



**S.P.Mandali's**

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

**Admission Notice 2023-2024**

**(Non In- house Students/ OUTSIDERS)**

**(FY B.Com/ FY BMS/ FY B.Com ( Actuarial Studies) FYBBA (Shipping & Logistics Management) FYB.Com (Financial Markets) FYBSC (Data Science & Analytics)**

Students, note the procedure for submission of online forms admission to **First Year Admissions**. Before filling the online form kindly keep the following documents (Each document size upto 1MB only) ready for uploading:

\* **Scanned signature of Student and parent, One Passport size photograph of the student with white 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 10<sup>th</sup> 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](http://mum.digitaluniversity.ac))**

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

The procedure:-

- a) Visit the college website [www.rapodar.ac.in](http://www.rapodar.ac.in)
- b) Click on the F.Y B.Com (Non- In house) Admission 2023-2024 link given under the admission tab on the website.
- c) **Kindly find PPT to understand the process Online Admission in Page No. 2**
- d) Fill up the online admission form with all the details and upload relevant documents.
- e) Affix PDF signature of yourself and your parent in the respective places.
- f) Submit the form online.
- g) The online payment link will appear.
- h) Pay the admission form fee.
- i) After successful payment download and SAVE the admission form and the fee receipt for further verifications. Take a printout of the both.

**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.**

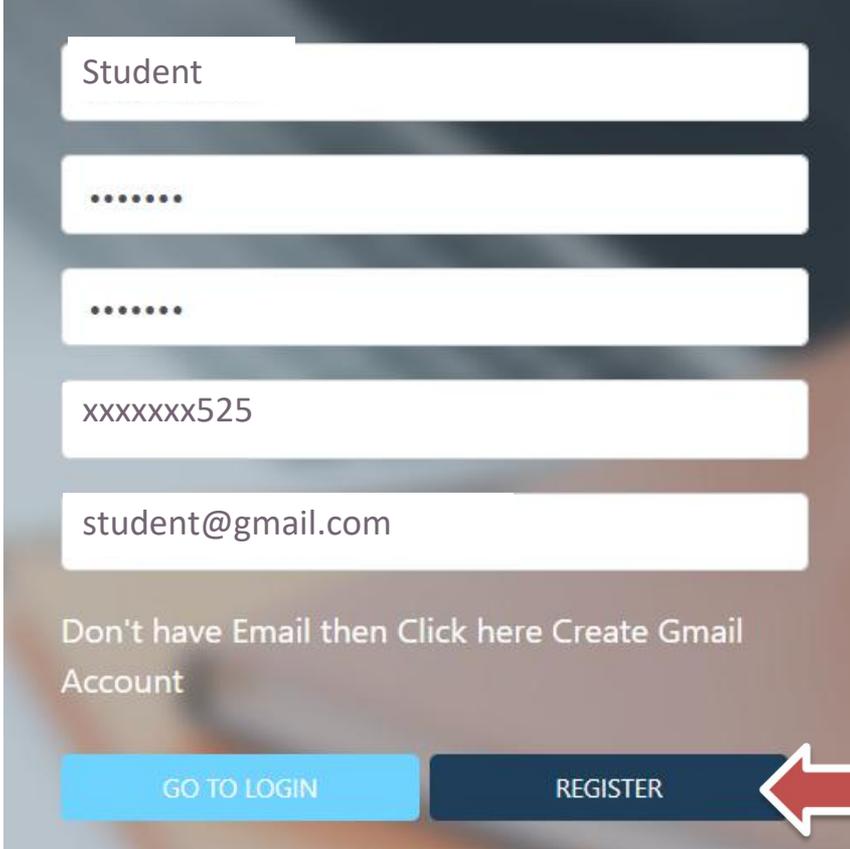
Hello everyone,  
Welcome to **MasterSoft** student **Login**.



Let's understand how you can **Successfully Complete**  
**Online Registration Process**.

# USER CREATION

Step1: Click on <https://enrollonline.co.in/Registration/Apply/KGMC> to visit **Student Portal** and then **Create New Student Account** on the portal by filling the required details such as Username, Password, Mobile Number and Email ID as shown below. **Once you complete filling all the required details then click on Register button present on the screen.**



The screenshot shows a registration form with the following fields and content:

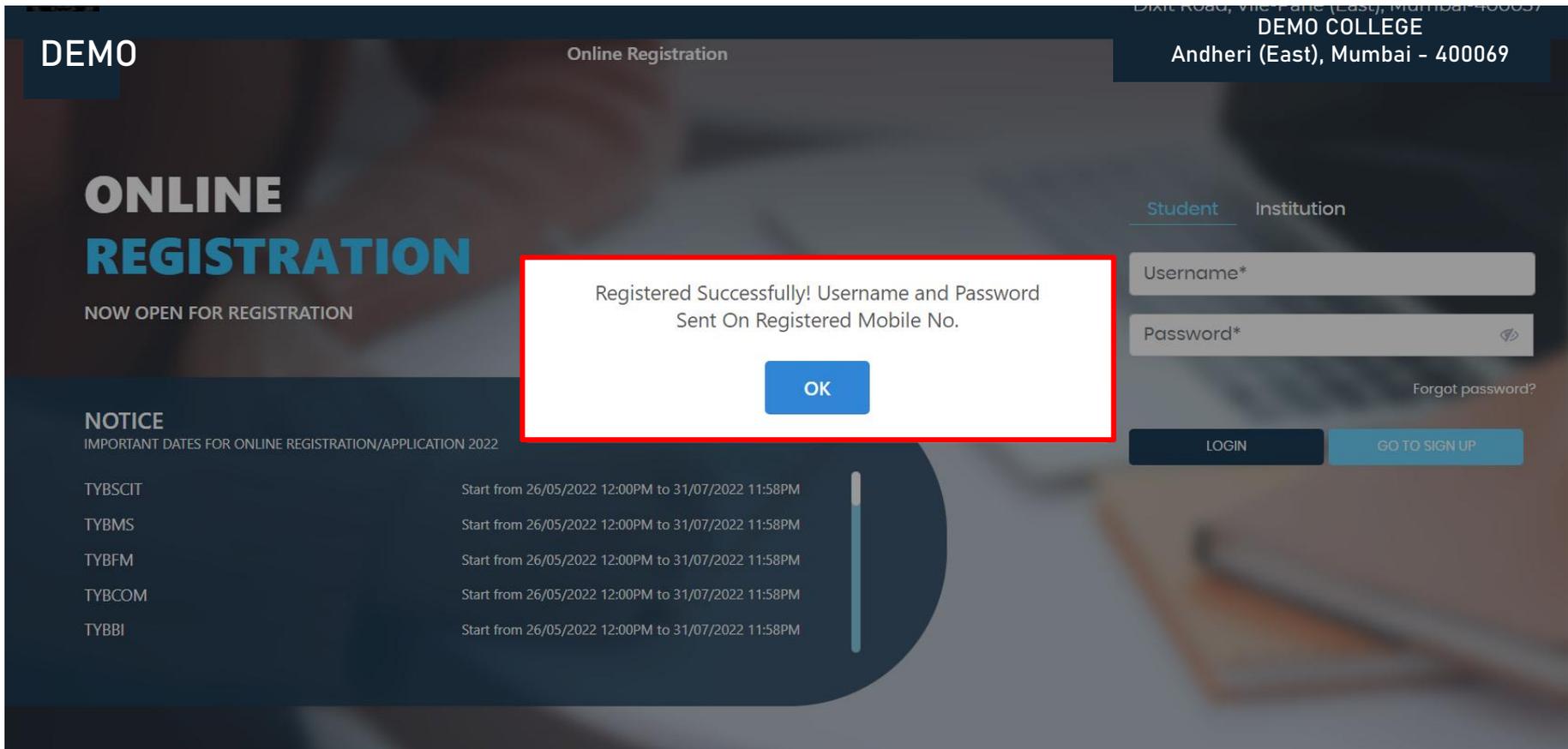
- Student: [Redacted]
- .....
- .....
- xxxxxxxx525
- student@gmail.com

