S.P.Mandali's

R. A. Podar College of Commerce and Economics (Autonomous)

Notice for FY.B.Com Admission 2023-24 (In house Students)

Students,note the procedure for online admission to **F.YB.Com (2023-24)** as given below and complete the admission formalities **on or before 12th June 2022 (up to 1.00 pm)**

Before filling the online admission form kindly keep the following documents ready for uploading. (Each **document size upto 1MB only)**

* Scanned signature of Student and parent, One Passport size colour photograph of the student withwhite background**. (Selfie / photo clicked at home or outdoor, Photo in the school uniform will not be accepted)**

All the copies should be clear and readable.

* **Scanned copy of STD 10th Original Mark sheet**

*** HSC Marksheet E-copy (Online result)**

*** Caste certificate (if applicable)**

*** Aadhaar Card**

*** Leaving certificate (if available)**

***University Pre-Admission form Enrolment form.(website:- mum.digitaluniversity.ac)**

*** Relevant documents if applying under different quota.**

The procedure:

a) Visit the college website www.rapodar.ac.in

b) Click on the F. Y B.Com (Inhouse) Admission link 2023-24 given on the website.

Kindly find PPT to understand the process Online Admission in Page No. 2

The admission procedure will be completed only after the submission of hard copy of college admission form and payment of the college fees. (Schedule for the form submission will be displayed soon)

Know the college : We will encourage you to read College prospectus 2023-2024.

S/d
Principal

Helpdesk:

Students facing any technical problem while filling the admission form may visit college office (Ground Floor) from 11.00 am to 2.00 pm for guidance.

CONT. PAGE 2

Hello everyone,
Welcome to MasterSoft student Login.

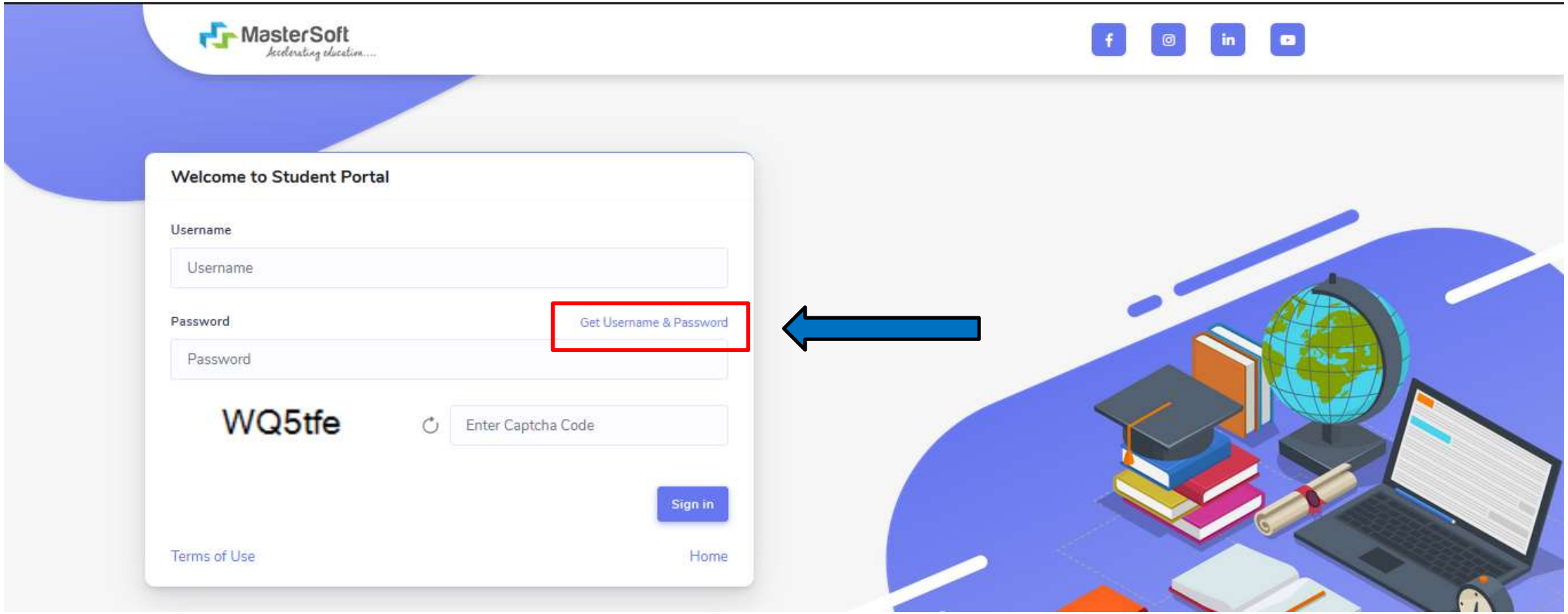
Let's understand how you can successfully complete online registration process.

How to Login into the Portal ...???

