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 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 (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.

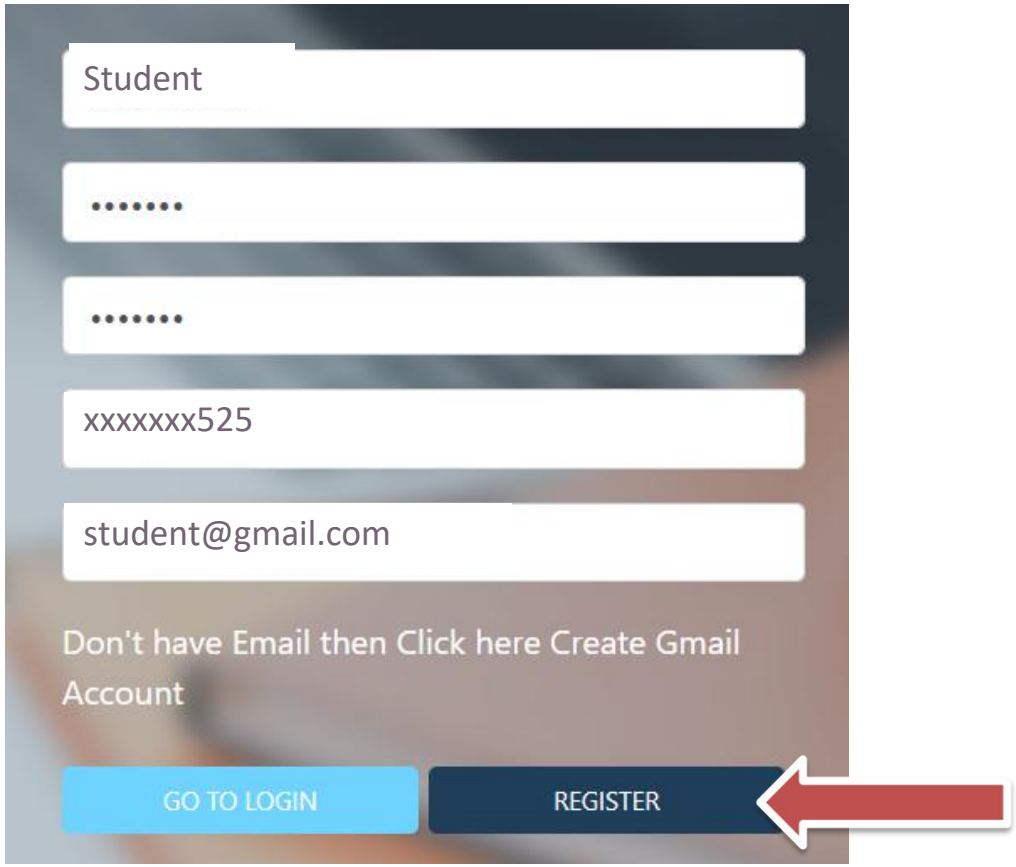
Cont. Page 2

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.



GET USERNAME & PASSWORD THROUGH MOBILE/EMAIL

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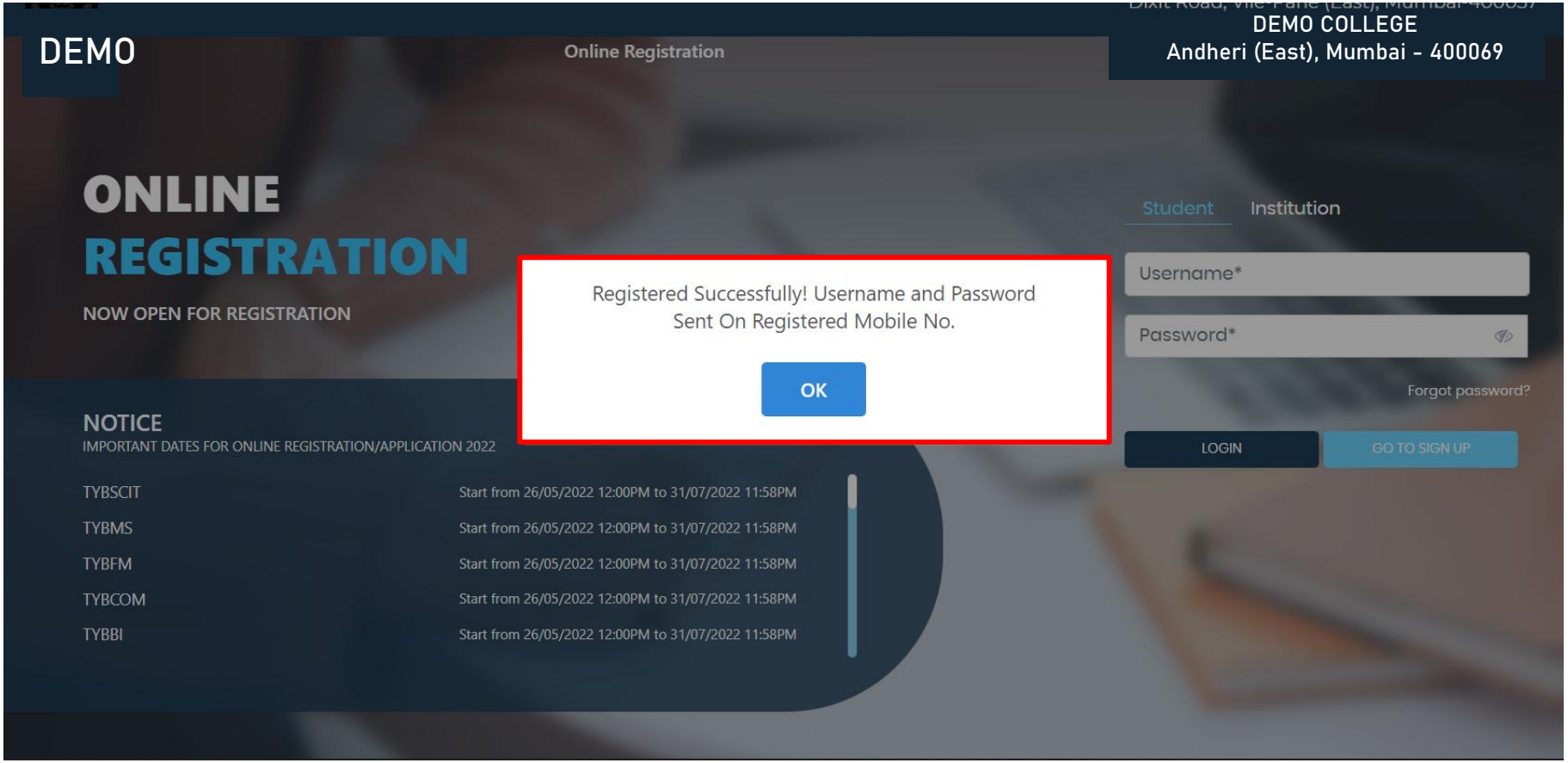
Step2: Once you finish Creating New Student Account, You will be able to see a pop-up message saying that (Registered Successfully! Username and Password Send On Registered Mobile No). Press “OK” to continue