Don't have Email then Click here Create Gmail Account

GO TO LOGIN REGISTER

A red arrow points to the REGISTER button.

Step2: Once you finish **Creating New Student Account**, You will be able to see a pop-up message saying that **(Registered Successfully! Username and Password Send On Registered Mobile No)**. Press **“OK”** to continue



The screenshot displays the 'Online Registration' page for 'DEMO COLLEGE'. A central pop-up message, highlighted with a red border, reads: 'Registered Successfully! Username and Password Sent On Registered Mobile No.' with an 'OK' button below it. The background shows a registration form with fields for 'Username\*' and 'Password\*', a 'Forgot password?' link, and 'LOGIN' and 'GO TO SIGN UP' buttons. On the left, there is a 'NOTICE' section with a table of important dates for various courses.

**DEMO** Online Registration

Dixit Road, Vile Parel (East), Mumbai - 400057  
**DEMO COLLEGE**  
Andheri (East), Mumbai - 400069

**ONLINE REGISTRATION**  
NOW OPEN FOR REGISTRATION

**NOTICE**  
IMPORTANT DATES FOR ONLINE REGISTRATION/APPLICATION 2022

TYBSCIT	Start from 26/05/2022 12:00PM to 31/07/2022 11:58PM
TYBMS	Start from 26/05/2022 12:00PM to 31/07/2022 11:58PM
TYBFM	Start from 26/05/2022 12:00PM to 31/07/2022 11:58PM
TYBCOM	Start from 26/05/2022 12:00PM to 31/07/2022 11:58PM
TYBBI	Start from 26/05/2022 12:00PM to 31/07/2022 11:58PM

Student Institution

Username\*

Password\*

Forgot password?

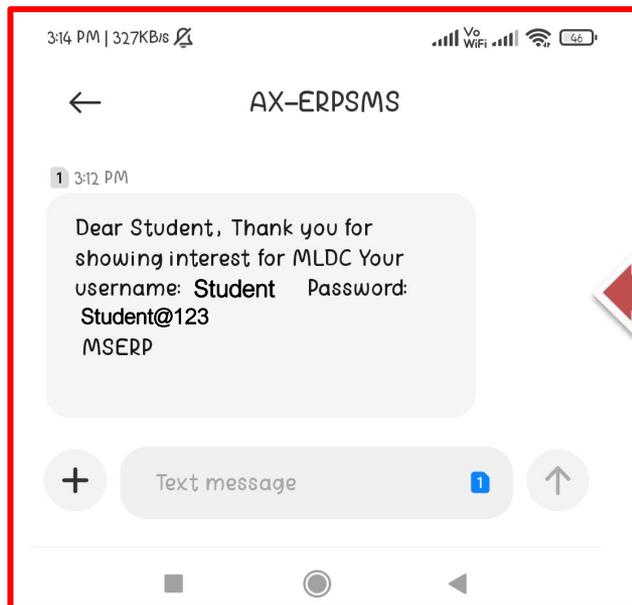
LOGIN GO TO SIGN UP

Registered Successfully! Username and Password Sent On Registered Mobile No.

OK

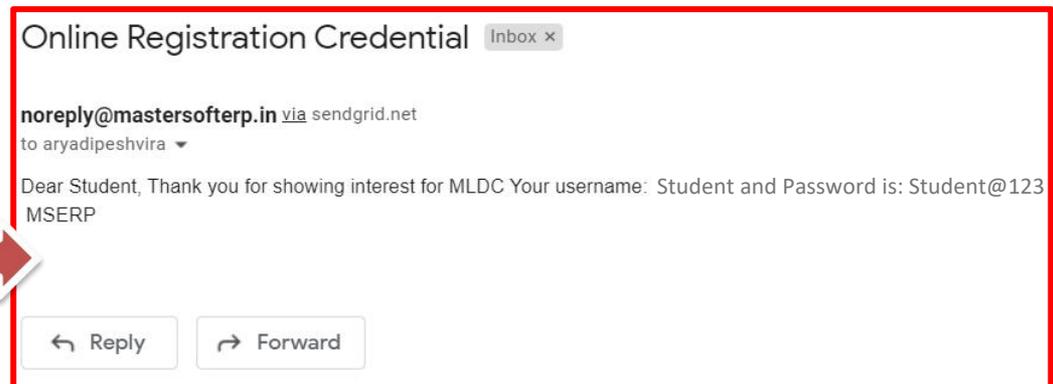
# TEXT MESSAGE CONFIRMATION

Step3: On entering the mobile number, username and password will be generated and send on your registered **Mobile Number or Email-id** **Respectively.**



