MULUND COLLEGE OF COMMERCE (JUNIOR COLLEGE)

Procedure for filling F.Y.J.C. (XIth) Online Admission Form: 2024

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/newweb/"

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

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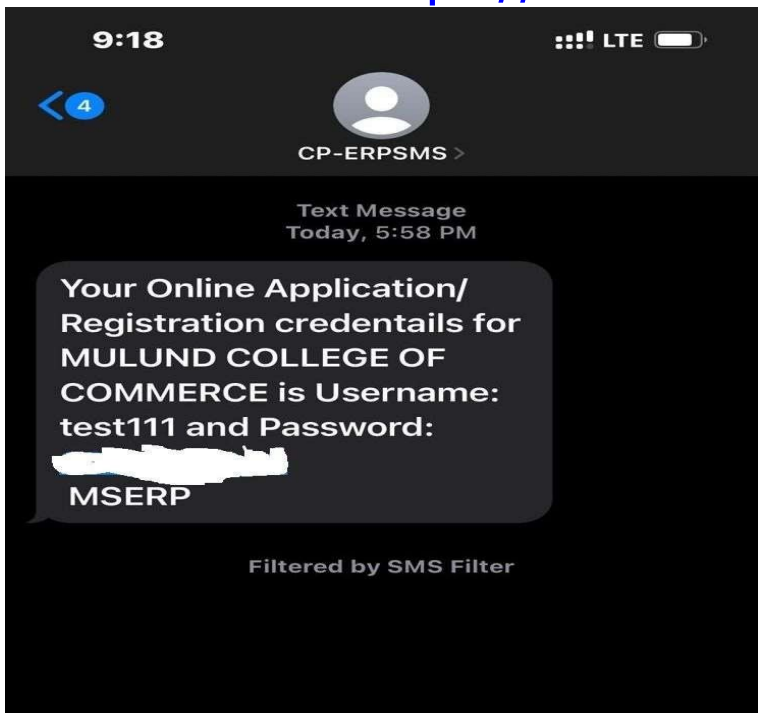
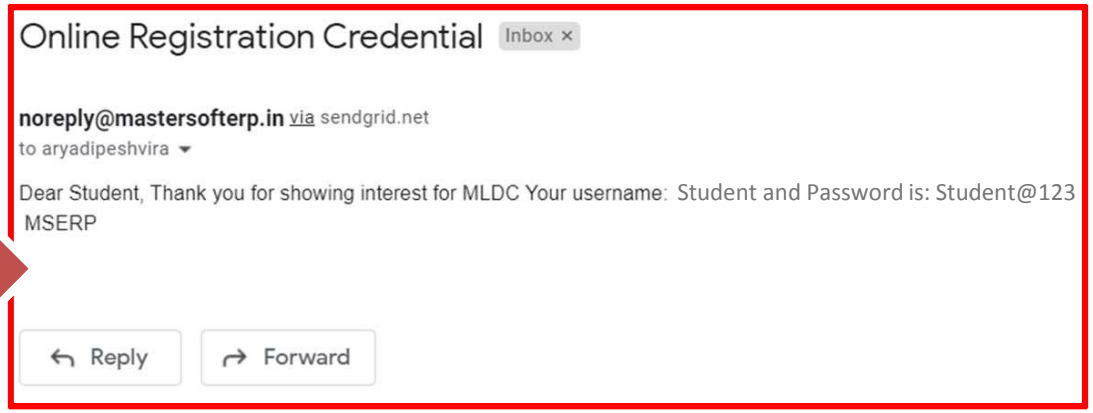
Step1: You will be receiving username and password on your registered Mobile Number or Email-id Respectively.

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



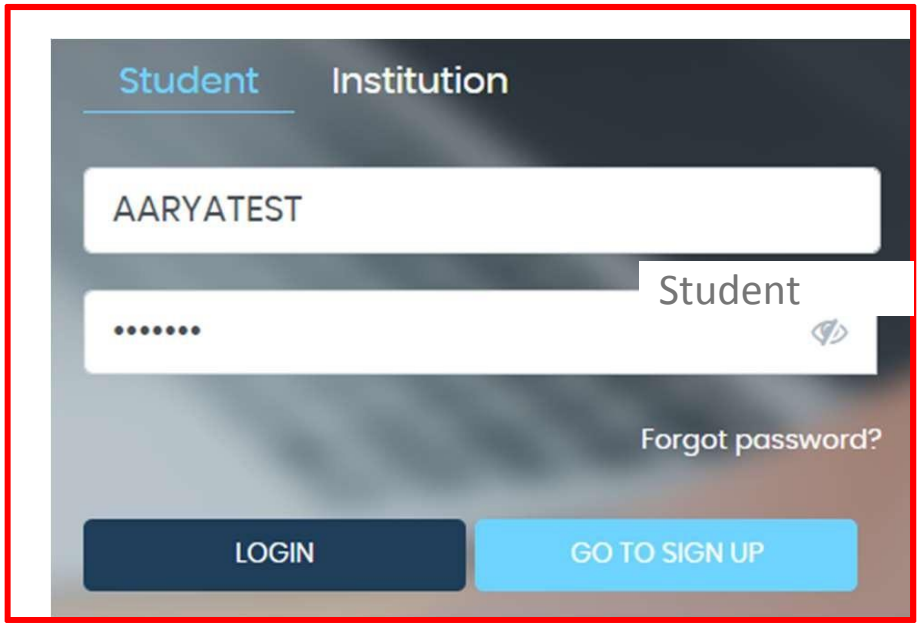
MOBILE NUMBER

EMAIL ID



STUDENT LOGIN

Step2: Click on "Go l'o 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 l'o l'he System.



