from the left.

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"**.



Address Details

Residence / Permanent Address

Country* India State* Maharashtra District* ANDHERI EAST City/Village* ANDHERI EAST

Correspondence / Local Address


Same as Permanent Address




Country* India State* Maharashtra District* ANDHERI EAST City/Village* 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).

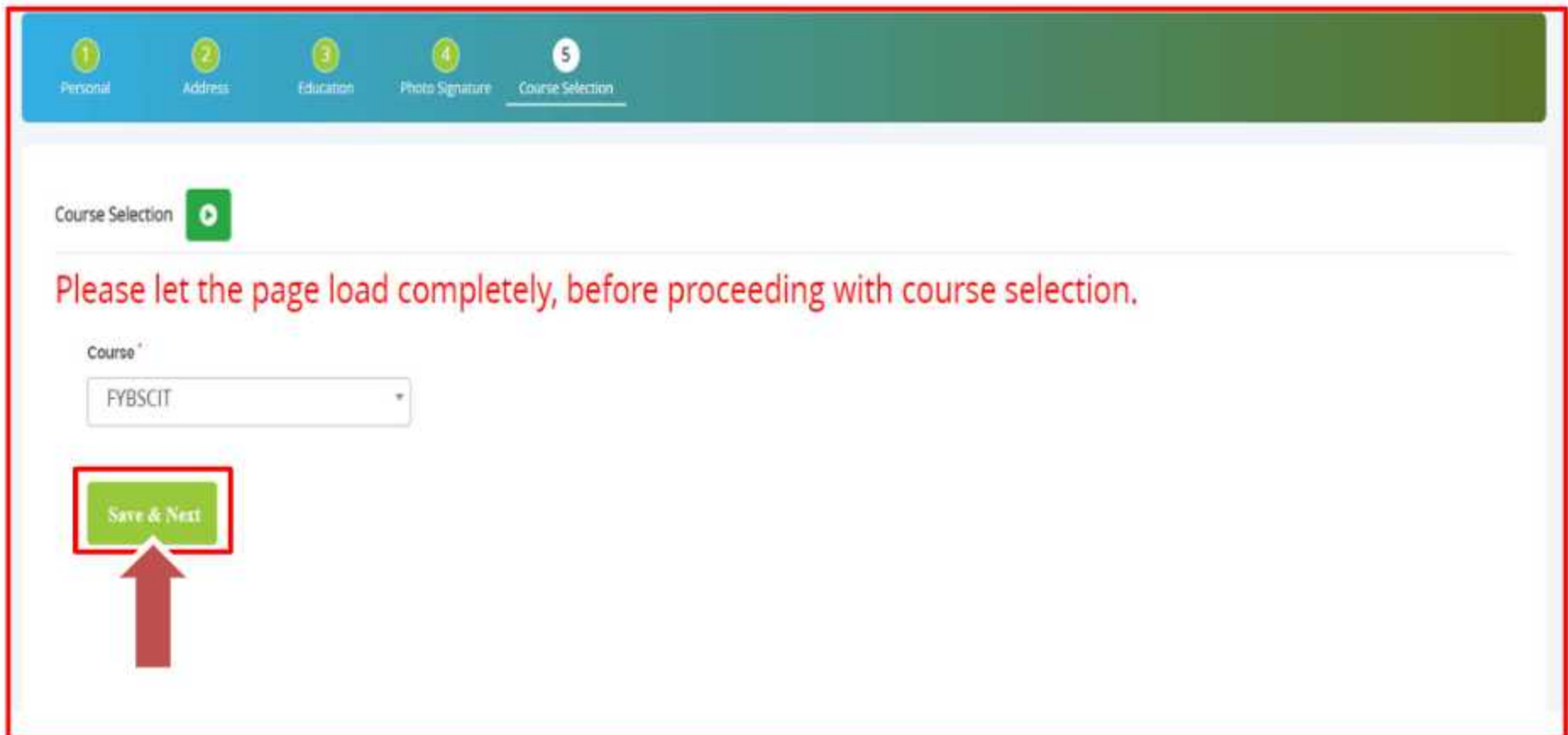
Photo and Signature Details 

<p>Student Photo*</p> <p>Upload Photo</p>  <p>Please Select valid image File (e.g. jpg, png) (Max size 500 kb)</p>	<p>Student Signature*</p> <p>Upload Sign</p>  <p>Please Select valid image File (e.g. jpg, png) (Max size 300 kb)</p>
<p>Parent Signature*</p> <p>Upload Parent Sign</p>  <p>Please Select valid image File (e.g. jpg, png) (Max size 300 kb)</p>	


[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.