Click on https://cimsstudentnewui.mastersofterp.in/ to visit Student Portal

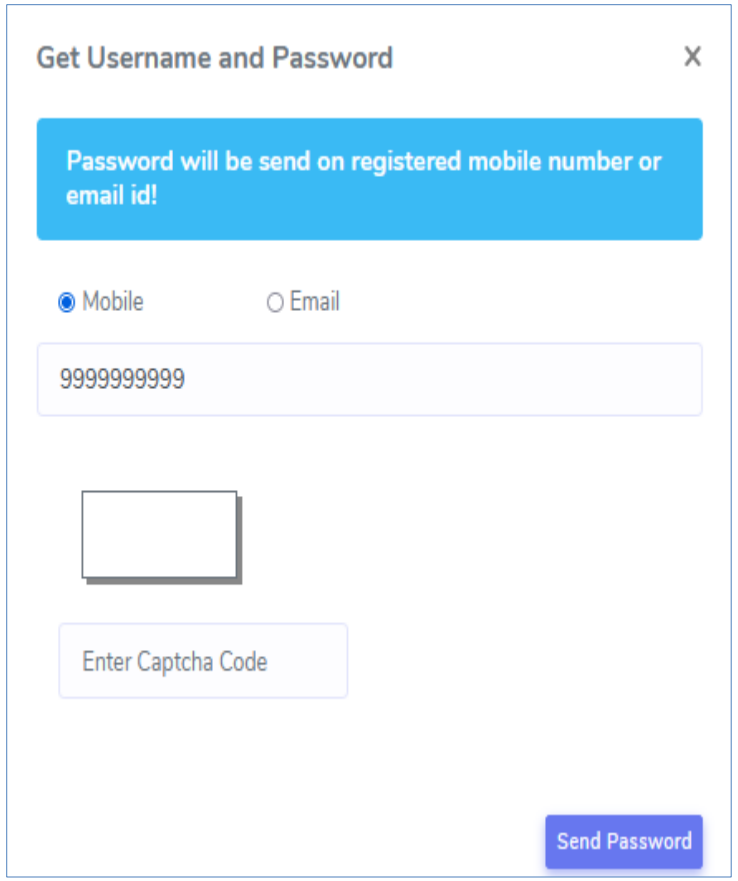
Enter your Username and Password and Login into the System

If you don't have your login credential click on the "Get Username and Password" button given on the screen to retrieve the same.



How to Get Username & Password..??

You need to enter your registered Mobile Number or Registered Email-id. Upon entering the mobile number or email id, username and password will be sent to your registered Mobile Number or Email-id Respectively.