TERMS AND CONDITION PAGE

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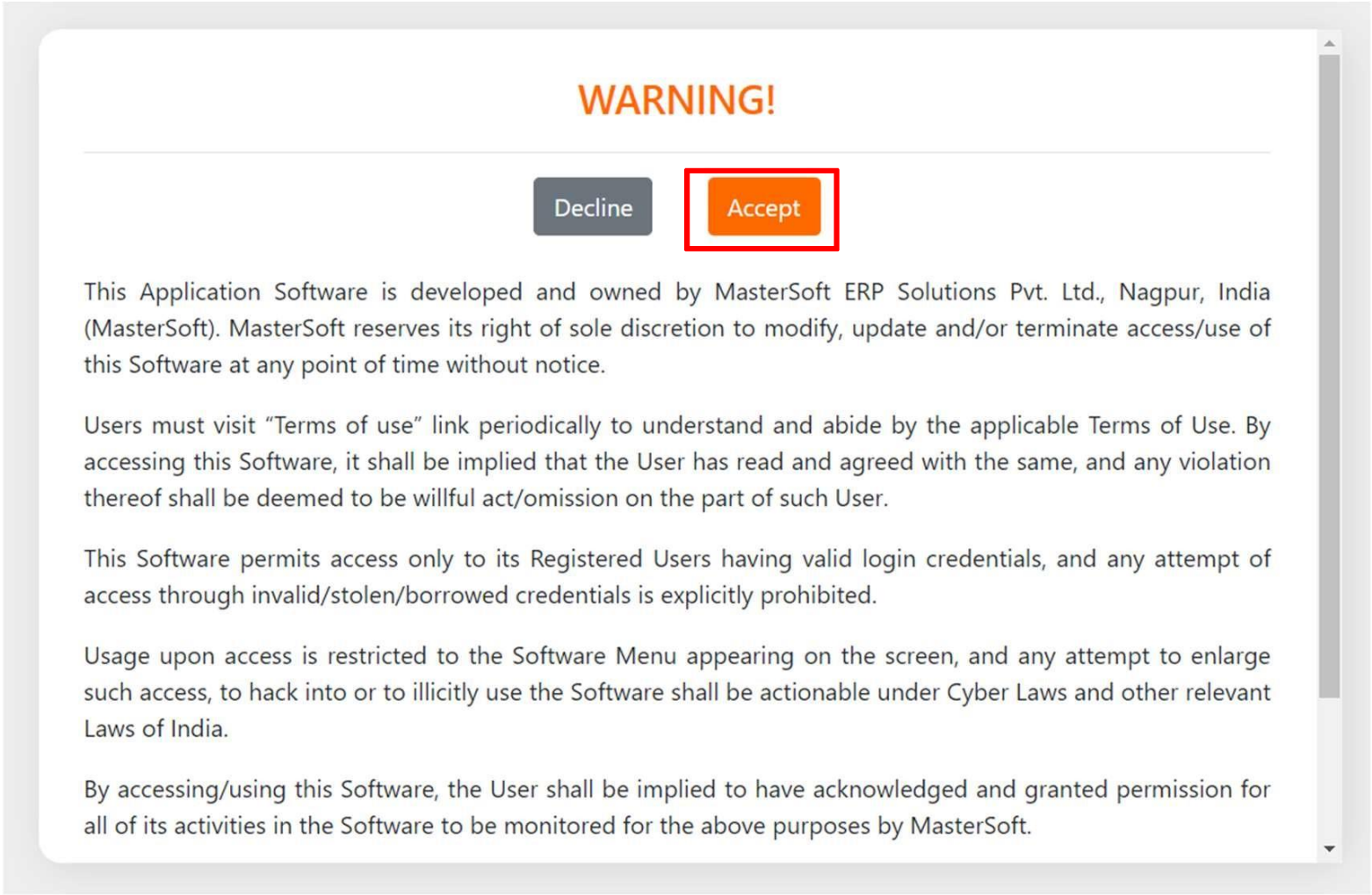
Step3: l'his is l'erms and Condition Page. Here student have to simply click on "Accept" button to proceed further.



COURSE LEVEL SELECTION

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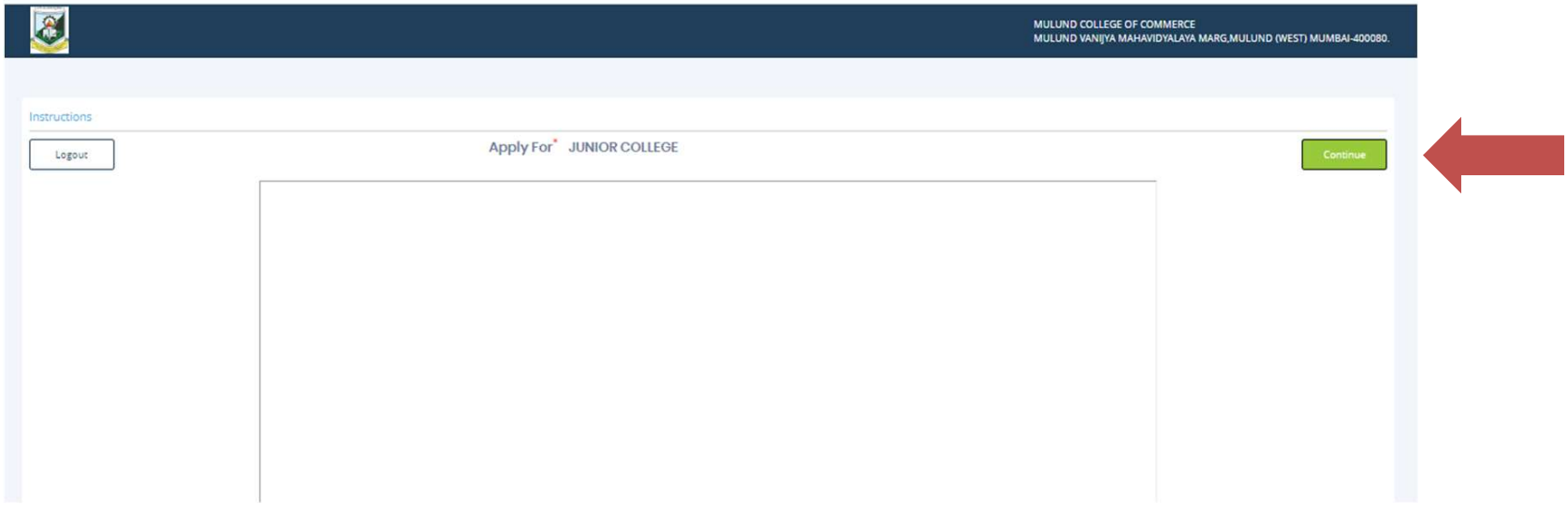
Step4: Course Level Selection page will allow the Students to Select the Course Level in which their Course Belong to. (Select the Course Level from the Dropdown available at the centre of the screen named as Apply For). After selecting Course Level, click on "Continue" button to proceed further.