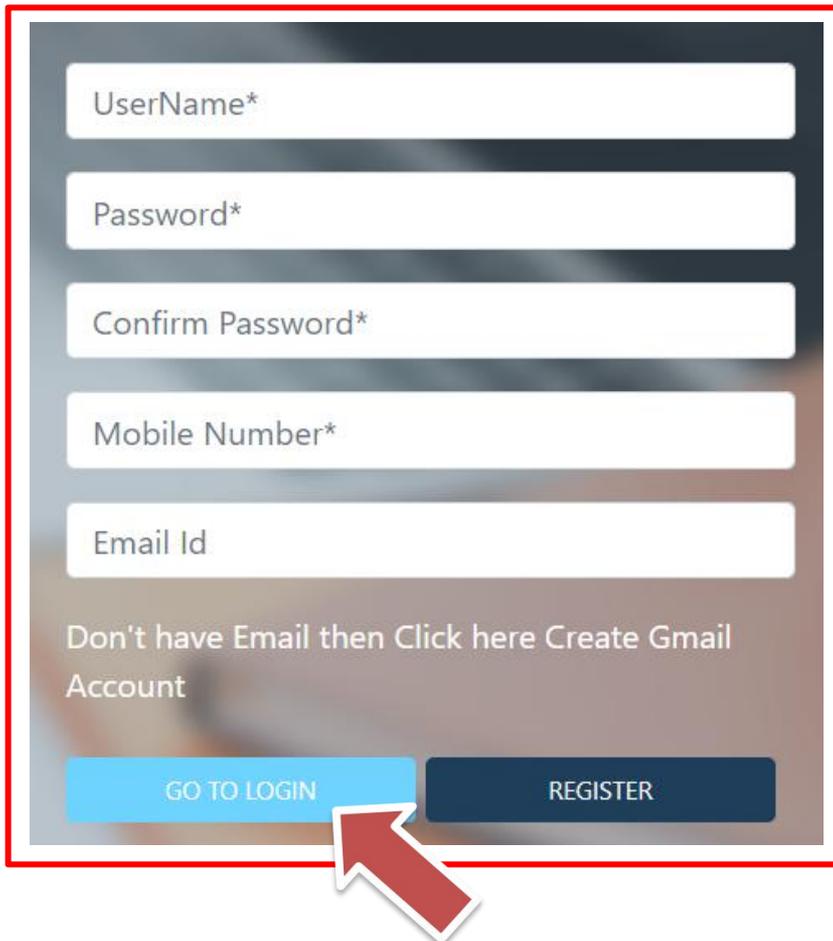
 **MOBILE NUMBER**

**EMAIL ID** 



# STUDENT LOGIN

Step4: 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.**

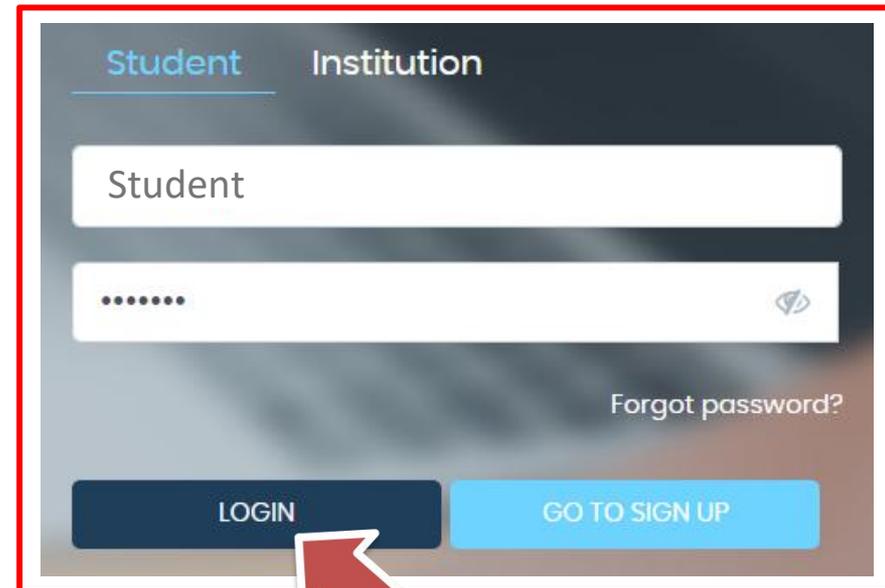


Registration form with the following fields:

- UserName\*
- Password\*
- Confirm Password\*
- Mobile Number\*
- Email Id

Don't have Email then Click here Create Gmail Account

Buttons: **GO TO LOGIN** (highlighted with a red arrow), REGISTER



Login form with the following fields:

- Student / Institution (selected: Student)
- Student ID (masked with dots)
- Forgot password?

Buttons: LOGIN (highlighted with a red arrow), GO TO SIGN UP

# TERMS AND CONDITION PAGE

Step5: This is **Terms and Condition Page**. Here student have to simply click on **“Accept” button** to proceed further.

**WARNING!**

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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.