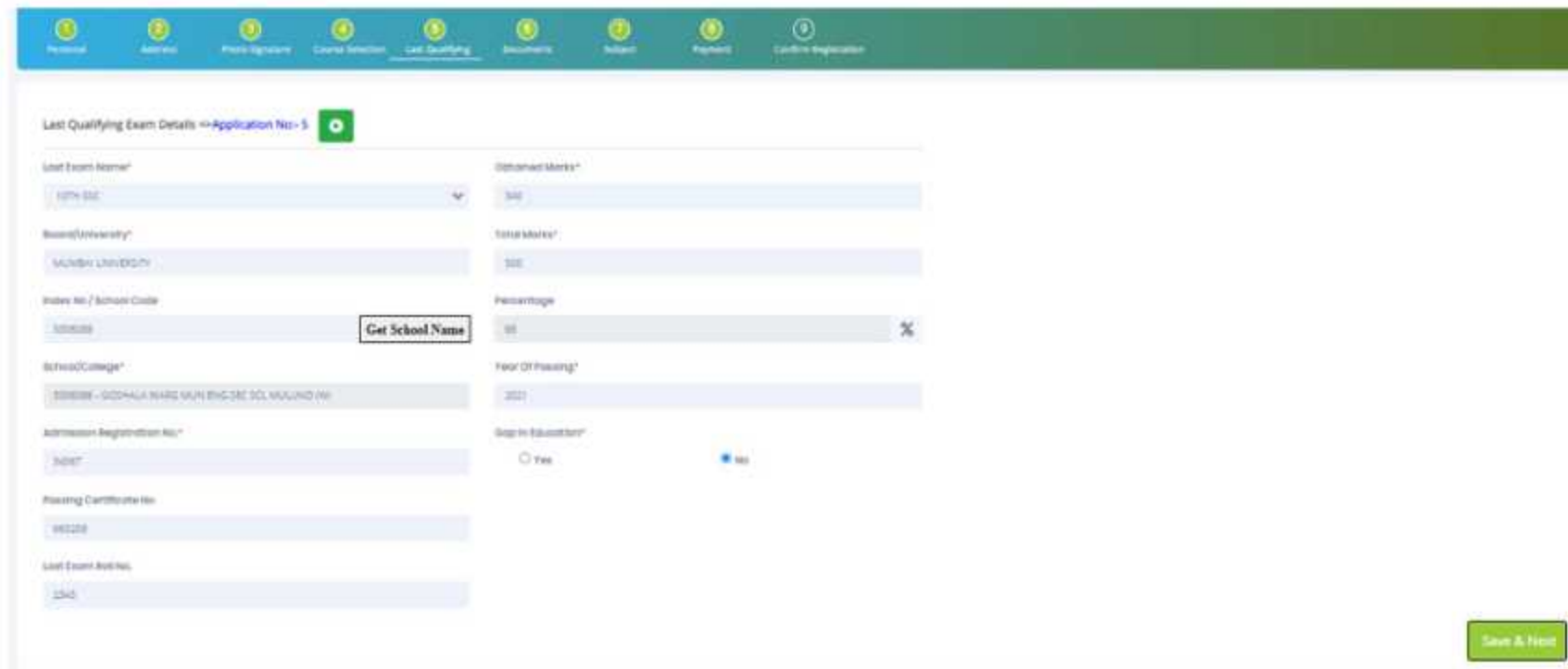
Course *

FYBSCIT

Save & Next

LAST QUALIFYING DETAILS

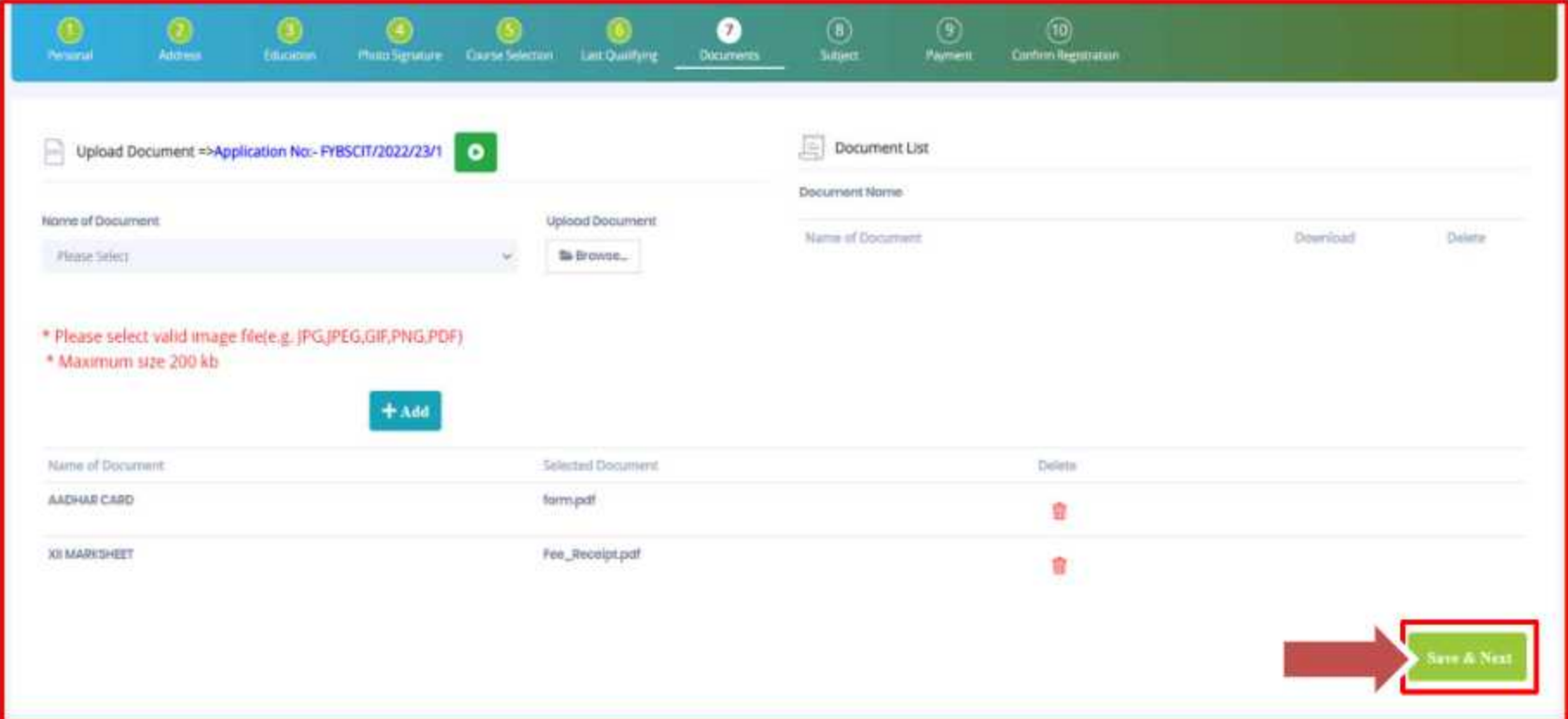
Step9: Next page is Last Qualifying Page, here student need to fill the **Education Details** of the **Last School/College attended** such as **Last Exam Name** , **Enter Index No/ School Code**, click on **Get School Code**,**Enter MU number** in **Admission Registration No. field** , **Enter Obtained 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 a web interface for the 'Last Qualifying Exam Details' page. At the top, a green navigation bar contains icons for various steps: Personal, Address, Photo Signature, Course Selection, Last Qualifying (active), Documents, Subject, Papers, and Confirm Registration. Below the navigation bar, the page title is 'Last Qualifying Exam Details - Application No: 5'. The form is divided into two columns. The left column contains fields for 'Last Exam Name' (dropdown menu), 'Board/University' (text input), 'Index No / School Code' (text input with a 'Get School Name' button), 'School/College' (text input), 'Admission Registration No.' (text input), 'Passing Certificate No.' (text input), and 'Last Exam Roll No.' (text input). The right column contains fields for 'Obtained Marks' (text input), 'Total Marks' (text input), 'Percentage' (text input with a percentage symbol), 'Year Of Passing' (text input), and 'Gap In Education' (radio buttons for 'Yes' and 'No'). A green 'Save & Next' button is located at the bottom right of the form, 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: Please Select

Upload Document: Browse...