PERSONAL DETAILS

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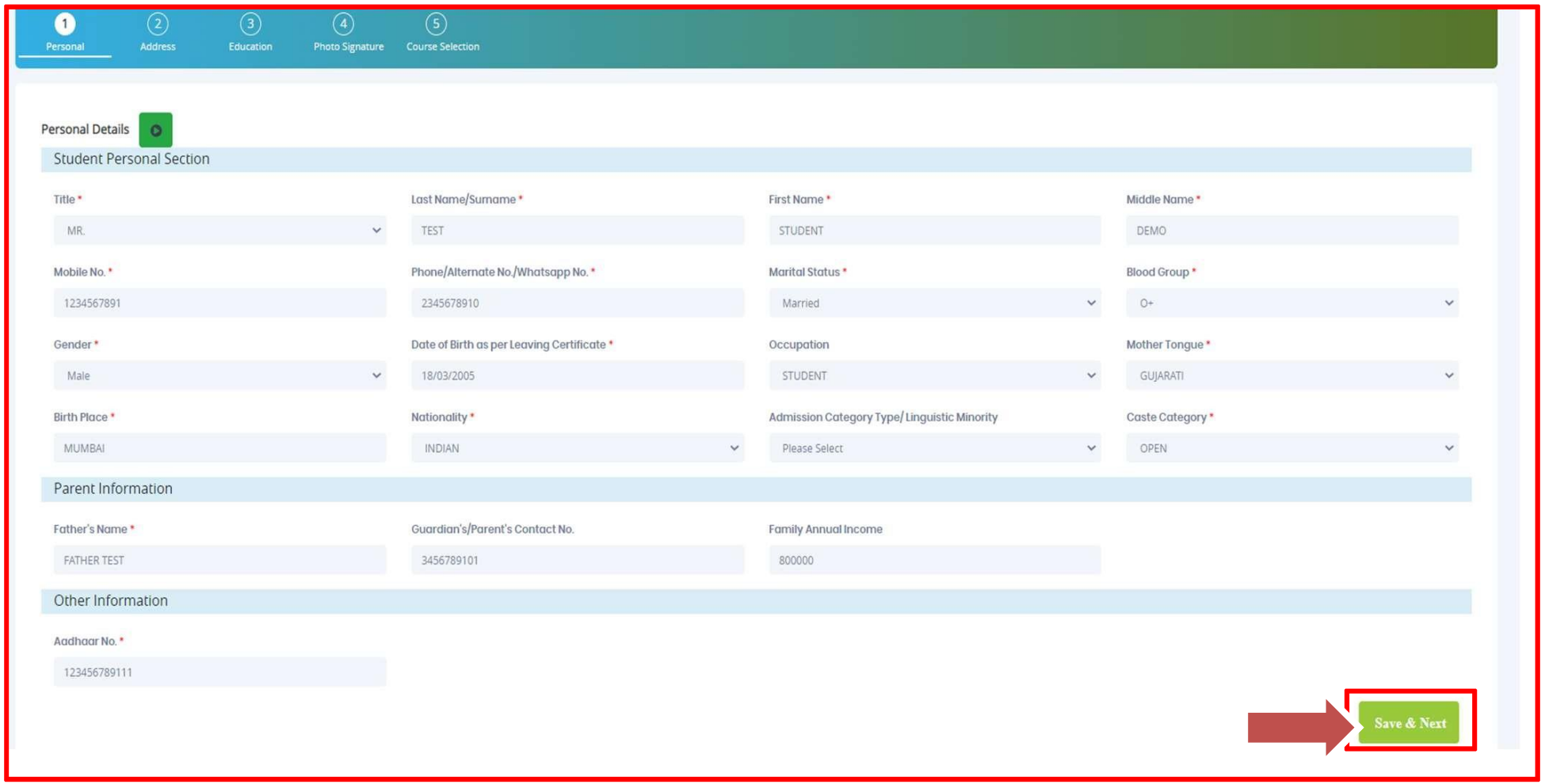
Step5: I'his is Personal Details Page, here student need to enter their Personal Details Such as first name, middle name, last name, email, gender etc. Once the student complete filling the personal details then they need to click on "Save and Next Button". (Please note that all the red mark fields are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



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".