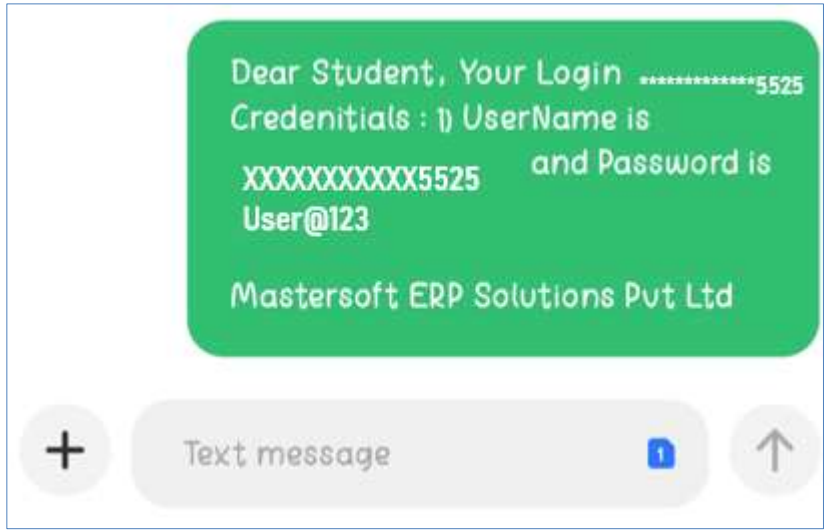


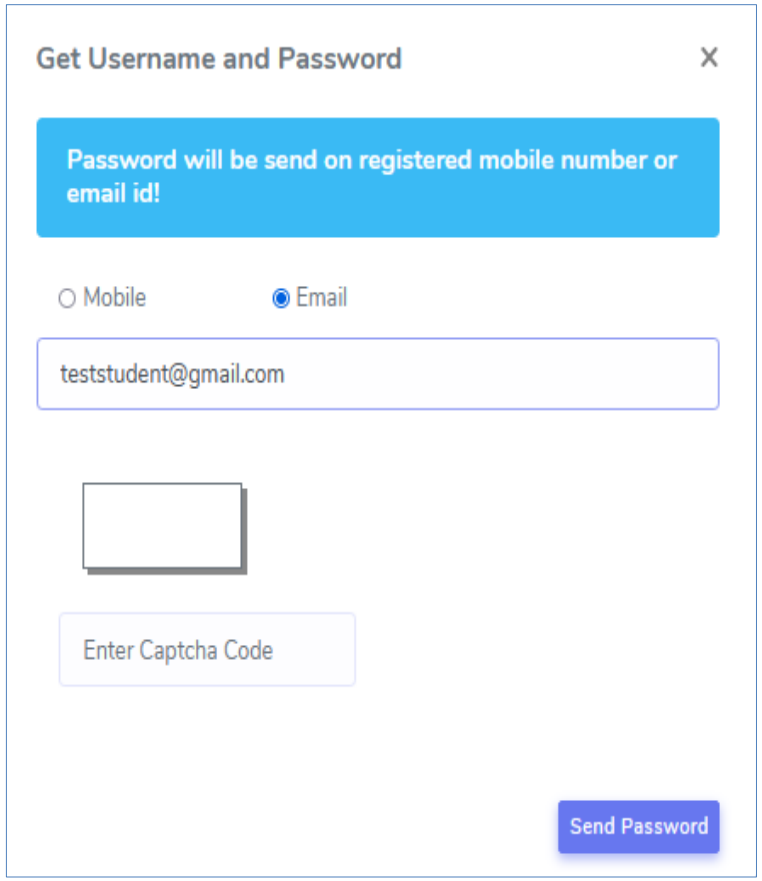
MOBILE NUMBER

OR

EMAIL ID

Sample credentials SMS

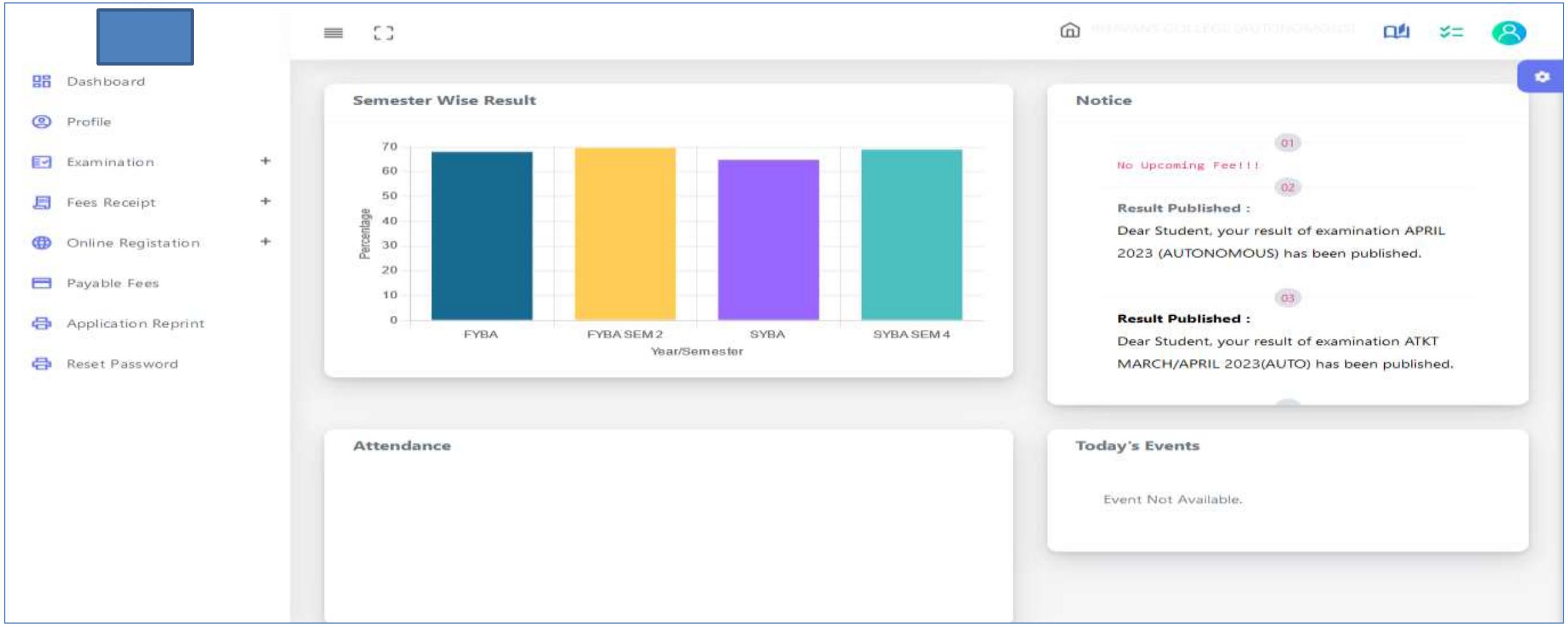




STUDENT DASHBOARD

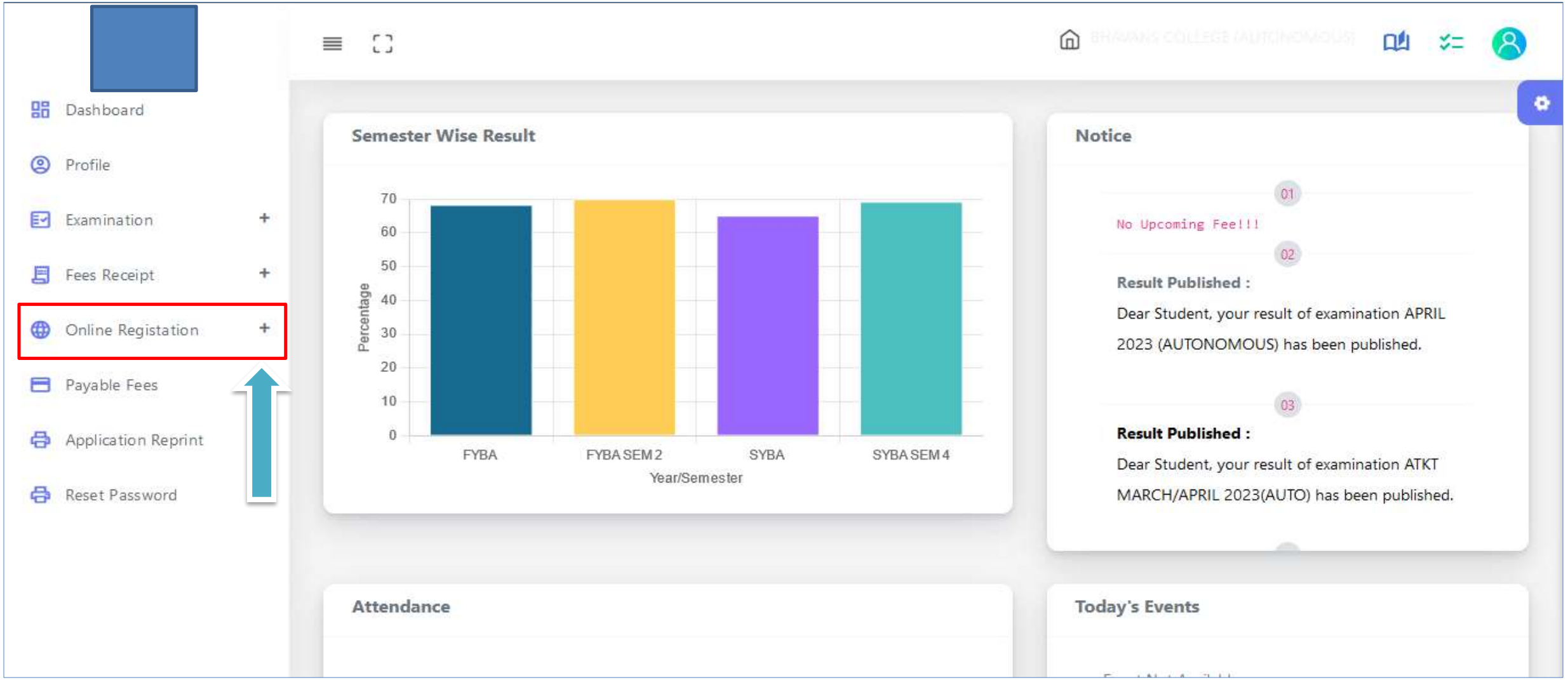
MasterSoft
Accelerating education....

As you can see this is your student dashboard where you can check semester-wise Results, Important Notices, Attendance Records, etc. You will be able to see Menu Bar with different pages which is present on the Left-Hand Side of the screen to navigate through different pages of the software