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

+ Add

Name of Document	Selected Document	Delete
AADHAR CARD	form.pdf	
XI MARKSHEET	Fee_receipt.pdf	

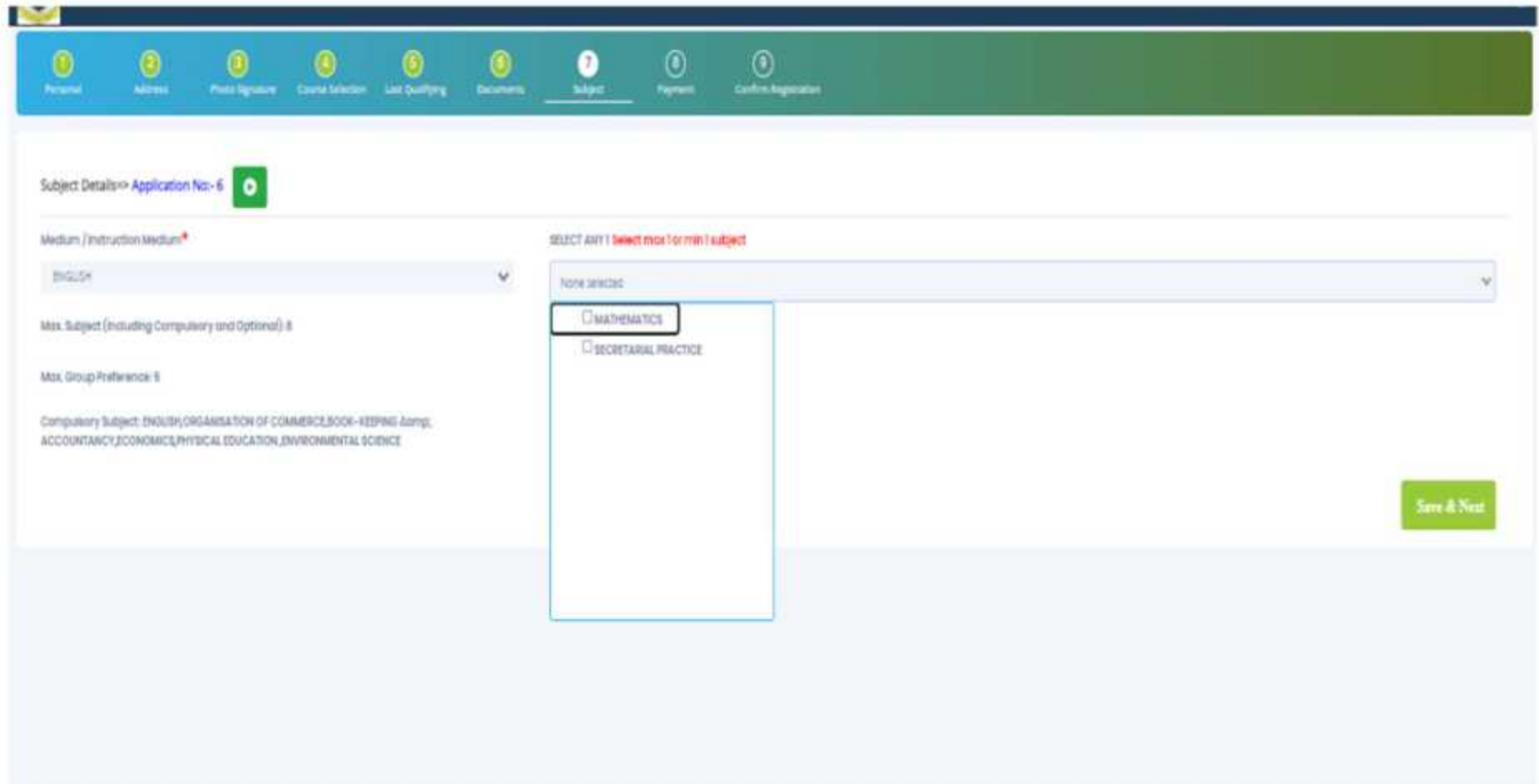
Document List

Document Name	Download	Delete
Name of Document		

Save & Next

SUBJECT DETAILS

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



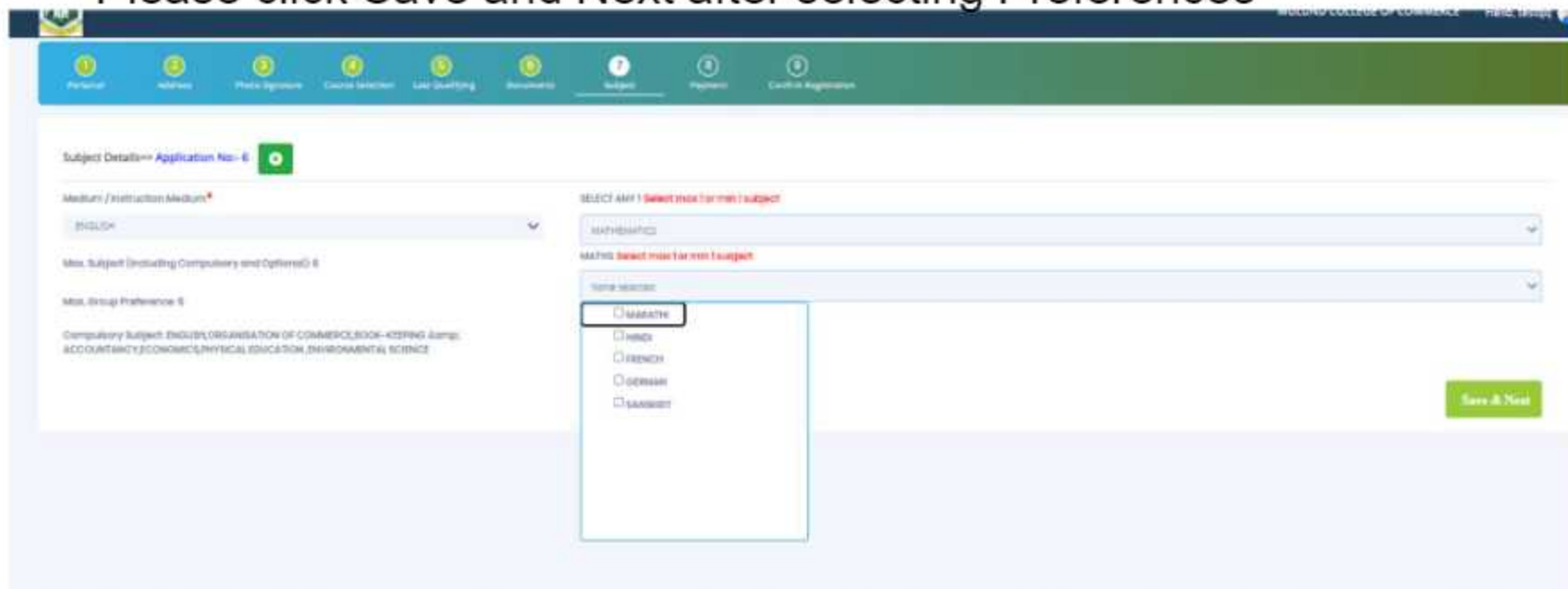
The screenshot shows the 'Subject Details' page in the MasterSoft system. At the top, there is a navigation bar with steps 1 through 9. Step 7, 'Subject', is currently selected and highlighted. Below the navigation bar, the page title is 'Subject Details > Application No: 6'. The main content area is divided into two columns. The left column contains the following fields: 'Medium / Instruction Medium' with a dropdown menu set to 'ENGLISH'; 'Max. Subject (Including Compulsory and Optional) 8'; 'Max. Group Preference: 8'; and 'Compulsory Subject: ENGLISH, ORGANISATION OF COMMERCE, BOOK-KEEPING, ACCOUNTANCY, ECONOMICS, PHYSICAL EDUCATION, ENVIRONMENTAL SCIENCE'. The right column features a dropdown menu labeled 'SELECT ANY 1 (select max 1 or min 1) subject' with 'None selected' chosen. Below this dropdown is a list of two options: 'MATHEMATICS' and 'SECRETARIAL PRACTICE', each with an unchecked checkbox. A '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 Details' page for 'Application No- 6'. The page features a navigation bar with steps 1 through 8. The 'Subject' step is currently active. On the left, there are fields for 'Medium / Instruction Medium' (set to 'ENGLISH'), 'Max. Subject (Including Compulsory and Optional) 8', and 'Max. Group Preference 8'. Below these are the compulsory subjects: 'ENGLISH, ORGANISATION OF COMMERCE, BOOK-KEEPING & ACCOUNTANCY, ECONOMICS, PHYSICAL EDUCATION, ENVIRONMENTAL SCIENCE'. On the right, there are two dropdown menus: 'SELECT ANY 1 (Select max for next) subject' (set to 'MATHEMATICS') and 'MATHS (Select max for next) subject' (set to 'TOTAL MATHS'). A 'Total MATHS' dropdown is also present. A list of subjects is shown below, with 'MATHEMATICS' selected. 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 . Subject will be allotted on the basis of merit and availability of seats for a given subject