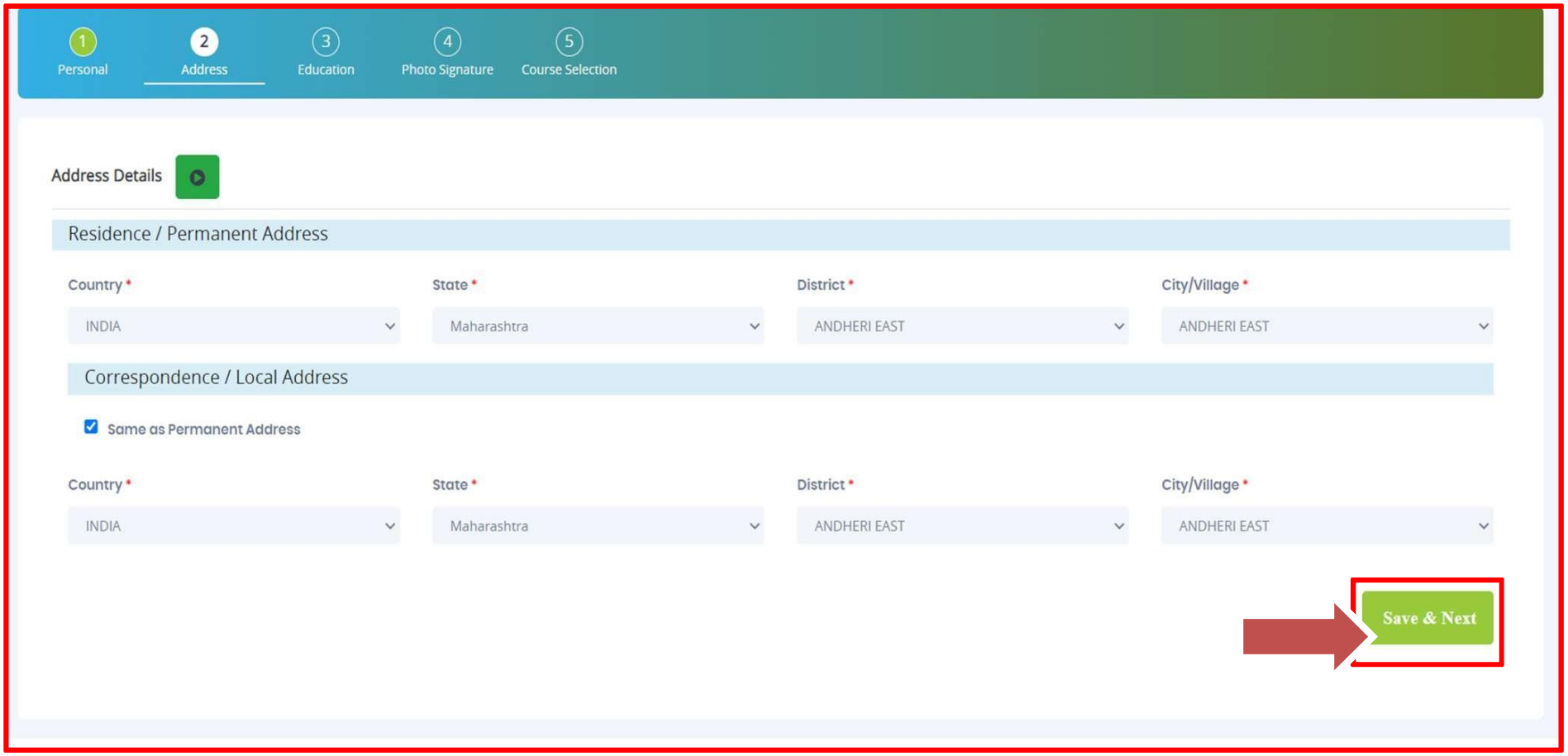


PHOTO & SIGNATURE DETAILS

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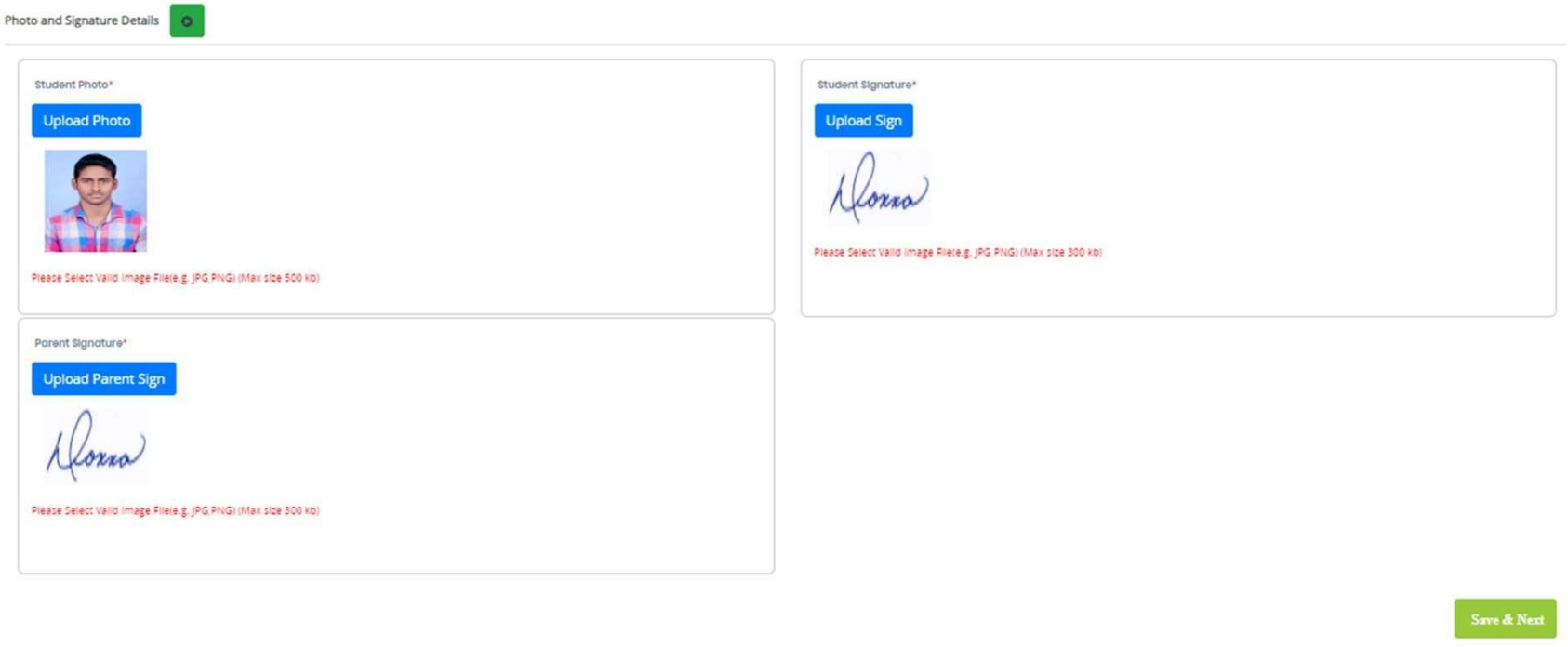
Step7: Next page is Photo and Signature Page, here student need to Upload Your Photo and Signature. Click on the Upload Photo and Upload Signature button and select the valid file. Once you complete uploading photo and signature then click on "Save and Next Button". (Note: photo size should be max 500kb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



COURSE SELECTION

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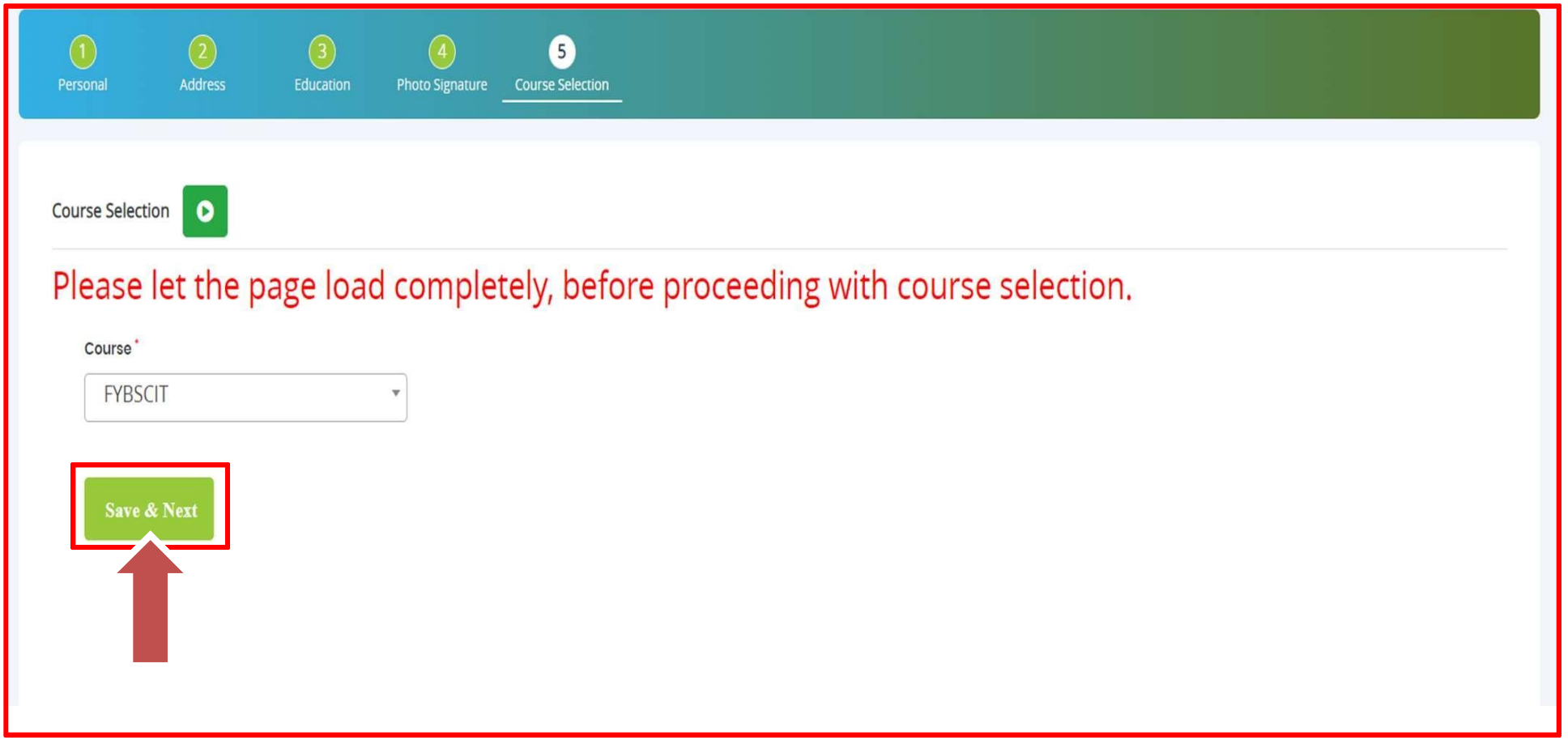
Step8: Next page is Course Selection Page, here the student need to select the Desired Course from the list of Course available in the dropdown list.