TEXT MESSAGE CONFIRMATION

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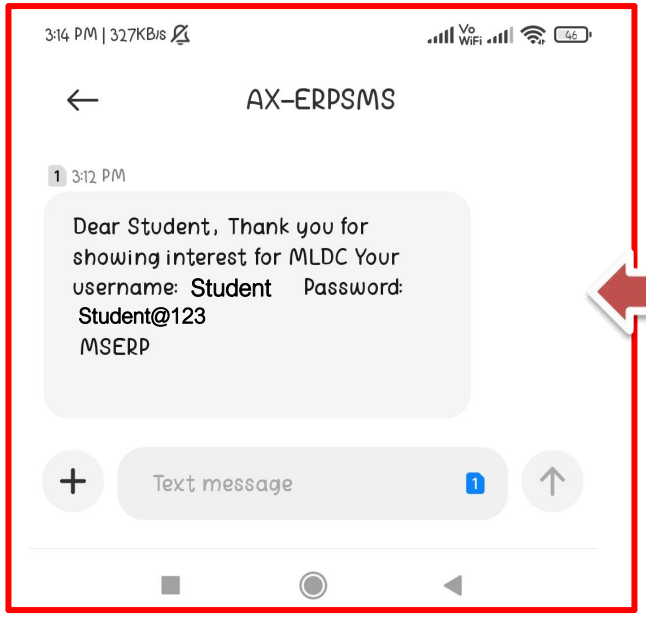
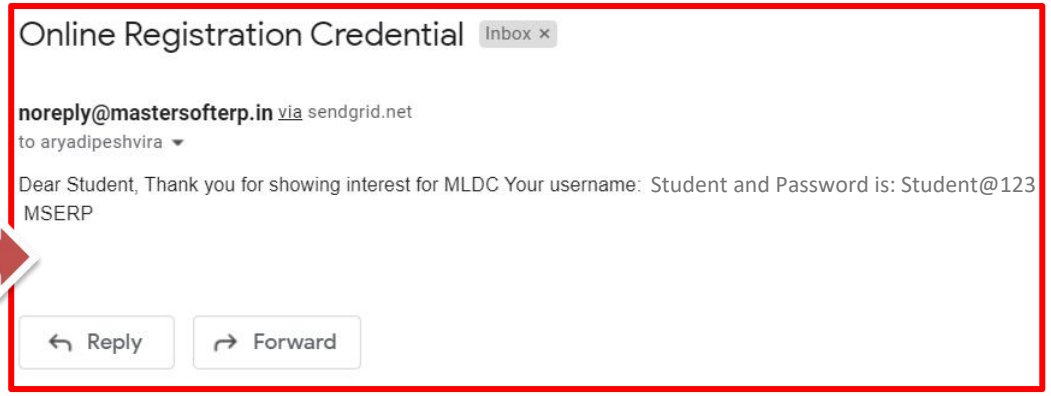
Step3: On entering the mobile number, username and password will be generated and send on your registered Mobile Number or Email-id Respectively.



MOBILE NUMBER

EMAIL ID



STUDENT LOGIN

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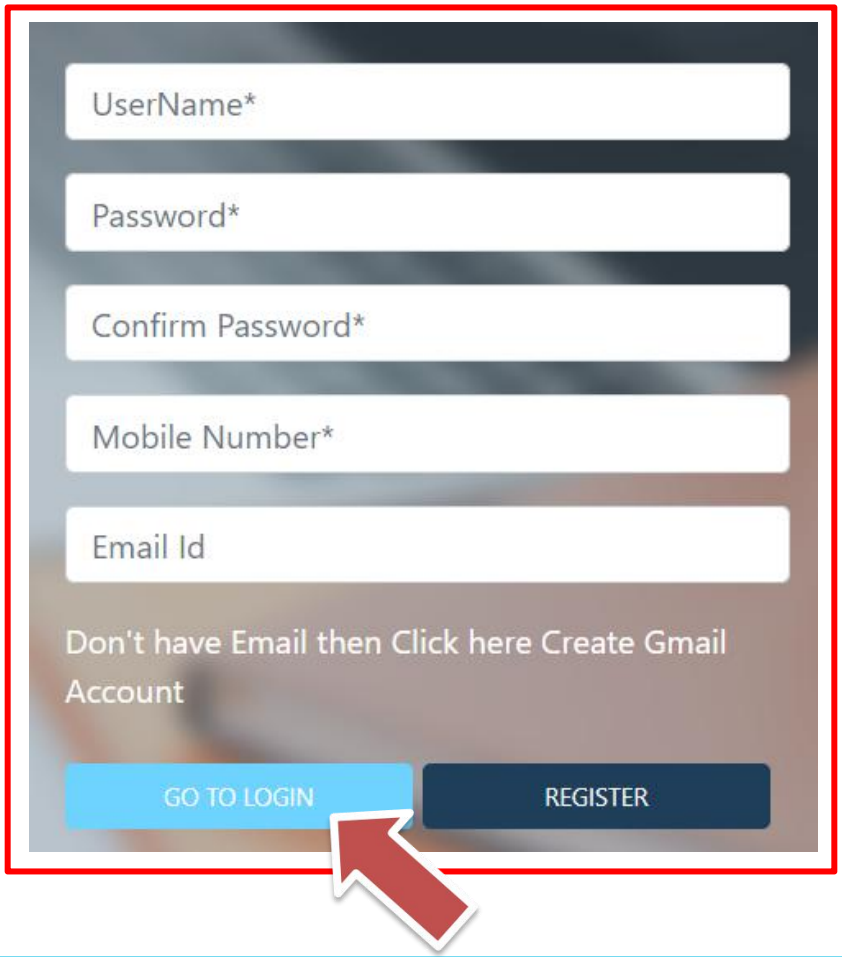
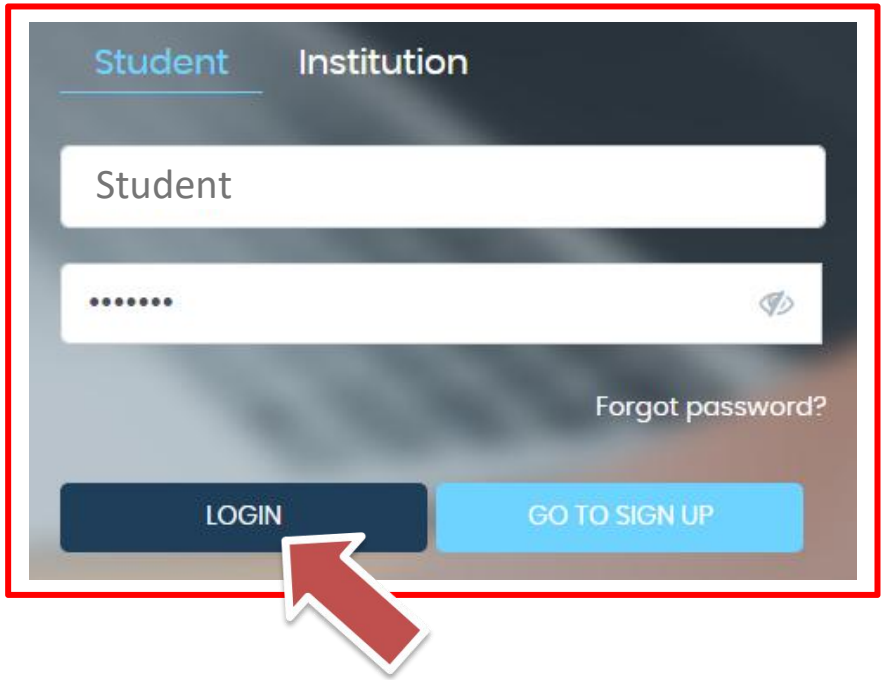
Step4: Click on "Go To Login" button present on the bottom of screen. Now enter the credentials which you have received and click on the login option to Successfully Login To The System.