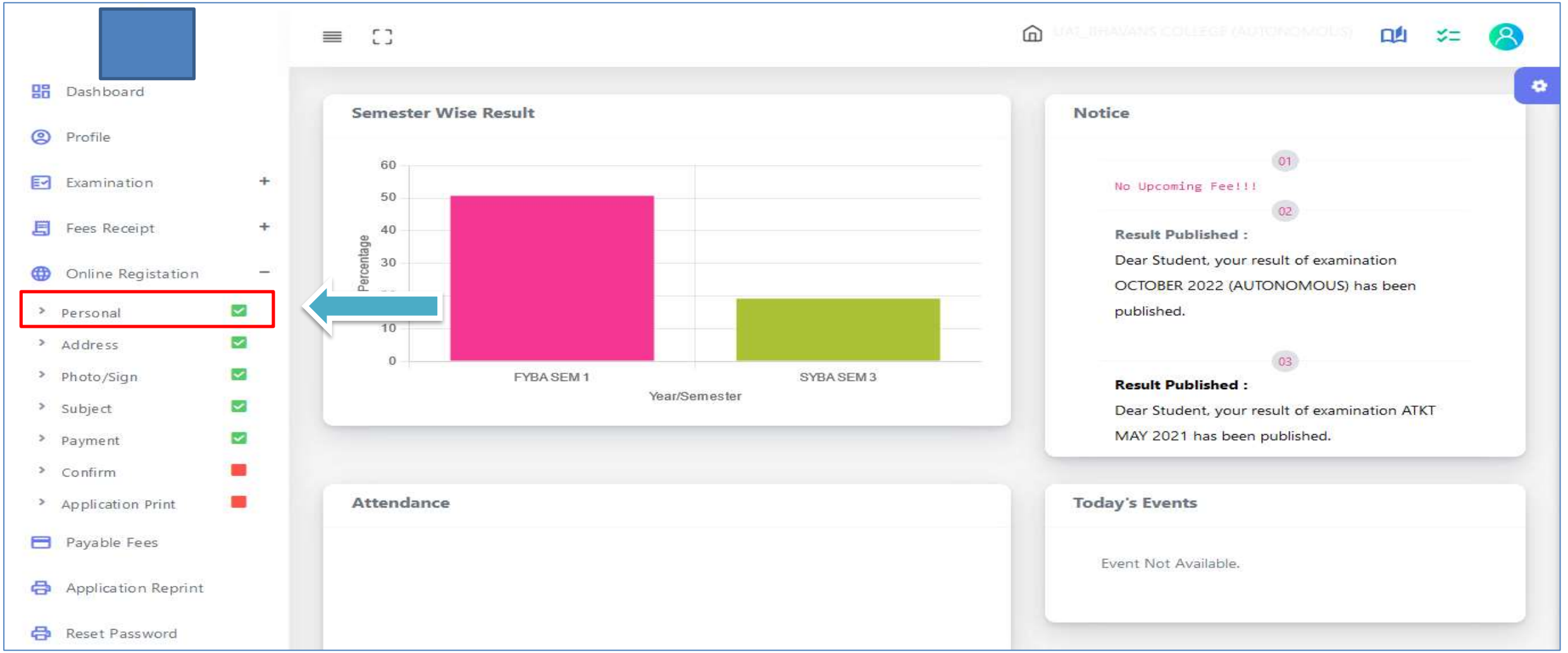
How to Start the Registration Process ?

To start the form filling process, click on the Online Registration Option present on the left-hand side of the screen.



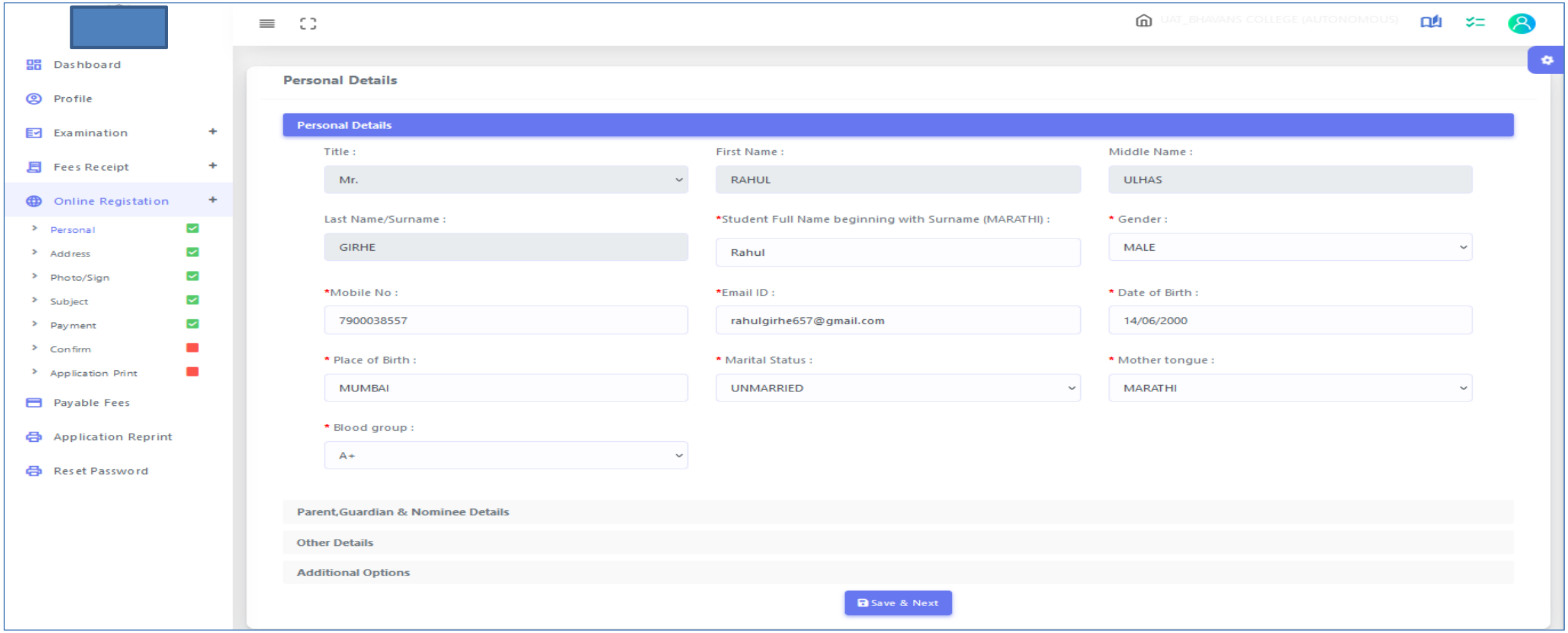
Step 1 :