LAST QUALIFYING DETAILS

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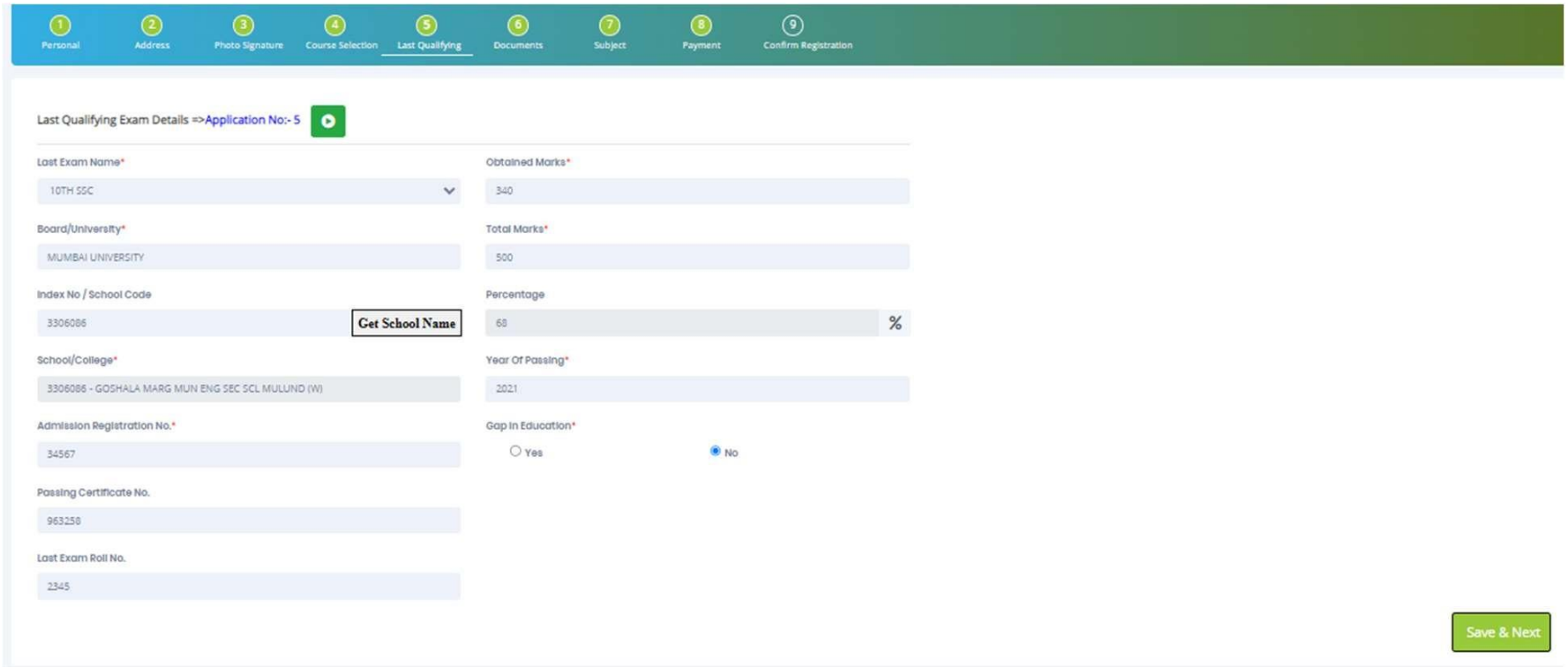
Step9: Next page is Last Qualifying Page, here student need to fill the Education Details of the Last School/College attended such as Last Exam Name , Enter Index No/ School Code, click on Get School Code,Enter MU number in Admission Registration No. field , Enter Obtained Marks , l'otal Marks and Percentage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



