

# K. P. B. HINDUJA COLLEGE OF COMMERCE, MUMBAI

NAAC RE-ACCREDITED WITH 'A+' GRADE

## ADMISSION PROCEDURE AND SCHEDULE FOR FIRST YEAR BAF/BMS/BFM/BBI/BTM/BIM/BAMMC-BMM/BSc(IT) FOR ACADEMIC YEAR 2020 – 2021

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY**

### PROCEDURE

#### ON UNIVERSITY OF MUMBAI PORTAL

##### STEP 1:

- Fill the **Online Pre-Admission form** on University of Mumbai Portal as per the requirement of University of Mumbai. ([www.mum.digitaluniversity.ac](http://www.mum.digitaluniversity.ac))
- Using the same log in ID and password, you can fill pre-admission form for multiple courses within the same college and across different colleges.

##### STEP 2:

- Save the form as PDF file. (**Both Student Copy and Submission copy**) Name the file appropriately, so that you do not mix up the forms of different course and/or different colleges.

**It is mandatory to fill pre admission form number of University online form in college form. For each course and college, you will have a unique pre-admission form number. Ensure that you choose the correct form for filling this detail. Double check it.**

#### ON COLLEGE WEBSITE

##### STEP 3:

- Visit <https://kpbhinduja.vriddhionline.com/>
- Click on login Tab
- Students register (Click)
- Read all instructions carefully
- Click on continue with registration
- Enter Name/Email/Mobile/Date of Birth and set password
- Once you enter your basic details Click on register
- You will receive OTP on your mobile and Email

- Enter the OTP and complete the mobile verification
- You will receive login ID and Password through SMS and the link to prospectus will also be sent in the same SMS. Read the prospectus carefully for detailed information about courses, fee structure and cancellation charges
- Go Back to login Tab
- Click on Student login
- Read all instructions carefully
- Click to continue
- Enter your Registration ID and Password starting with number 20000..... (which you have received on your registered Email and Phone number)
- Click to login
- You will see Students dashboard
- Go to MERIT TAB
- Click on Application form
- Select **SFC SECTION**
- Select the class you want to apply
- Click to continue
- You will be asked to make a payment of Rs.100. After the payment you will get a login ID and Password. You can apply only to one course using one login ID. The entire process will have to be repeated for application to different courses offered by the college. For each new application the application fee of Rs.100 will have to be paid again
- Once you receive message payment successfully done
- Application Form will be open Please fill all correct data and upload documents Keep your Photograph (less than 50KB) and signature (less than 20KB) ready for upload. Upload good images, same will be used on ID card. Do not upload selfies, click a decent picture
- Make sure that all details in online form of college are same as that on University portal. Mismatch will result in disqualification
- Click on Submit.