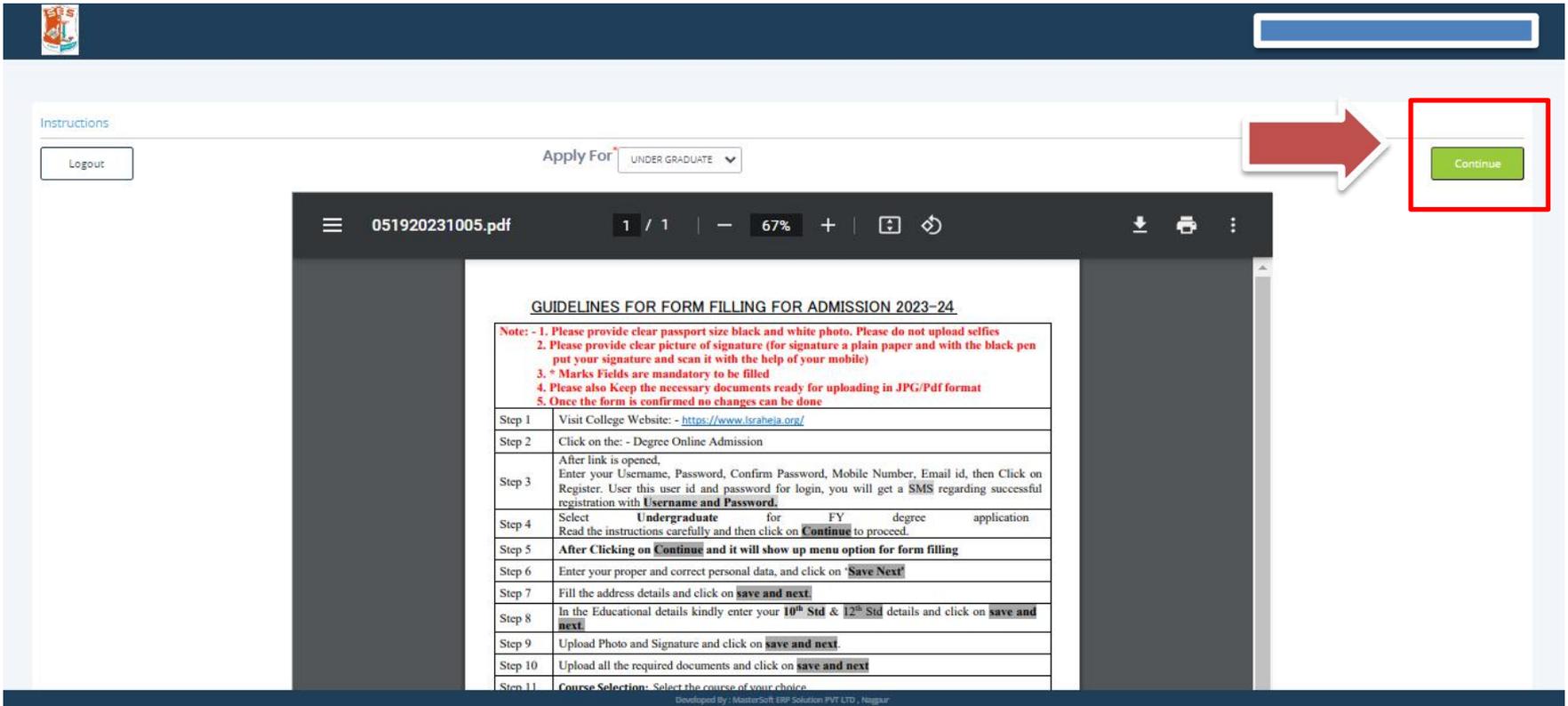
# COURSE LEVEL SELECTION

Step 6: Select Course level Under Graduate/Post Graduate using drop down

Note : For **BACHELORS** courses select **UNDER GRADUATE**

For **MASTERS** courses select **POST GRADUATE**

To proceed further click on **“Continue”** button.



The screenshot shows a web application interface for course selection. At the top, there is a navigation bar with a logo on the left and a blue progress bar on the right. Below the navigation bar, there is a section titled 'Instructions' with a 'Logout' button. The main content area features a form with an 'Apply For' dropdown menu currently set to 'UNDER GRADUATE'. A red arrow points from the dropdown menu to a green 'Continue' button, which is highlighted with a red rectangular box. Below the form, a PDF document titled '051920231005.pdf' is displayed at 67% zoom. The PDF content includes 'GUIDELINES FOR FORM FILLING FOR ADMISSION 2023-24' and a list of steps for the application process. The 'Continue' button is located to the right of the PDF viewer.

Instructions

Logout

Apply For **UNDER GRADUATE**

051920231005.pdf 1 / 1 67%

**GUIDELINES FOR FORM FILLING FOR ADMISSION 2023-24**

**Note:** - 1. Please provide clear passport size black and white photo. Please do not upload selfies  
2. Please provide clear picture of signature (for signature a plain paper and with the black pen put your signature and scan it with the help of your mobile)  
3. \* Marks Fields are mandatory to be filled  
4. Please also Keep the necessary documents ready for uploading in JPG/Pdf format  
5. Once the form is confirmed no changes can be done

Step 1	Visit College Website: - <a href="https://www.israheja.org/">https://www.israheja.org/</a>
Step 2	Click on the: - Degree Online Admission
Step 3	After link is opened, Enter your Username, Password, Confirm Password, Mobile Number, Email id, then Click on Register. User this user id and password for login, you will get a SMS regarding successful registration with <b>Username and Password</b> .
Step 4	Select <b>Undergraduate</b> for <b>FY</b> degree application. Read the instructions carefully and then click on <b>Continue</b> to proceed.
Step 5	<b>After Clicking on Continue and it will show up menu option for form filling</b>
Step 6	Enter your proper and correct personal data, and click on <b>Save Next</b>
Step 7	Fill the address details and click on <b>save and next</b> .
Step 8	In the Educational details kindly enter your <b>10<sup>th</sup> Std &amp; 12<sup>th</sup> Std</b> details and click on <b>save and next</b> .
Step 9	Upload Photo and Signature and click on <b>save and next</b> .
Step 10	Upload all the required documents and click on <b>save and next</b>
Step 11	<b>Course Selection:</b> Select the course of your choice.

Developed By : MasterSoft ERP Solution PVT LTD , Nagpur

# PERSONAL DETAILS

Step7: This is **Personal Details Page**, here student need to enter their Personal Details Such as first name, middle name, last name, email, gender etc. **(Please note that all the red mark fields are mandatory)**.

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

### Personal Details

1. All the fields marked '\*' are mandatory.  
2. Enter your and your guardian's full and correct name  
3. The Email ID and contact number you submit in this form, will be used for further official communication by the College. So, check the contact details before you proceed.  
4. Kindly select the correct admission category. Merit list will be drawn as per the category of the admission selected by you.  
5. In case you wish to apply to the same course through different admission categories, you will be required to create two different accounts. For example, if a student whose parents are from defence background and the student also belongs to 'Gujarati Linguistic Minority', the student is then eligible to apply for both the categories. However, a student can't select multiple admission categories in the same form/login. Thus, to avail the benefit, the student will be required to create multiple login/account.  
6. Ensure that you have your adm!

#### Student Personal Section

Title *	Last Name/Surname *	First Name *	Middle Name *
Please Select	Enter Last Name/Surname	Enter First Name	Enter Middle Name
Name as per the Last Exam Marksheet*	Mobile No. *	Phone/Alternate No./Whatsapp No.	Email Id *
Name as per the Last Exam Marksheet	9209009494	Enter Phone/Alternate No./Whatsapp No.	nirav.vaghela@mastersofterp.co.in
Marital Status *	Blood Group *	Gender *	Date of Birth as per Leaving Certificate *
Please Select	Please Select	Please Select	Enter Date of Birth as per Leaving Certificate
Mother Tongue *	Native Place *	Birth Place *	Birth Country*
Please Select	Enter Native Place	Enter Place of Birth	Please Select
Birth / Domicile State *	Nationality *	Religion *	Admission Category Type/ Linguistic Minority*
Please Select	Please Select	Please Select	Please Select
Caste Category *	Sub Caste	Caste Certificate No.	
Please Select	Please Select Sub Caste.	Enter Caste Certificate No.	