DOCUMENT DETAILS

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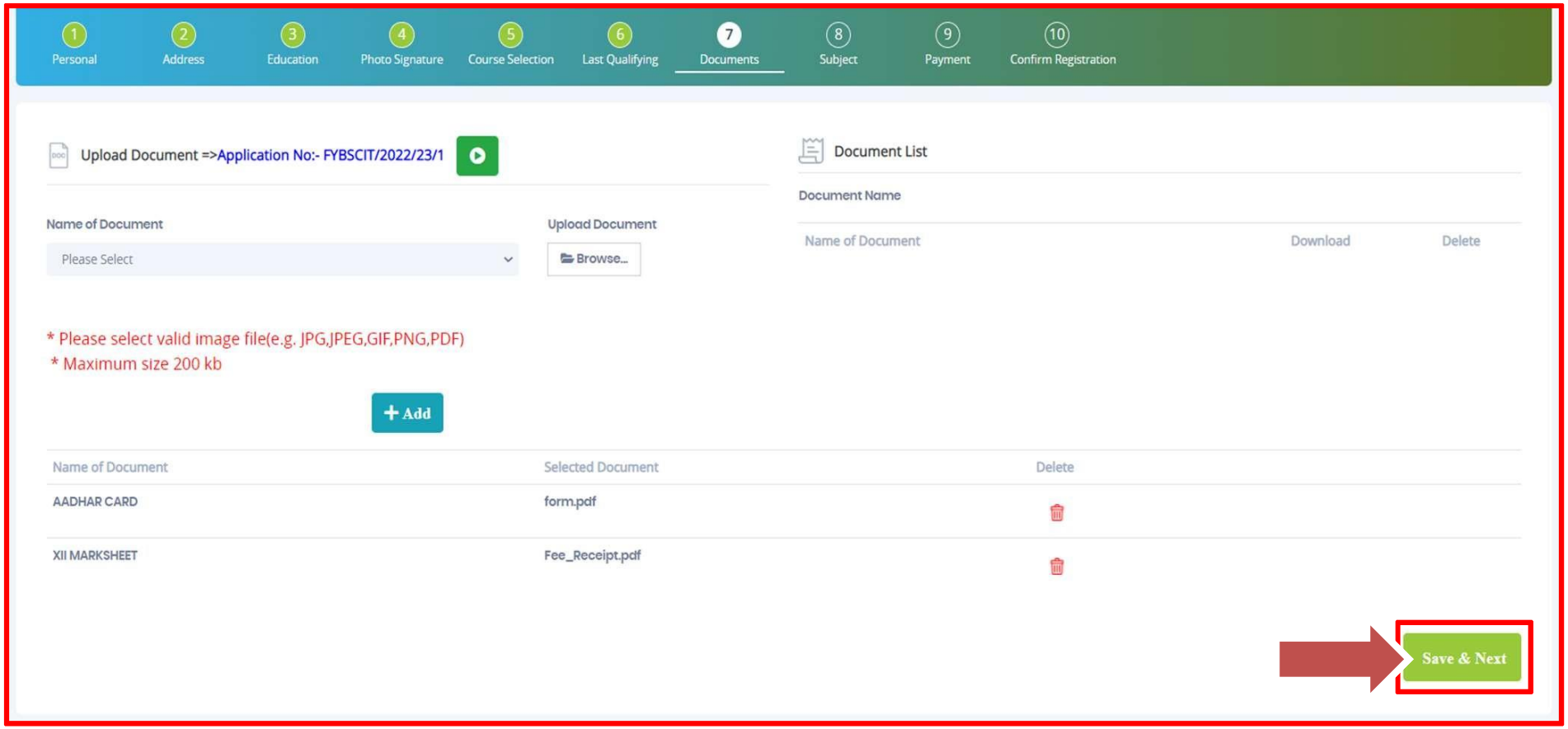
Step10: Next page is Document Details Page, here student need to submit all the Required Documents which are Mandatory. Click on the Upload Documents button and select the Desired Document which students want to upload. Once students complete submitting all the documents then they need to click on "Submit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



SUBJECT DETAILS

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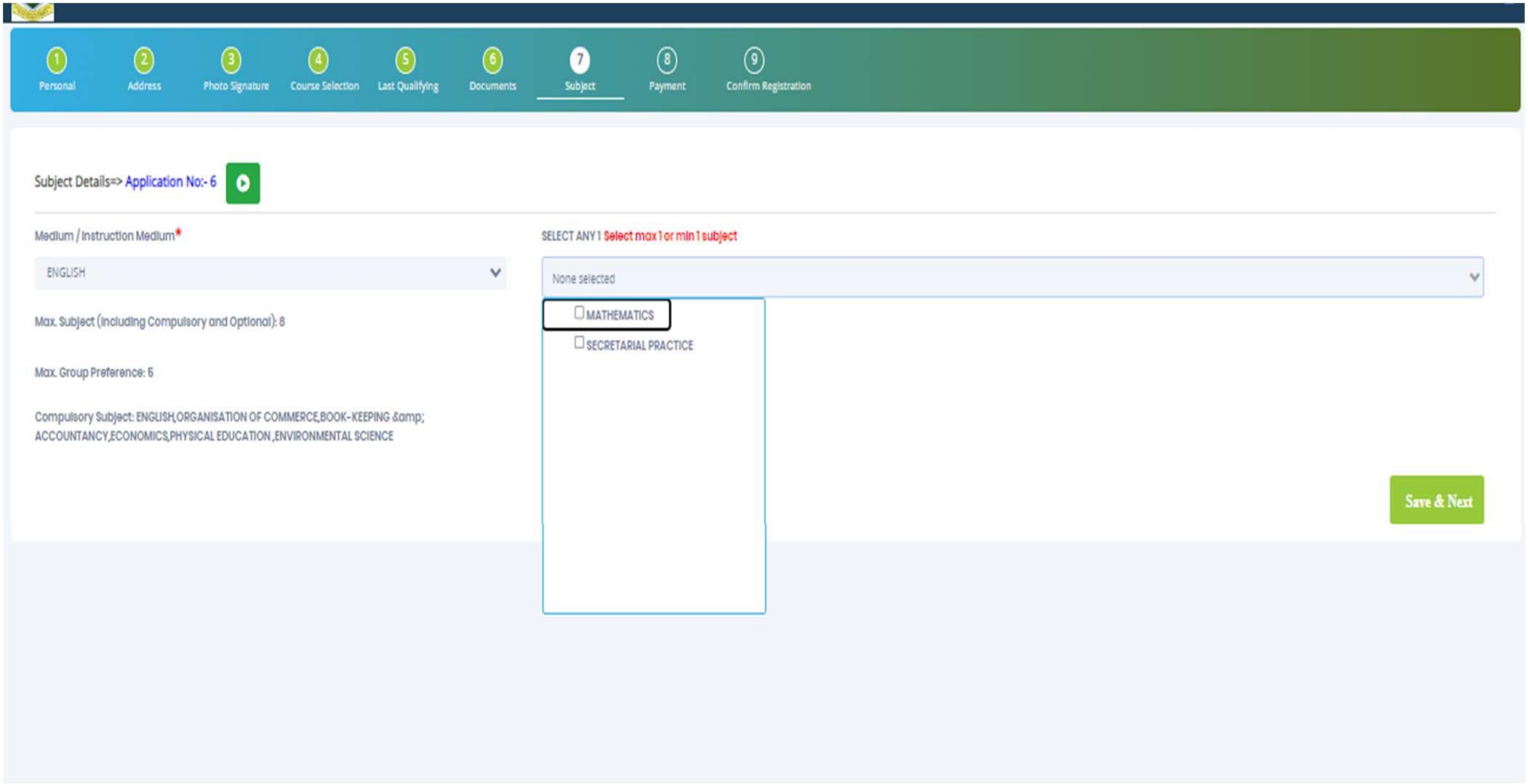
Step11: Next page is Subject Selection Page, here Please select the Medium as English
Select any 1, either Mathematics or Secretrial Practice