TERMS AND CONDITION PAGE

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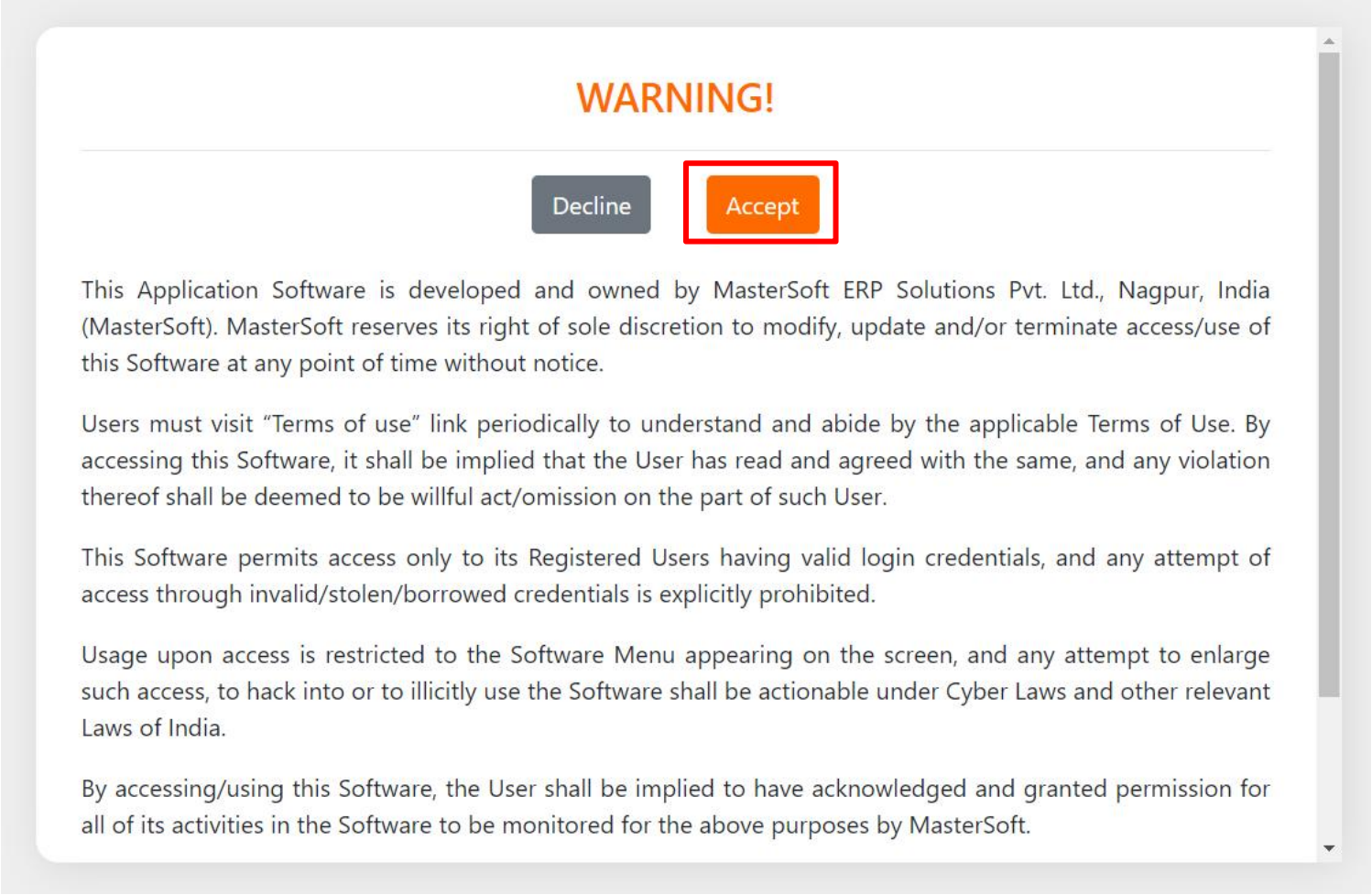
Step5: This is Terms and Condition Page. Here student have to simply click on "Accept" button to proceed further.