# PERSONAL DETAILS

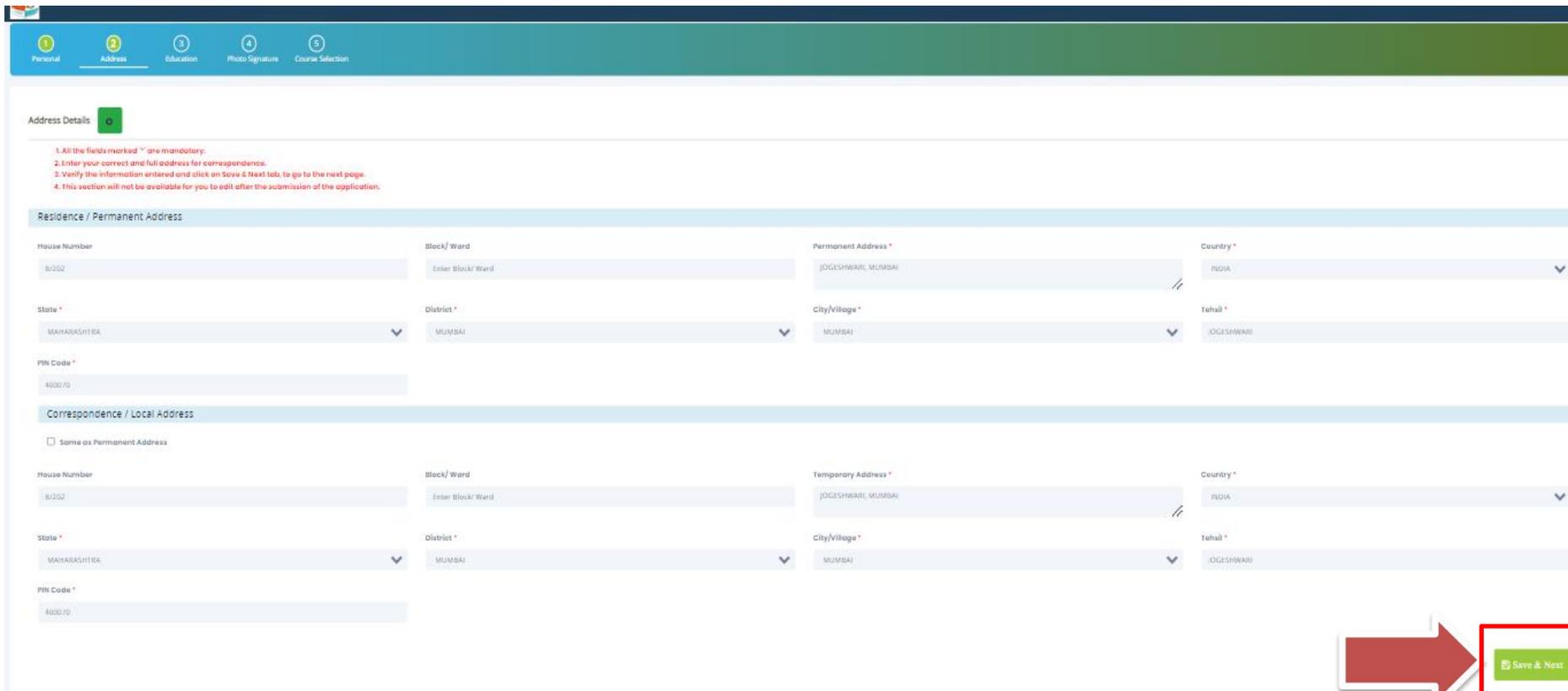
**Step 7:** Once the student complete filling the personal details then they need to click on **“Save and Next Button”**. (Please note that all the red mark fields are mandatory).

Birth / Domicile State *	Nationality *	Religion *	Admission Category Type/ Linguistic Minority *
MAHARASHTRA	INDIAN	HINDUISM	OPEN
Caste Category *	Sub Caste	Caste Certificate No.	
OPEN	MARATHA	Enter Caste Certificate No.	
<b>Parent Information</b>			
Father's Name *	Father's Occupation *	Father's Office Name	Mother's First Name *
TEST	BUSINESS	Enter Father's Office Name	TEST MOTHER
Guardian's Name	Guardian's/Parent's Contact No. *	Guardian's Occupation	Total Family Members *
TEST	7208119588	BUSINESS	4
Annual Income of the Family *	Relation With Applicant		
500000	FATHER		
<b>Other Information</b>			
Aadhaar No. *	<input type="checkbox"/> Is Organ Donor?	<input checked="" type="checkbox"/> Are you a sports person?	<input checked="" type="checkbox"/> Interested in NCC/NSS? *
852074109630			
Hobbies	No. of Attempts of Last qualifying Exam *	Learning Disability No.	Medium Of Instruction *
DANCING	1	NA	ENGLISH
Social Reservation	Anti Ragging Undertaking Reference Number	Academic Bank of Credits *	
None selected	3692581470	333222111000	



# ADDRESS DETAILS

Step8: 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**

1. All the fields marked "\*" are mandatory.  
2. Enter your correct and full address for correspondence.  
3. Verify the information entered and click on Save & Next tab, to go to the next page.  
4. This section will not be available for you to edit after the submission of the application.

**Residence / Permanent Address**

House Number *	Block/ Ward *	Permanent Address *	Country *
8/202	Enter Block/ Ward	JOGESHWARI, MUMBAI	INDIA
State *	District *	City/Village *	Tehsil *
MAHARASHTRA	MUMBAI	MUMBAI	JOGESHWARI
PIN Code *			
400070			

**Correspondence / Local Address**

Same as Permanent Address

House Number *	Block/ Ward *	Temporary Address *	Country *
8/202	Enter Block/ Ward	JOGESHWARI, MUMBAI	INDIA
State *	District *	City/Village *	Tehsil *
MAHARASHTRA	MUMBAI	MUMBAI	JOGESHWARI
PIN Code *			
400070			

**Save & Next**

# EDUCATION DETAILS

Step9: Next page is **Education Details Page**, here student need to fill the Education Details of the **Last School/College attended,Exam Level,Exam Name,Board,etc.** Further click on **"Add"** button to add the **Education Details.** (Note: Student can add multiple Education Details as Per the College Requirement).

Education Details

1. All the fields marked "\*" are mandatory.  
2. You are required to submit the data for both 12th and 10th grades.  
3. Ensure you submit the correct data. In case of discrepancy, your application may be rejected and you will not be considered for merit list.  
4. How to fill the information?  
1. You must fill the correct information of class 12 results in the requisite fields and then click on the 'ADD' button. The data that you enter will be registered and you will be able to see the information you entered in the row below.  
2. Now, enter correct information of class 10 results and again click on the 'ADD' button. So now you will be able to details of both your 10th and 12th standard results.  
5. Please note: it is mandatory to enter both 10th and 12th standard marks details. You won't be able to proceed without this.  
6. For any other boards where, total marks are not given in your grade cards, you may man

Exam Level \*  
Please Select

Exam Name \*  
Ex. HSC/SSC/UG/PG

Board/University\*  
Please Select  
Please Select  
CBSE BOARD  
ICSE BOARD  
IGCSE BOARD  
MAHARASHTRA STATE BOARD  
OTHER BOARDS  
Bannantona\*