Language Selection

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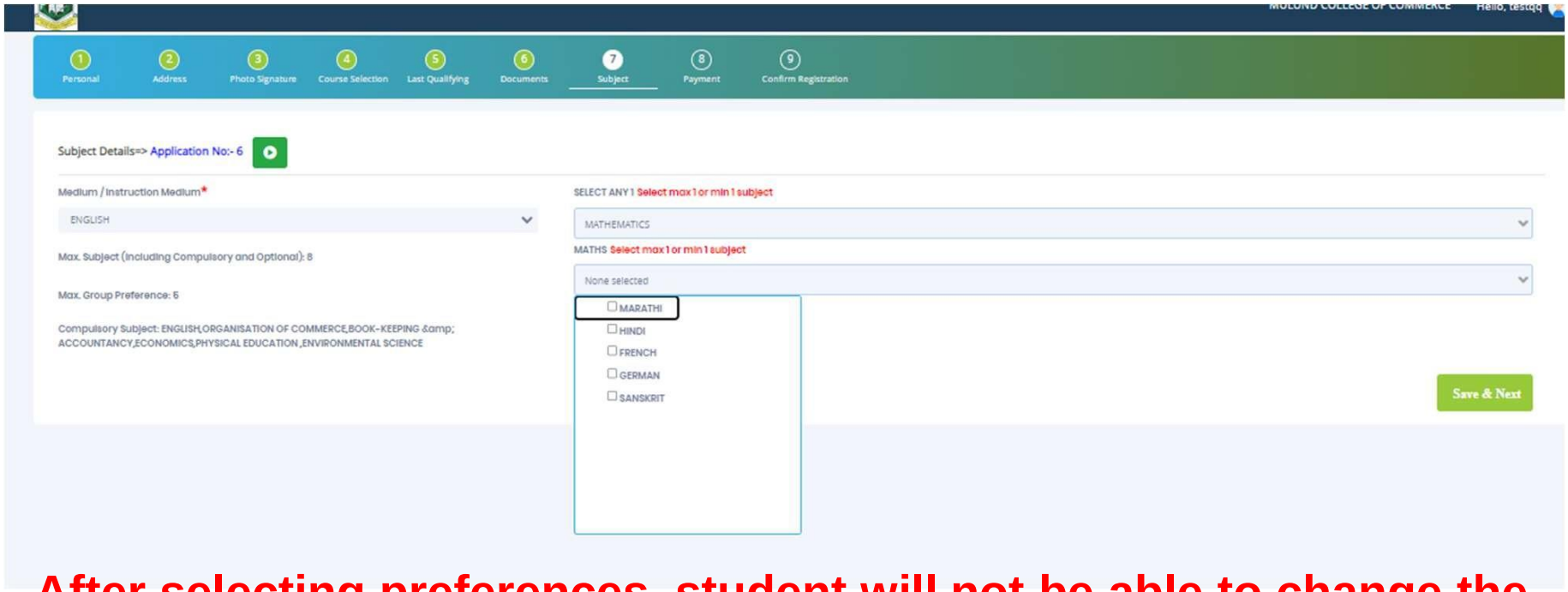
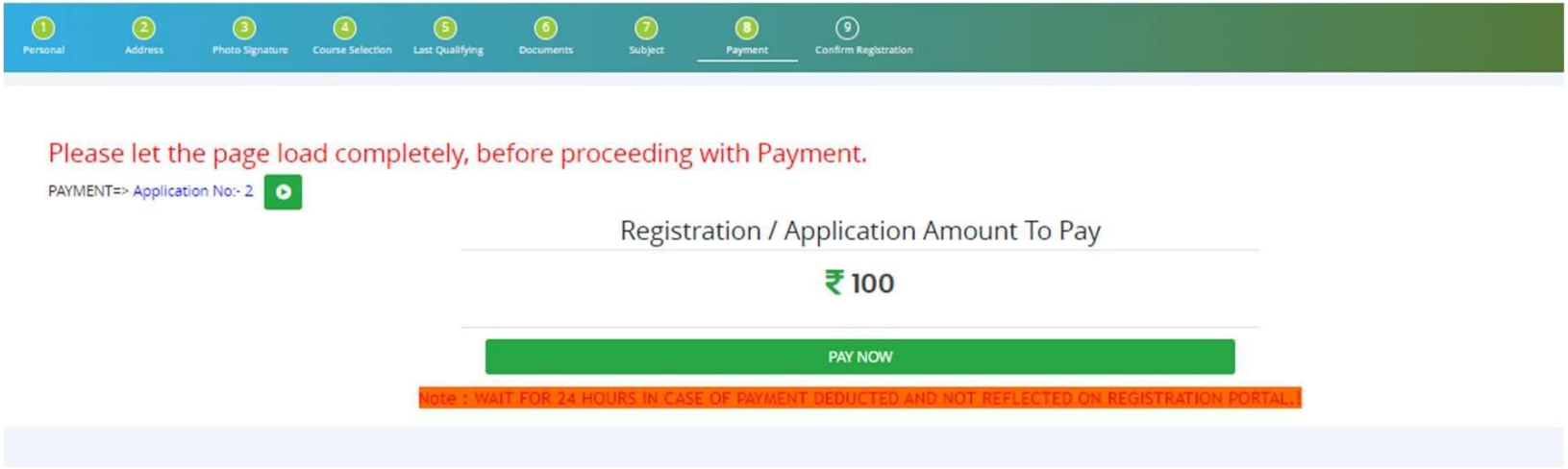
Select Second Language carefully, **First selected is your first preference,** Click on ADD Button and add 5 preferences for Mathematics and 2 preferences for SP
Please click Save and Next after selecting Preferences