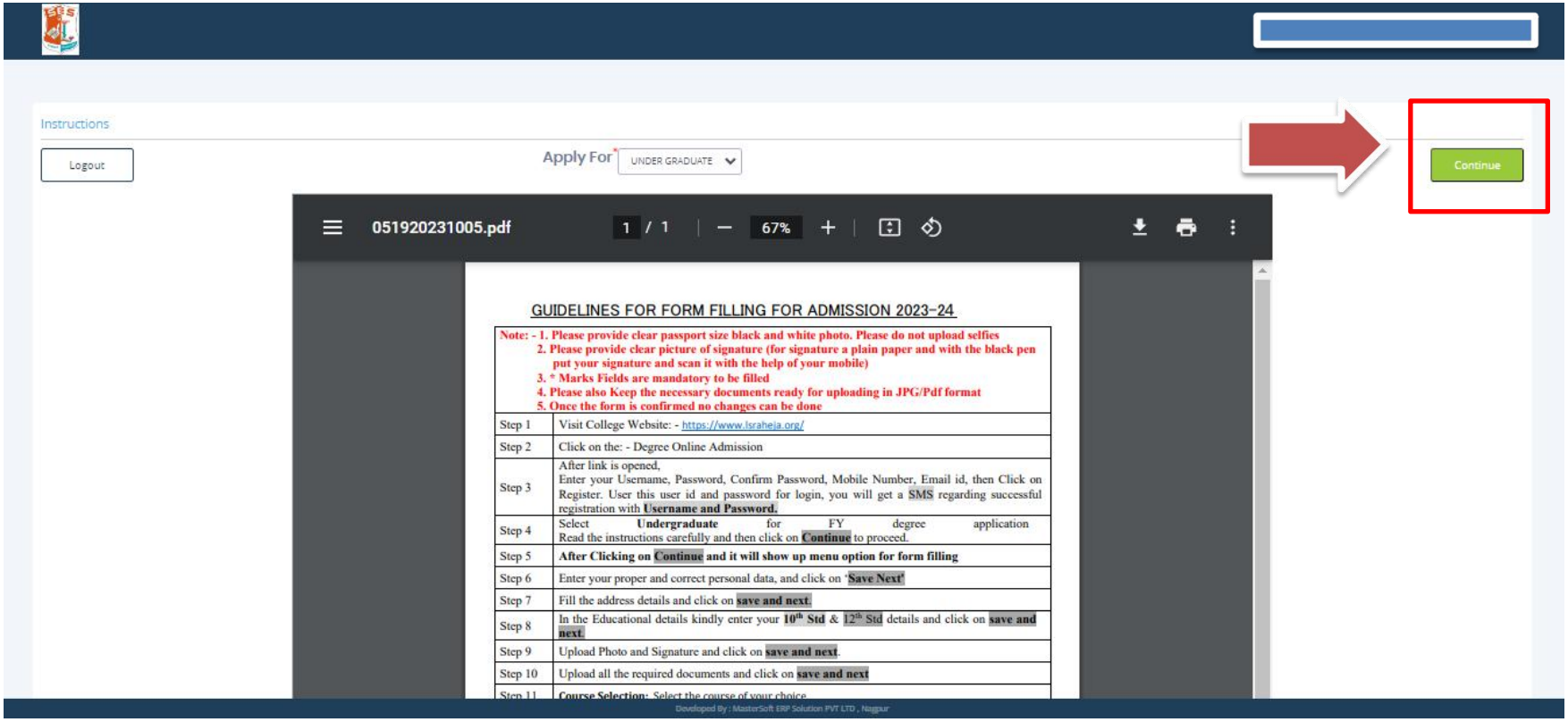
COURSE LEVEL SELECTION

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

Note : For BACHELORS courses select UNDER GRADUATE

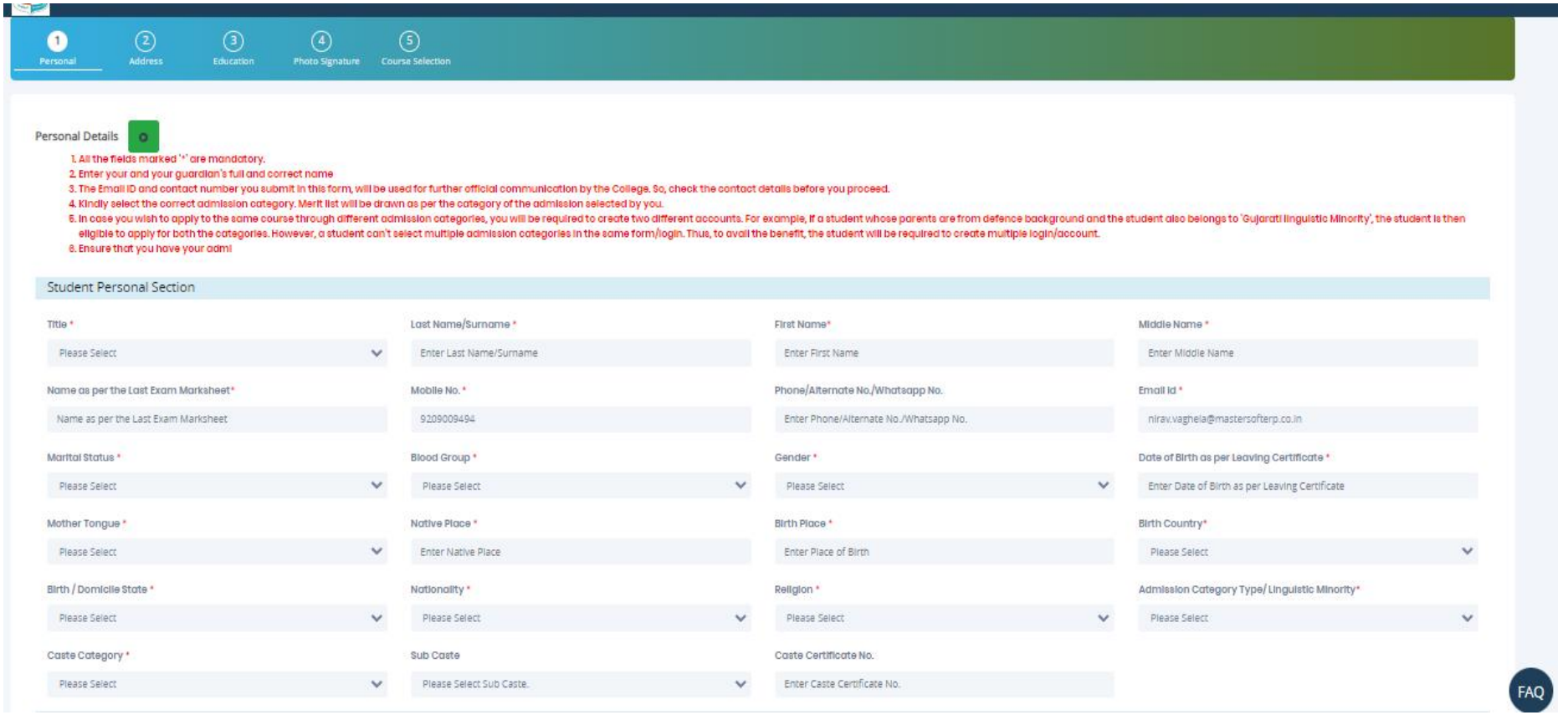
For MASTERS courses select POST GRADUATE

To proceed further click on “Continue” button.



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).