As you click on the Online Registration Option present on the left-hand side of the screen., All the Sub menus will open up. Click on Personal Tab to Start Filling out the form



Step 2: Student's Personal Section

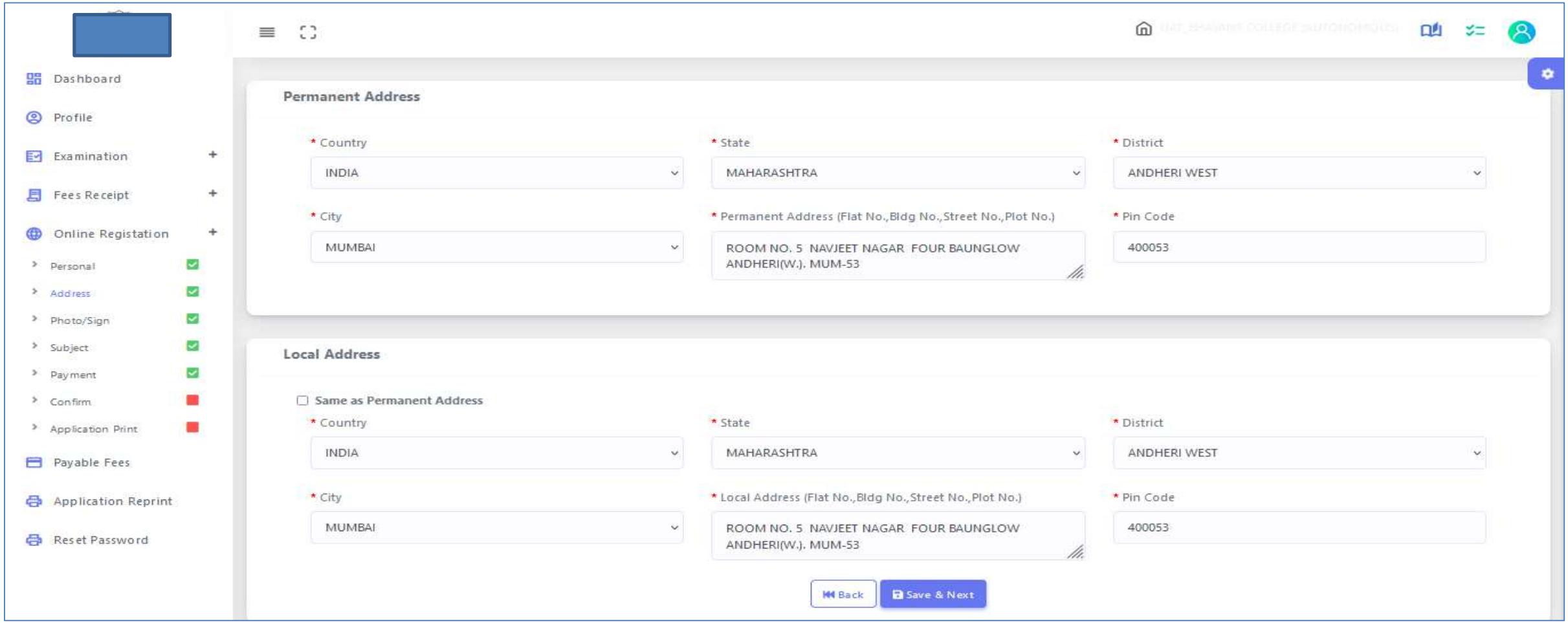
Enter your personal details here like your first name, middle name, last name, email, gender, etc. Once you complete filling in the personal details Click on "Save and Next"



*(Please note that all the fields marked with * are mandatory)*

Step 3: Student's Address Details

Next page is address details, here you need to fill in your Personal or Local address. Once you complete filling in the address details form Click on "Save and Next Button".