School/College \*  
Enter School/College

Date of Passing \*  
Enter Date of Passing

Year of Passing \*  
Enter Year of Passing

Passing Certificate Number  
Enter Passing Certificate Number

Obtained Marks \*  
Enter Obtained Marks

Total Marks \*  
Enter Total Marks %

Add

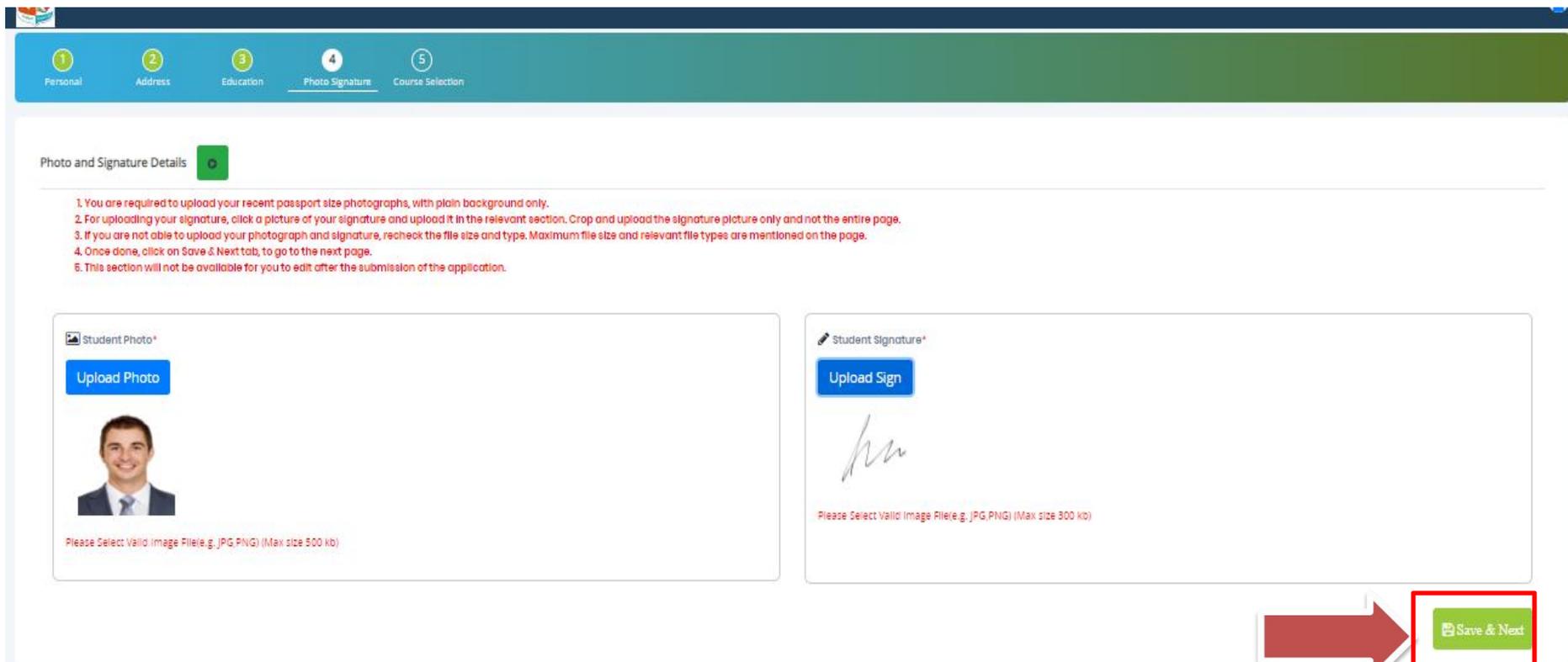
Exam Level	Name of Exam	Total Marks	Obt. Marks	CGPA	Delete
SSC /10TH	SSC	600	410		
HSC /12TH	HSC	700	480		

# PHOTO & SIGNATURE DETAILS

Step10: 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).**



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

Photo and Signature Details

1. You are required to upload your recent passport size photographs, with plain background only.
2. For uploading your signature, click a picture of your signature and upload it in the relevant section. Crop and upload the signature picture only and not the entire page.
3. If you are not able to upload your photograph and signature, recheck the file size and type. Maximum file size and relevant file types are mentioned on the page.
4. Once done, click on Save & Next tab, to go to the next page.
5. This section will not be available for you to edit after the submission of the application.

**Student Photo\***  
Upload Photo

**Student Signature\***  
Upload Sign

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

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

**Save & Next**

# LAST QUALIFYING DETAILS

Step 12: Next page is **Last Qualifying Details** Enter your Last qualified exam details (For Eg. HSC 12th)

Click on **“Save and Next”** Button to proceed further.

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

Last Qualifying Exam Details =>Application No:- FYBCOM/23-24/2 

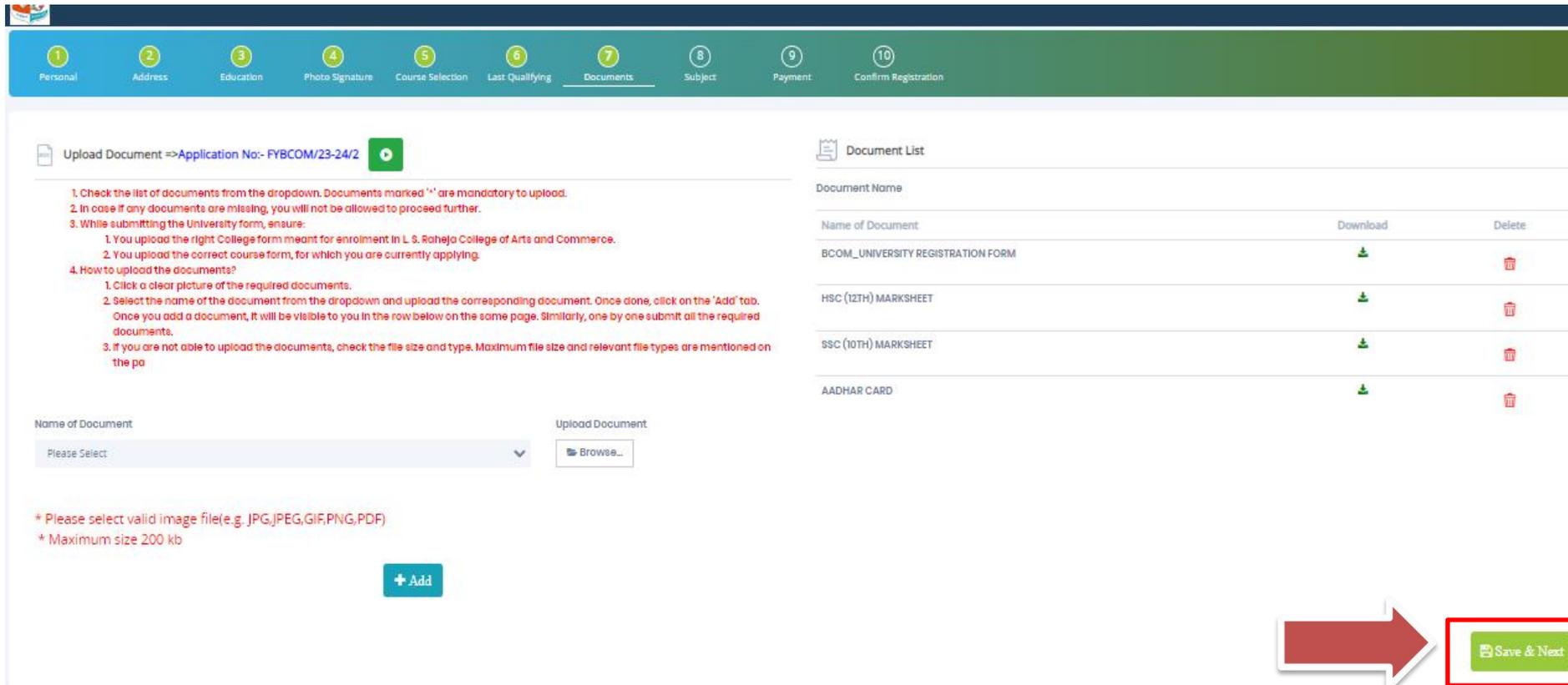
1. All the fields marked '\*' are mandatory.  
2. Verify the data filled and click on Save & Next tab, to go to the next page.  
3. This section will not be available for you to edit after the submission of the application.