PERSONAL DETAILS

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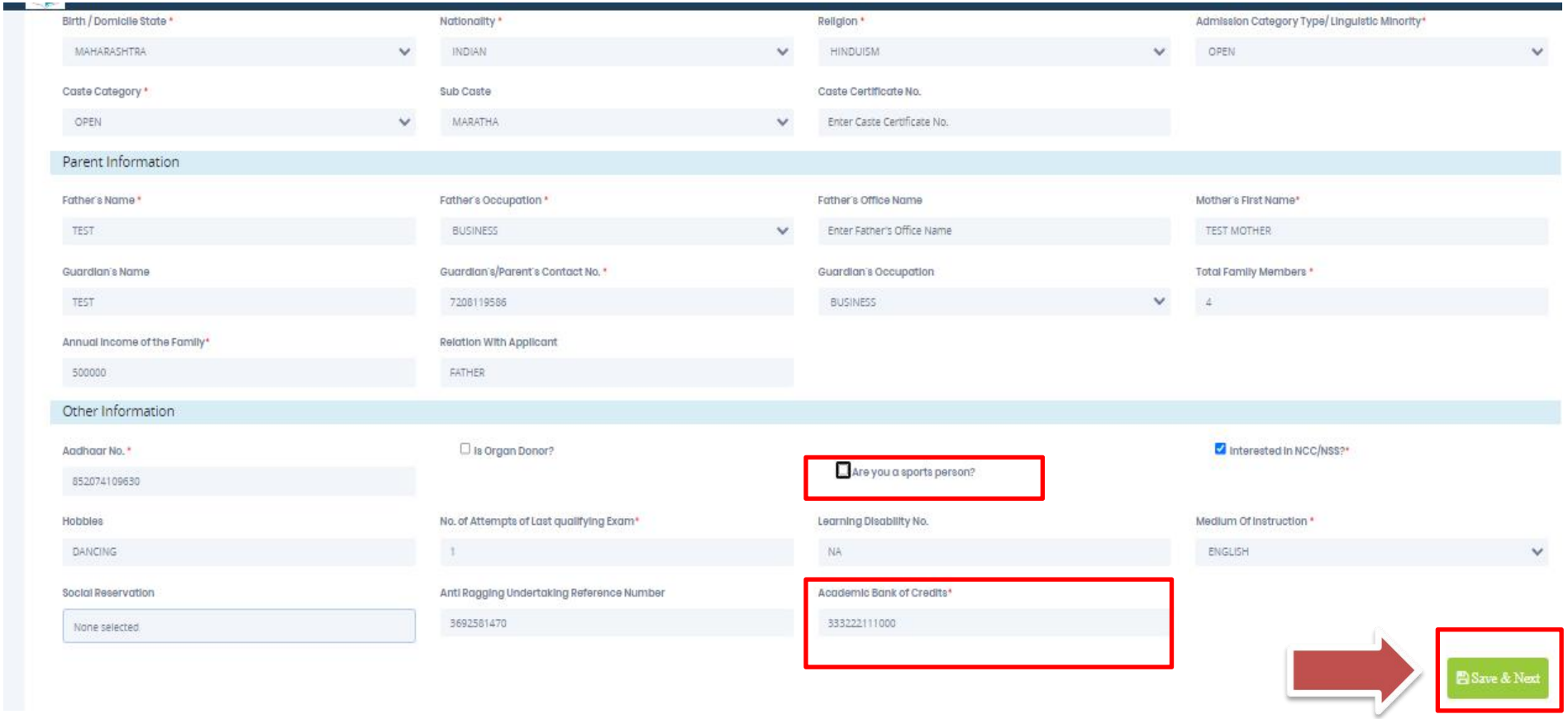
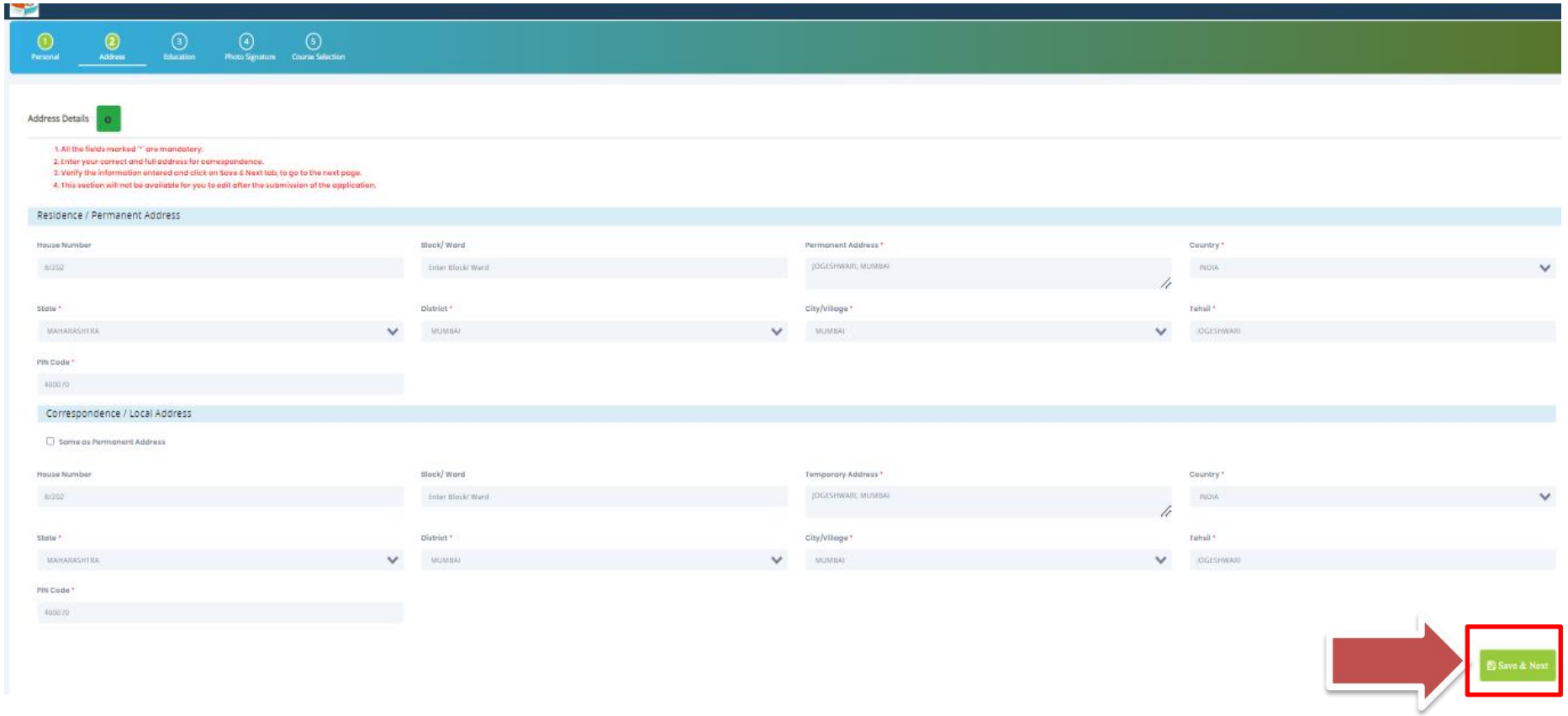
Step7: Once the student complete filling the personal details then they need to click on "Save and Next Button". (Please note that all the red mark fields are mandatory).



ADDRESS DETAILS

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".



EDUCATION DETAILS

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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).