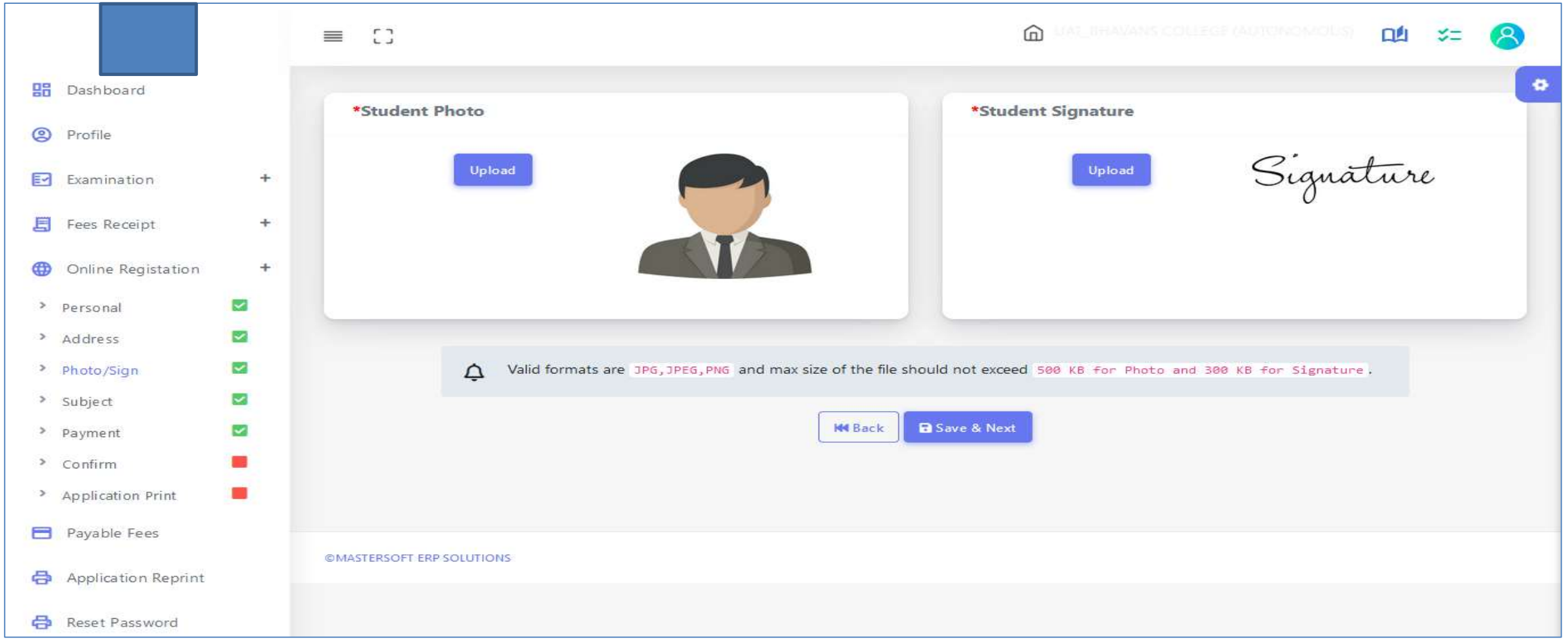


*(Please note that all the fields marked with * are mandatory)*

Step 4: Photo & Signature Details

Upload your Photo *(recent Passport Size)* and Signature and select the valid file. Once you complete uploading the photo and signature then Click on "Save and Next "

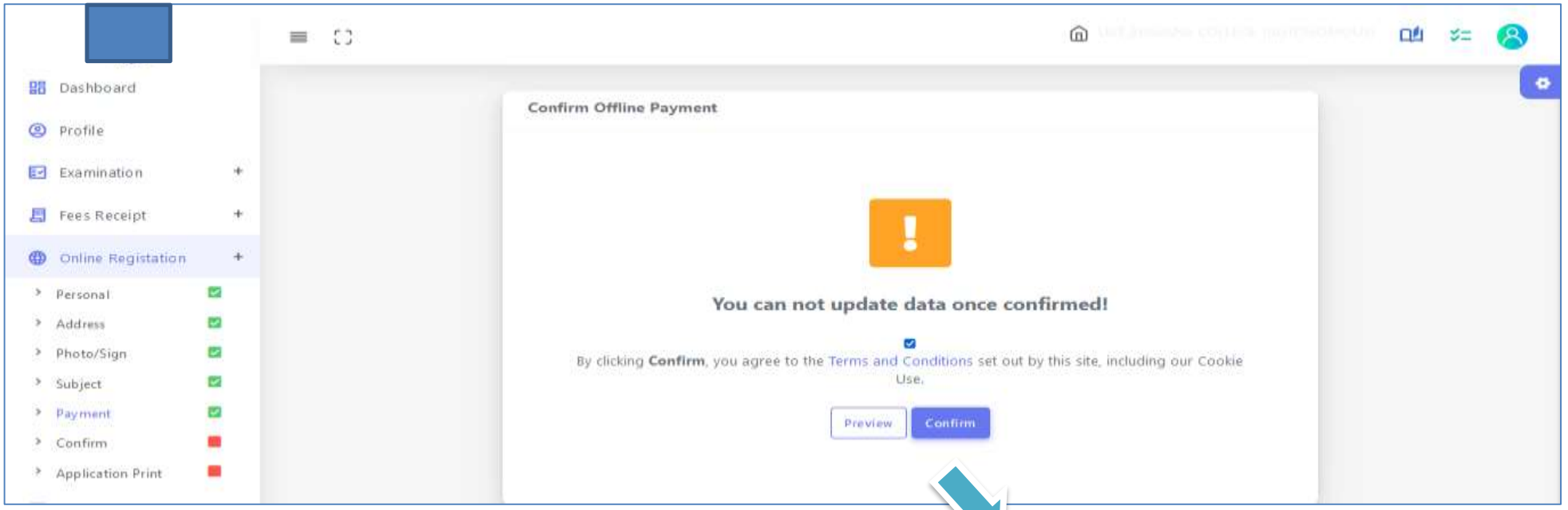
Please Note: Maximum Size of the Photo is 500kb and the Maximum Size of the Signature is 300kb)