Last Exam Name*	Obtained Marks*
HSC (12TH)	400
Board/University*	Total Marks*
Please Select	700
School/College*	Percentage
SATHAVE COLLEGE	60.57 %
Passing Certificate No.	Year Of Passing*
Enter Passing Certificate Number	2005
Last Exam Roll No.*	Stream*
B865421	COMMERCE
University Pre Reg. No.*	Gap In Education*
2023963852741	<input type="radio"/> Yes <input checked="" type="radio"/> No

# DOCUMENT DETAILS

Step13: 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)



The screenshot shows the 'Document Details' page in the MasterSoft system. At the top, a progress bar indicates 10 steps: Personal, Address, Education, Photo Signature, Course Selection, Last Qualifying, Documents (current), Subject, Payment, and Confirm Registration. The main content area is titled 'Upload Document => Application No:- FYBCOM/23-24/2'. It contains instructions for document upload, a 'Document List' table, and an 'Add' button. A red arrow points to the 'Save & Next' button at the bottom right.

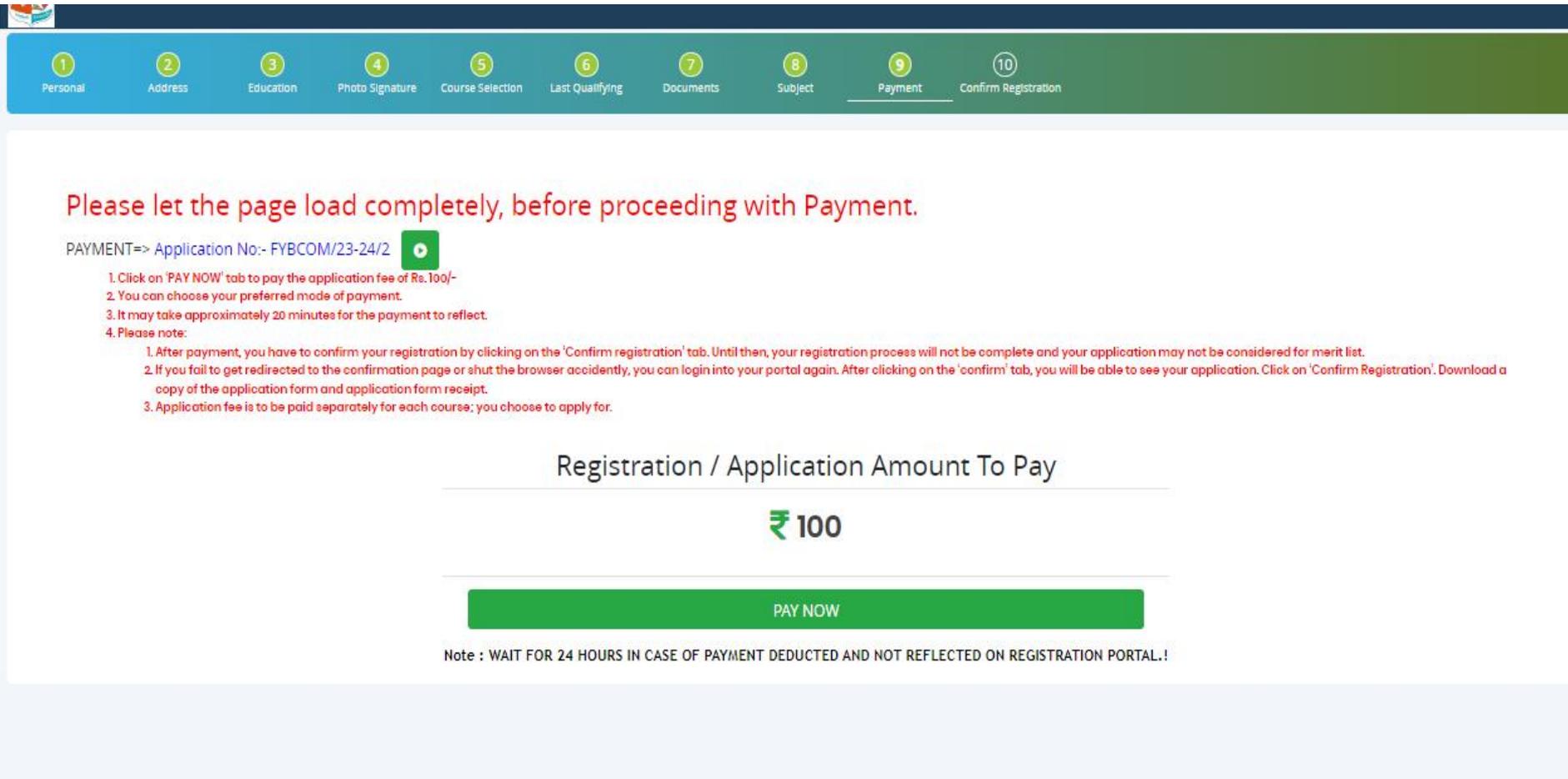
**Document List**

Name of Document	Download	Delete
BCOM_UNIVERSITY REGISTRATION FORM		
HSC (12TH) MARKSHEET		
SSC (10TH) MARKSHEET		
AADHAR CARD		

**+ Add**

**Save & Next**

Step 15: Please click on **"PAY NOW"** button to complete the Payment process



The screenshot shows a progress bar at the top with 10 steps: 1. Personal, 2. Address, 3. Education, 4. Photo Signature, 5. Course Selection, 6. Last Qualifying, 7. Documents, 8. Subject, 9. Payment (highlighted), and 10. Confirm Registration. Below the progress bar, a red warning message states: "Please let the page load completely, before proceeding with Payment." A play button icon is next to the text "PAYMENT=> Application No:- FYBCOM/23-24/2". A list of instructions follows: 1. Click on 'PAY NOW' tab to pay the application fee of Rs. 100/-; 2. You can choose your preferred mode of payment; 3. It may take approximately 20 minutes for the payment to reflect; 4. Please note: 1. After payment, you have to confirm your registration by clicking on the 'Confirm registration' tab. Until then, your registration process will not be complete and your application may not be considered for merit list; 2. If you fail to get redirected to the confirmation page or shut the browser accidentally, you can login into your portal again. After clicking on the 'confirm' tab, you will be able to see your application. Click on 'Confirm Registration'. Download a copy of the application form and application form receipt; 3. Application fee is to be paid separately for each course; you choose to apply for.