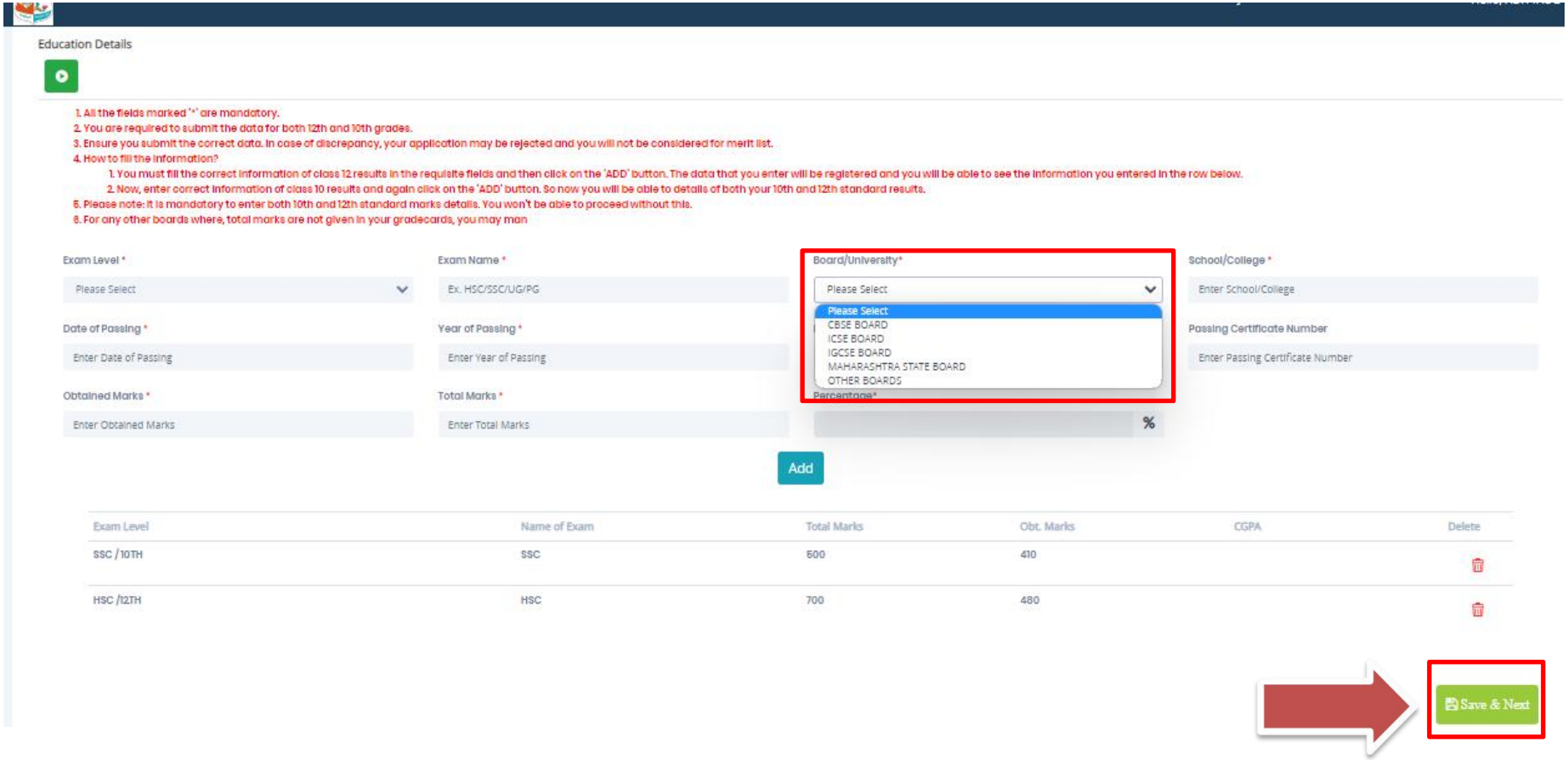
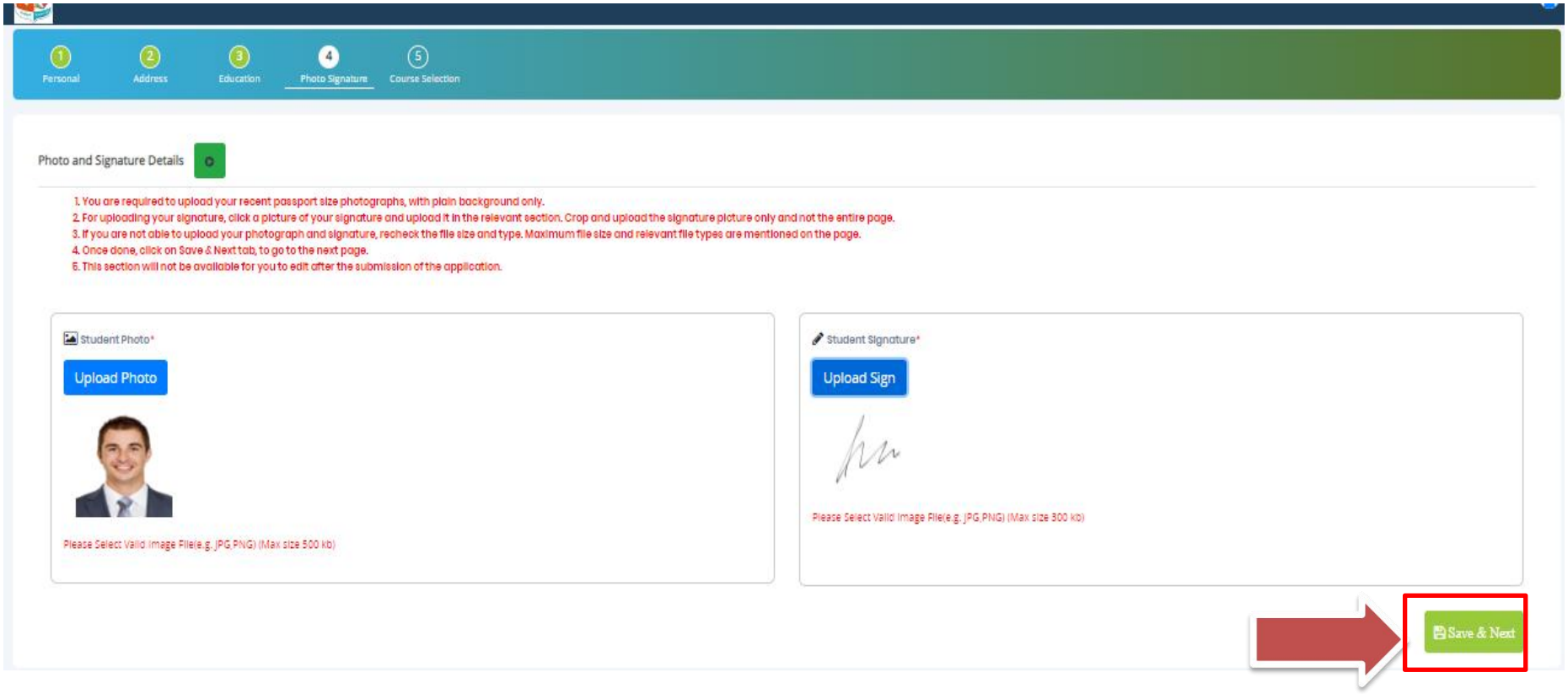


PHOTO & SIGNATURE DETAILS

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".