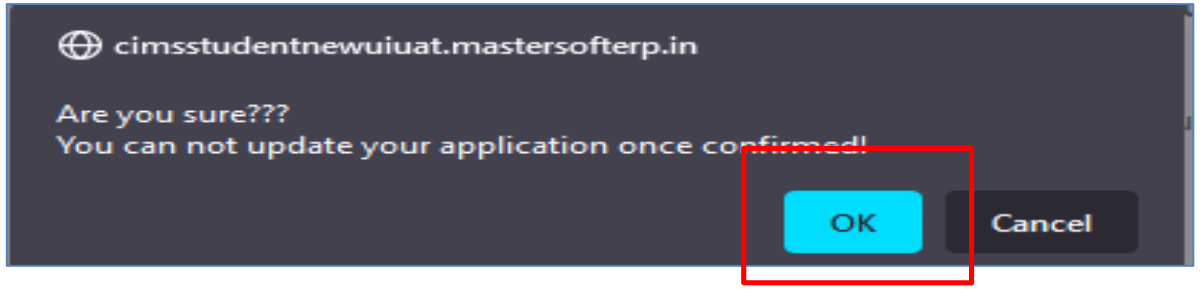


*(Please note that all the fields marked with * are mandatory)*

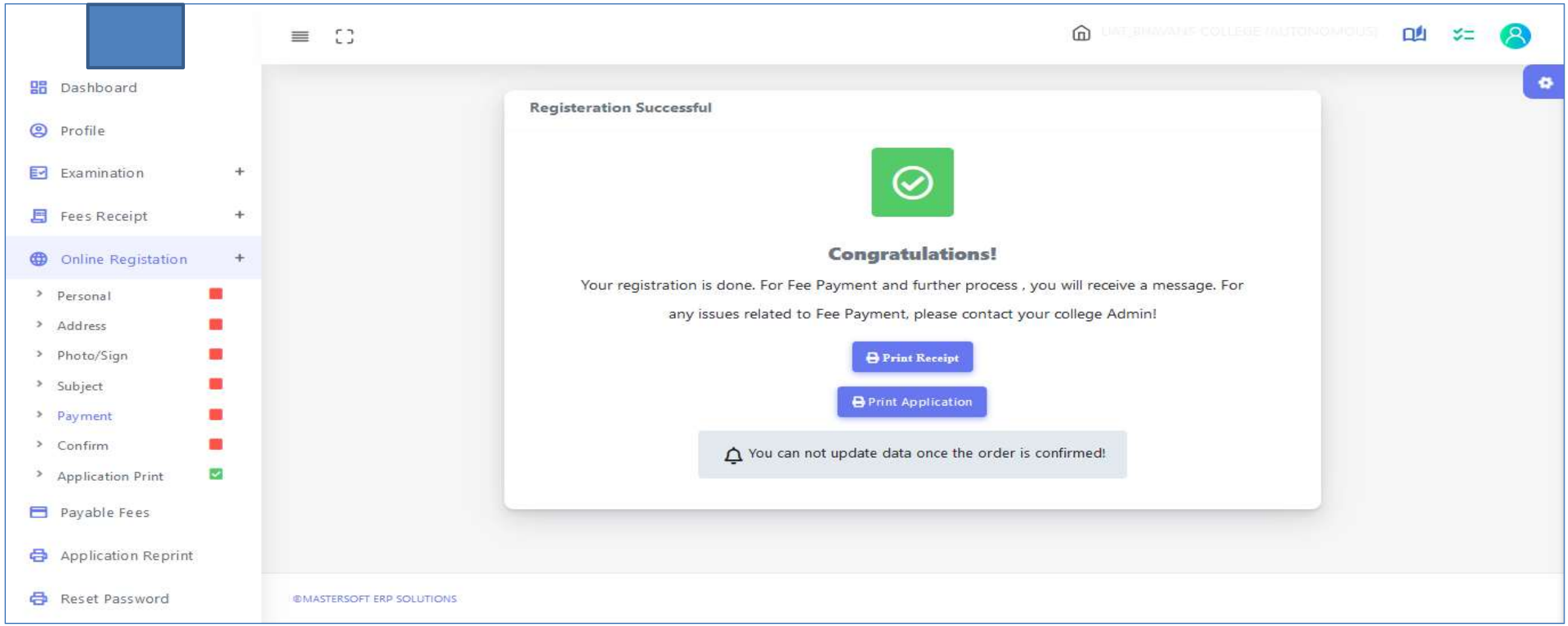
APPLICATION CONFIRMATION

Please verify the details you have entered by generating a preview report to ensure their accuracy. Please note that after confirmation, you won't be able to update or edit the data. Once you are certain that the entered details are true and correct, click on the "Confirm" button.





APPLICATION PRINT

To download the Application Report use the "Print Application" Option".

To download the Application Payment Receipt use the " Print Receipt" Option