**Registration / Application Amount To Pay**

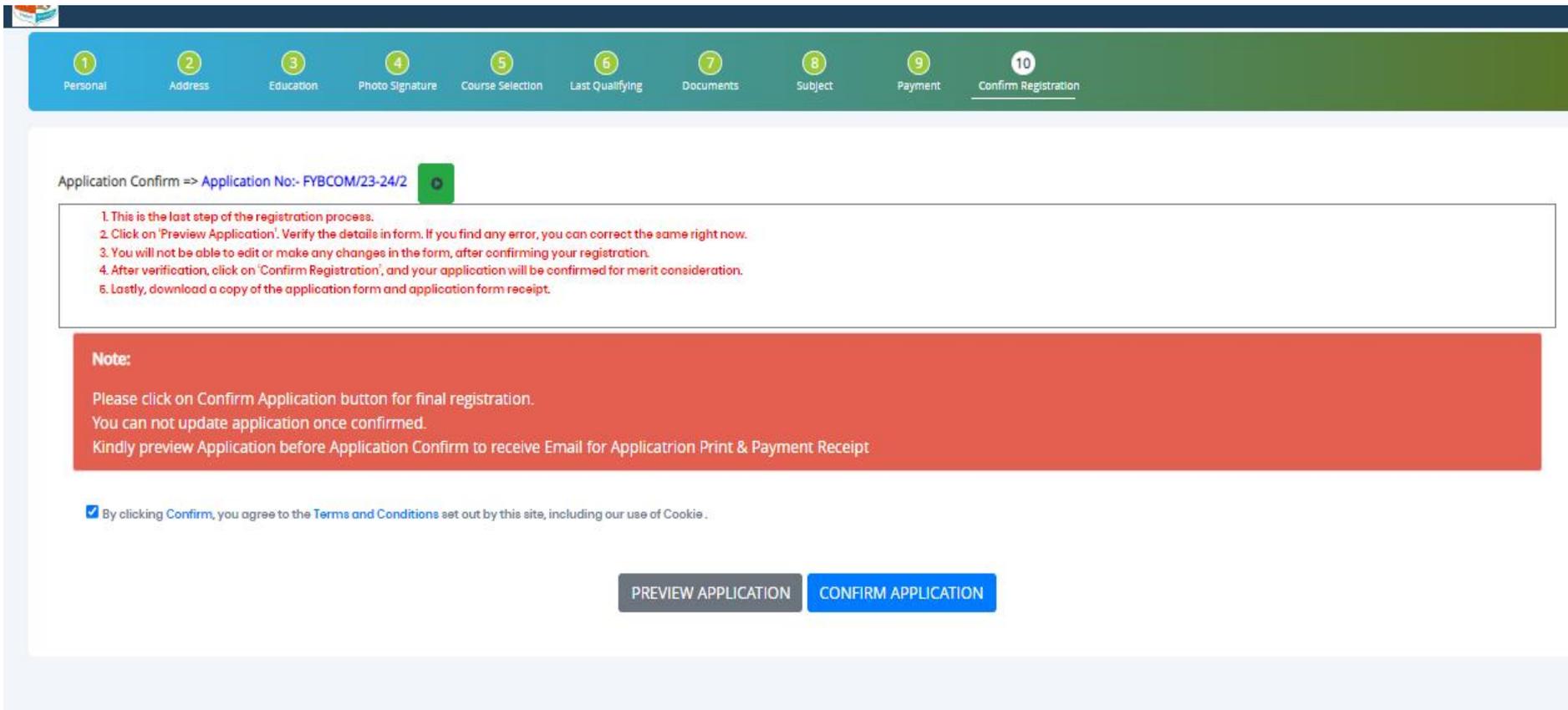
**₹ 100**

**PAY NOW**

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

# PREVIEW/CONFIRM APPLICATION

**STEP 16:** Click on '**PREVIEW APPLICATION**' button to check all the details entered by you in the form are correct. If any **Correction** is there then please do the necessary changes and Click on '**CONFIRM APPLICATION**'



The screenshot shows a web interface for application confirmation. At the top, a horizontal progress bar contains 10 steps: 1. Personal, 2. Address, 3. Education, 4. Photo Signature, 5. Course Selection, 6. Last Qualifying, 7. Documents, 8. Subject, 9. Payment, and 10. Confirm Registration. The 'Confirm Registration' step is highlighted with a white circle and a white underline. Below the progress bar, the text 'Application Confirm => Application No:- FYBCOM/23-24/2' is displayed next to a green circular icon with a white arrow. A white box contains five numbered instructions in red text: 1. This is the last step of the registration process. 2. Click on 'Preview Application'. Verify the details in form. If you find any error, you can correct the same right now. 3. You will not be able to edit or make any changes in the form, after confirming your registration. 4. After verification, click on 'Confirm Registration', and your application will be confirmed for merit consideration. 5. Lastly, download a copy of the application form and application form receipt. Below this is a red box with the heading 'Note:' and the text: '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 left, there is a checked checkbox followed by the text: 'By clicking Confirm, you agree to the Terms and Conditions set out by this site, including our use of Cookie.'. At the bottom center, there are two buttons: 'PREVIEW APPLICATION' (grey) and 'CONFIRM APPLICATION' (blue).

Application Confirm => Application No:- FYBCOM/23-24/2

1. This is the last step of the registration process.
2. Click on 'Preview Application'. Verify the details in form. If you find any error, you can correct the same right now.
3. You will not be able to edit or make any changes in the form, after confirming your registration.
4. After verification, click on 'Confirm Registration', and your application will be confirmed for merit consideration.
5. Lastly, download a copy of the application form and application form receipt.

**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

By clicking Confirm, you agree to the [Terms and Conditions](#) set out by this site, including our use of Cookie .

**THANK YOU**