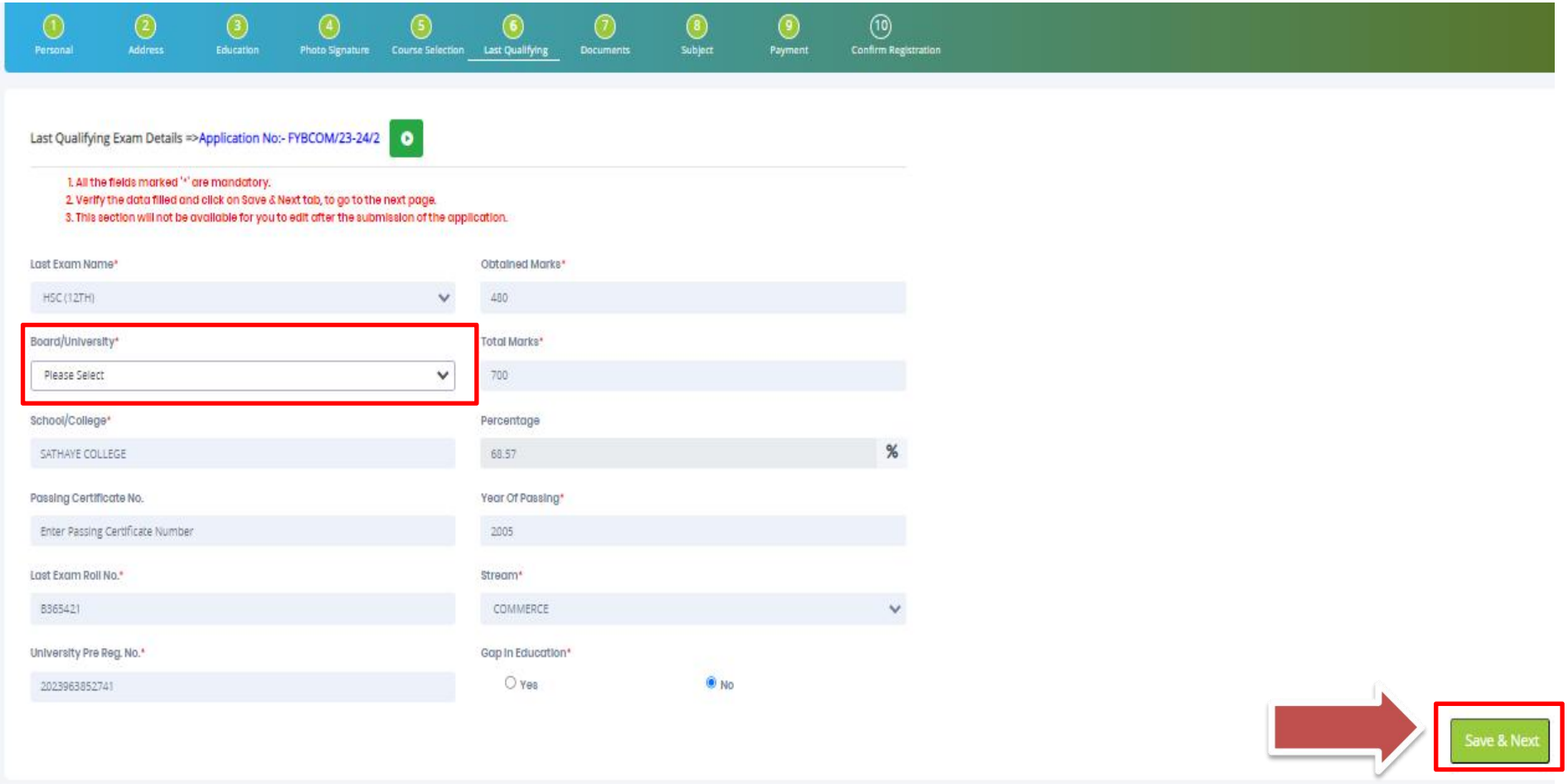
(Note: photo size should be max 500kb and Signature size should be max 300kb).



LAST QUALIFYING DETAILS

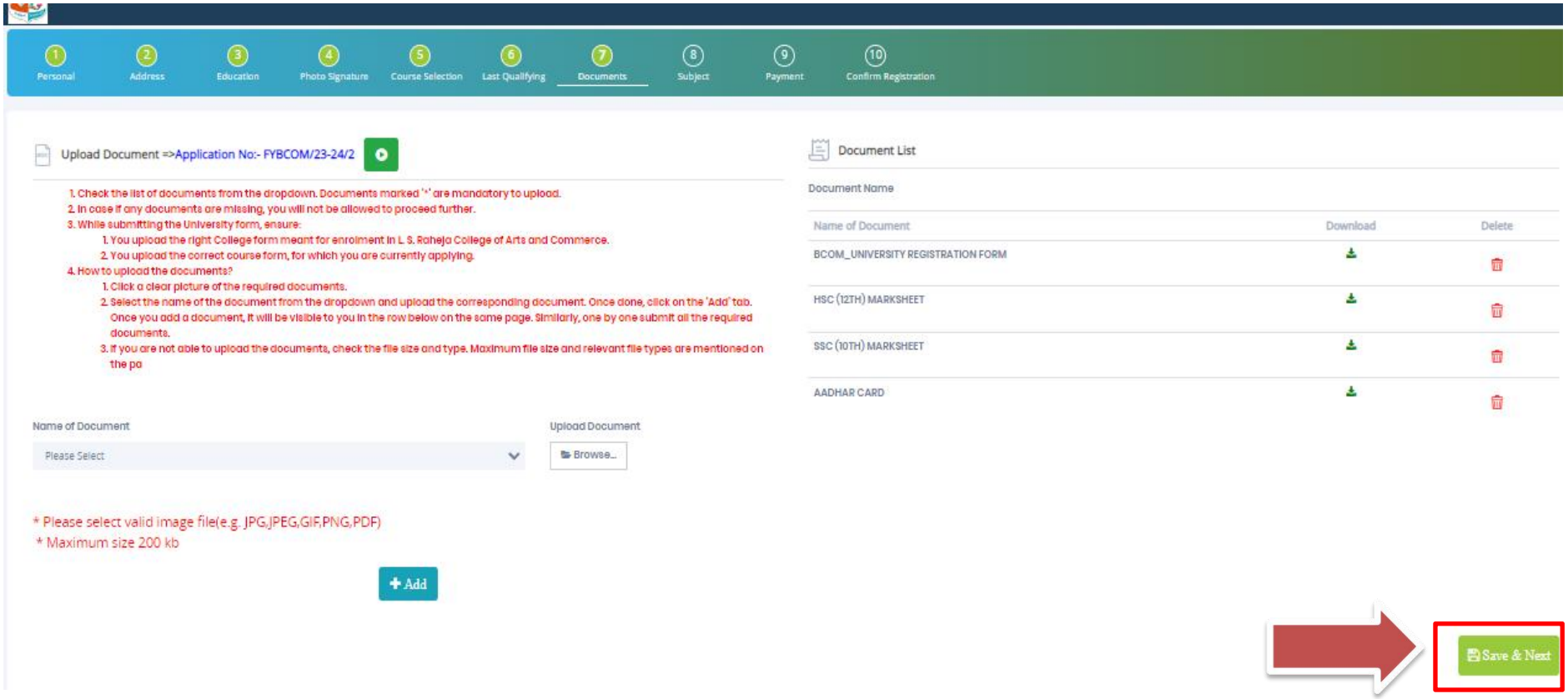
Step 12: Next page is Last Qualifying Details Enter your Last qualified exam details (For Eg. HSC 12th)

Click on "Save and Next" Button to proceed further.