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

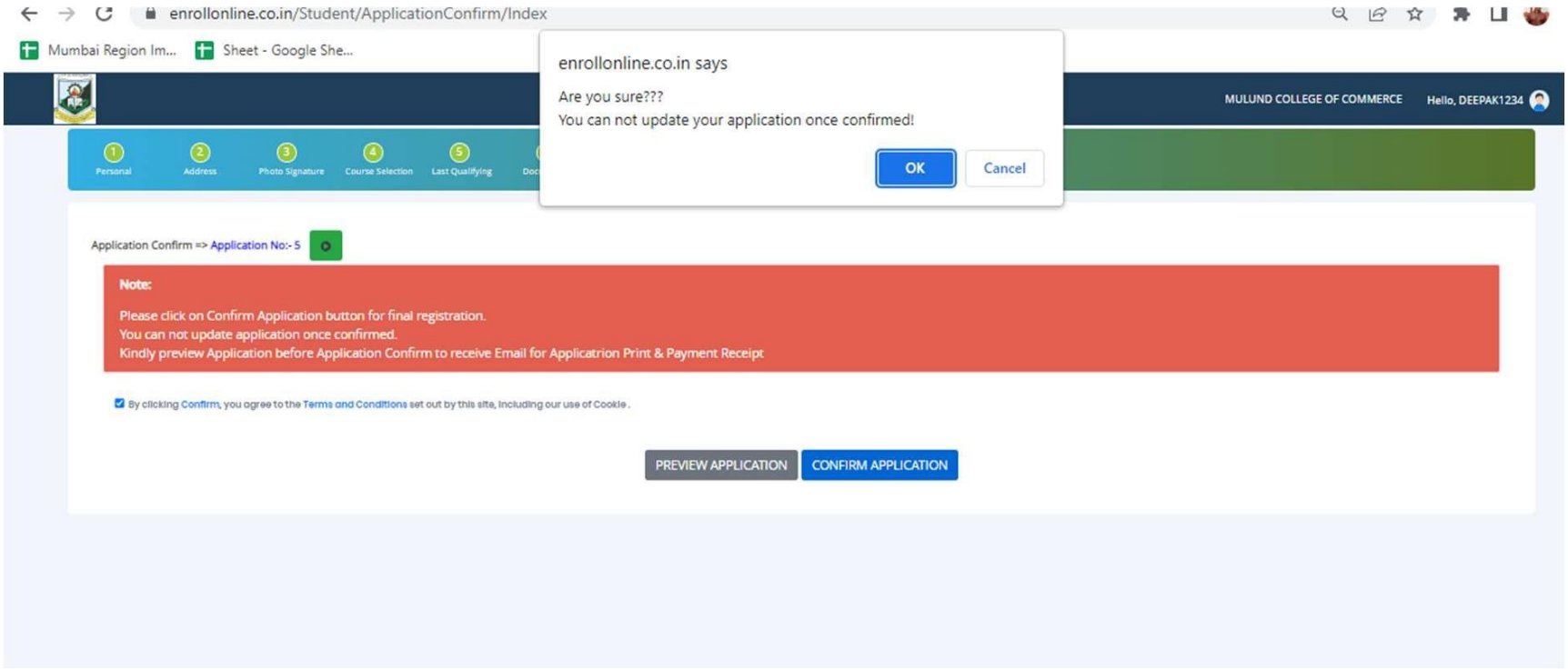
Step12: Next page is Payment Page, here the student will have to click on Pay Now Button and Proceed for payment gateway



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



Application Print

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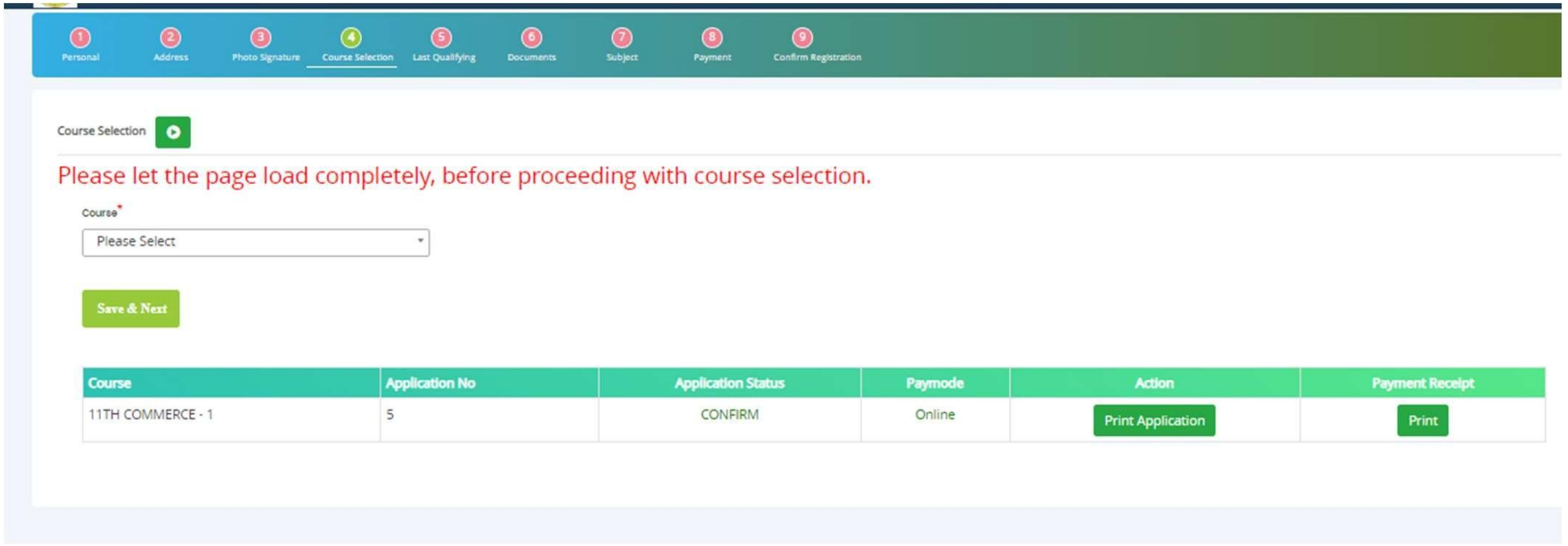
Step14: After Confirming Application, student can print Application form and Payment receipt



Submission & Verification of Forms & Documents Student should submit Forms & Documents for Verification in allotted classroom

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)** Migration Certificate(Other than Maharashtra State Board)
- **(f)** Caste Certificate (if applicable).
- **(g)** Non Creamy Layer Certificate (OBC, SBC , VJ/NT,SEBC) (if applicable).
- **(h)** EWS Eligibility Certificate for EWS(if applicable).
- **(i)** Service Certificate or District Sainik Board Certificates (Ex-Serviceman, Navy, Military etc.) (if applicable).
- **(j)** Disability Certificate of Civil Surgeon (Divyang/Disabled) (if applicable).
- **(k)** Collectors certificate (Project affected/Earthquake affected) (if applicable).
- **(l)** Parents Transfer order and Joining report (Employees Transferred to online area) (if applicable).
- **(m)** Collectors Certificate (Freedom Fighters) (if applicable).
- **(n)** Certificate issued by district sports officer (Player Students) (if applicable).
- **(o)** Certificate issued by women and family welfare department (Orphan) (if applicable).
- **(p)** 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 2024-25, 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 Ist/ IInd/ IIIrd 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 .Student will get payment link through sms and pay fees by online mode using any bank debit / Credit orNet Banking.

Fee details as per class and category:-

COURSE	Girls	Boys(Open Category)	Boys(Reserved Category)
F.Y.J.C.	1150	1450	1150

- **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	27/06/2024 (from 11.30 am) TO **01/07/2024 (up to 1.00 p.m.).**

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.