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

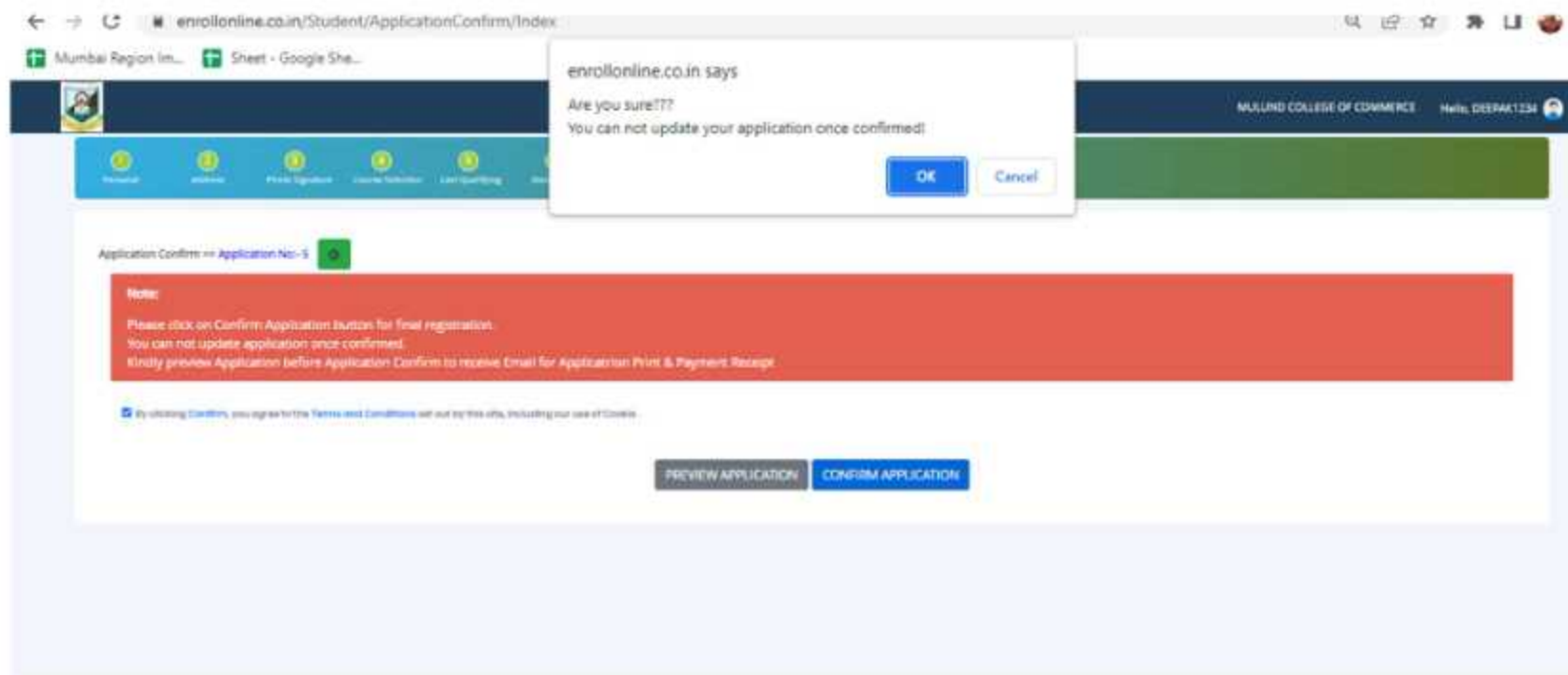
PAY NOW

PLEASE WAIT FOR 15 MINUTES IN CASE OF PAYMENT DISBURSED AND NOT REFLECTED ON REGISTRATION PORTAL

Confirm Application

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

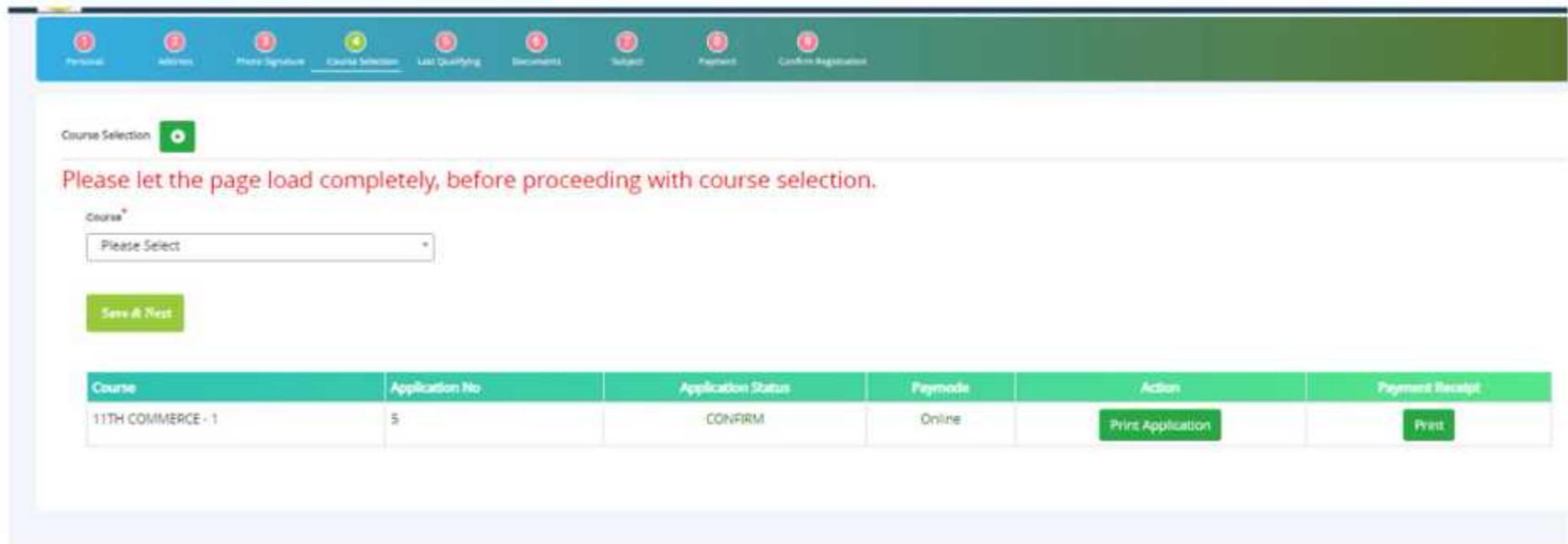
After Confirmation, student is not able to edit any details



The screenshot shows a web browser window at the URL `enrollonline.co.in/Student/ApplicationConfirm/Index`. The page title is "Application Confirm - Application No: 5". A modal dialog box is displayed in the center, titled "enrollonline.co.in says", with the text "Are you sure???" and "You can not update your application once confirmed!". The dialog has "OK" and "Cancel" buttons. Below the dialog, a red banner 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 of the page, there are two buttons: "PREVIEW APPLICATION" and "CONFIRM APPLICATION".

Application Print

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



The screenshot shows a web application interface with a progress bar at the top containing 8 steps: Personal, Address, Photo Signature, Course Selection (highlighted in green), Last Qualifying, Document, Subject, Payment, and Confirm Registration. Below the progress bar, the 'Course Selection' section is active, indicated by a green play button icon. A red message reads: 'Please let the page load completely, before proceeding with course selection.' Below this is a 'Course*' dropdown menu with 'Please Select' as the current selection. A green 'Save & Test' button is positioned below the dropdown. At the bottom, a table displays application details for '11TH COMMERCE - 1'.

Course	Application No	Application Status	Payment	Action	Payment Receipt
11TH COMMERCE - 1	5	CONFIRM	Online	Print Application	Print

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
- (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 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 st / II nd / III rd 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.

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)
- After payment is successful, student will get confirmation sms.

ADMISSION SCHEDULE:

Online College Form Filling & Online Payment and Upload	03/08/2022 (from 11.30 am) TO 06/08/2022 (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.