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)



PAYMENT

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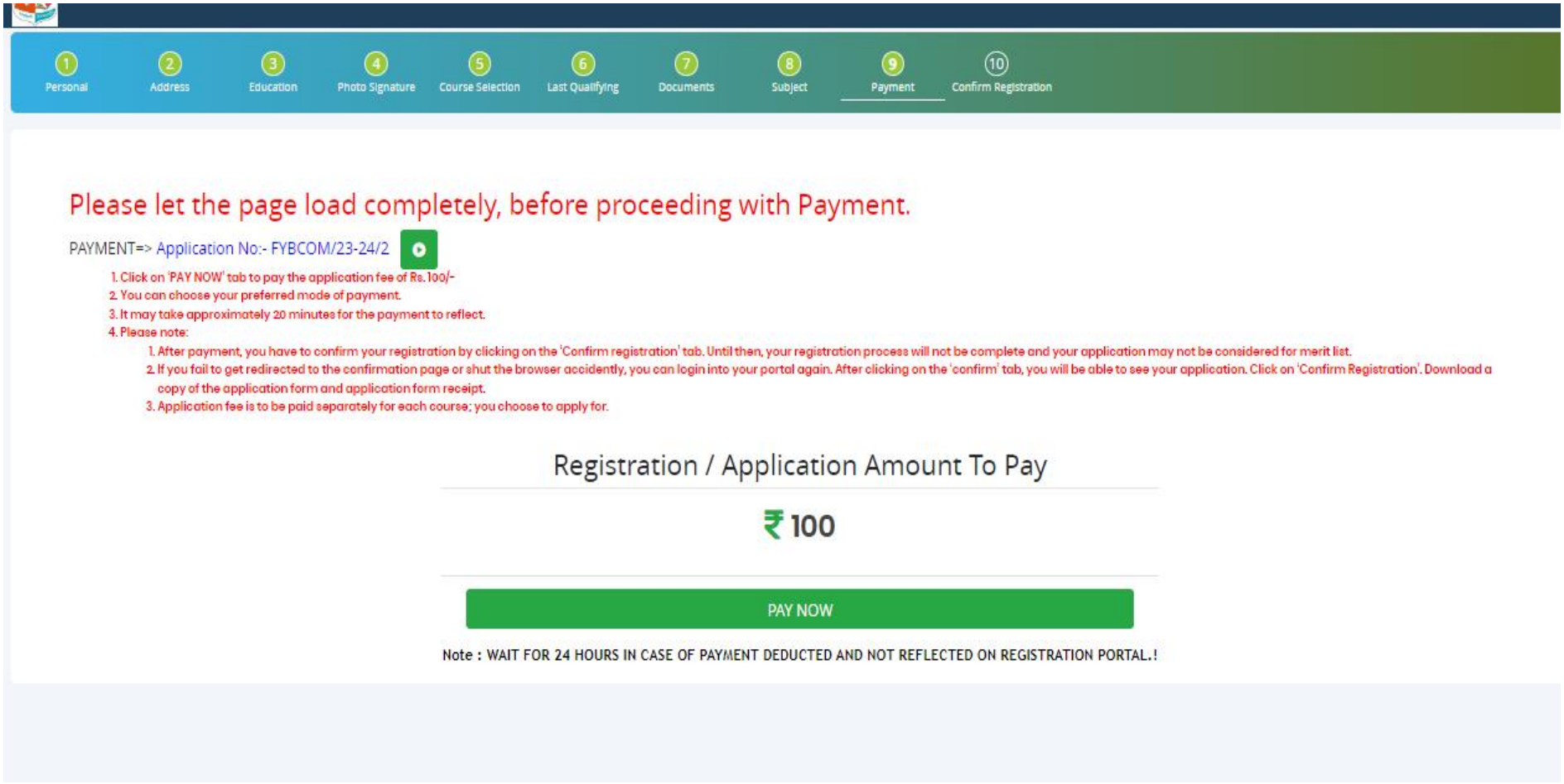
Step 15: Please click on "PAY NOW" button to complete the Payment process



PREVIEW/CONFIRM APPLICATION

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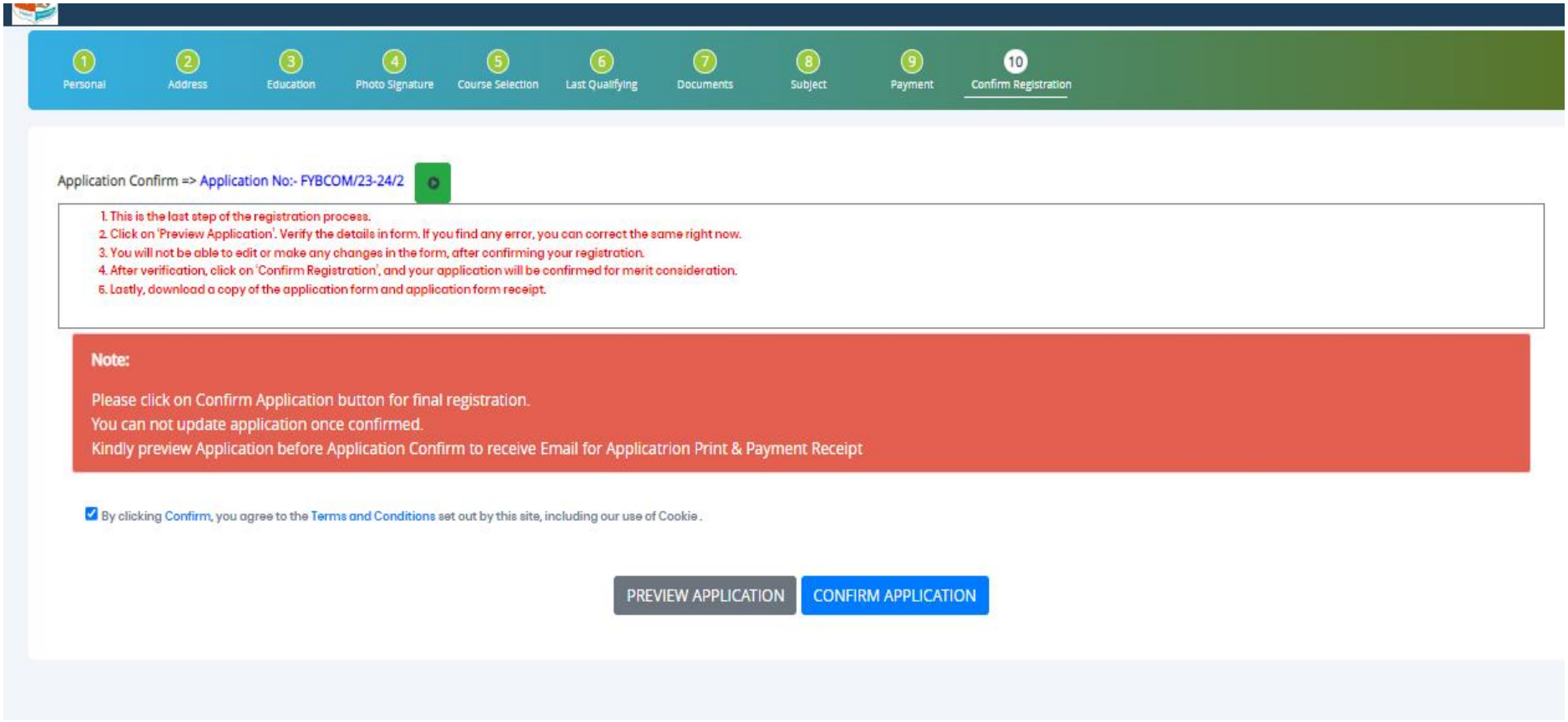
STEP 16: Click on 'PREVIEW APPLICATION' button to check all the details entered by you in the form are correct. If any Correction is there then please do the necessary changes and Click on 'CONFIRM APPLICATION'



THANK YOU