



ONLINE ADMISSION – USER MANUAL

- **Online Payment of Fees**

- ✓ The student panel can be accessed using the website <https://www.mldcc.com/admission>
- ✓ Click on “**Online Payment of Fees**” to pay the fees online
- ✓ Branch: **M L Dahanukar College of Commerce**
- ✓ Registration Number: Enter your PRN Number
- ✓ Enter the captcha code
- ✓ Click on Search

The screenshot shows a web form for online payment. At the top, there are two tabs: "Pay Fees" (active) and "Download Receipt". Below the tabs, there are three dropdown menus: "Select Institute" (M L Dahanukar College Of Commerce And Economics), "Select Branch" (M L Dahanukar College Of Commerce), and "Registration Number" (123). Below the registration number is a captcha image showing the numbers 5, 0, 6, 2, 8, 0. To the right of the captcha is a "Refresh" button. Below the captcha is a text input field with the placeholder "Enter above text". At the bottom of the form is a large blue "Search" button. Below the search button, there is a small text link: "By logging in, you agree to our [Privacy Policy](#)".

- ✓ Enter your Mobile Number and personal Email Address
- ✓ Select the check box to the left of Fees Breakup
- ✓ Click on Continue and Pay
- ✓ Download the receipt after payment of fees



Welcome Archana Talekar

First Name: Archana
Last Name: Talekar
Class: TYBScIT
Institute: M L Dahanukar College Of Commerce And Economics
Branch: M L Dahanukar College Of Commerce
PRN Number: 111
E-Mail Address:
Mobile Number:

[UPDATE PROFILE](#)

Dues Paid

	Description	Student Name	Duration	Due Date	Total Amount	Pay Partial Amount
<input checked="" type="checkbox"/> + Fees Breakup	College Fees	Archana Talekar	-	30/03/2022	26945.00	26945

[Go To Home](#) [Continue and Pay](#)

- **Online Payment of Fees**

- ✓ Open the admission portal <https://www.mldcc.com/admission>
- ✓ Click on “**Online Payment of Fees**” to pay the fees online
- ✓ Go to the Download Receipt Tab
- ✓ Enter your details and click on Search to download the receipt

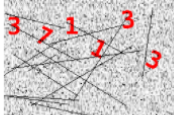
[Pay Fees](#) [Download Receipt](#)

Search by details

Select Institute

Select Branch

Registration Number



[Refresh](#)

[Search](#)

Search by Qfix Reference Number

[Search](#)



- **Fill Admission Form**

- ✓ Open the admission portal <https://www.mldcc.com/admission>
- ✓ Select the Stream → It will automatically load the classes for the Stream. **
- ✓ Select the Class → It will automatically load list of students for selected Stream and Class.**
- ✓ Select Student Name.
- ✓ Enter the password (Default password is 123456).
- ✓ The password has to be changed when Student logs in for the first time.
- ✓ After changing the password, Student must re-login with new password.
- ✓ After logging in, Student can start filling up the admission form.

- **Save Details**

- Students can save the data filled by clicking the **SAVE** Button.
- To proceed with the admission procedure, after filling the complete form, click the **CONFIRM** Button.
- PRN No. is mandatory for students seeking admission to SY and TY classes. PRN Number is the 16-digit number allotted by University of Mumbai.
- **FEE DETAILS SECTION**
 - The amount of fees paid along with payment details must be specified.
 - It is mandatory to attach the receipt in pdf format.
- **PERSONAL INFORMATION SECTION**
 - It is mandatory to attach recent passport size photograph and signature in jpg format.
 - Last Name and / or Middle Name must be specified.
 - All the other fields in PERSONAL INFORMATION SECTION are mandatory.
 - Auto-capitalization has been enabled for text fields.
 - Full Name is the name that will be printed on the GRADE CARD issued at the end of the Semester.
 - If student does not know his / her blood group, the value “Not Known” should be selected.
- **ADDRESS FOR CORRESPONDENCE / PERMANENT ADDRESS**
 - All fields are mandatory.
 - Correspondence address is automatically copied to permanent address. It can be edited, if required.
- **CONTACT DETAILS**
 - At least 2 of the six contact numbers need to be specified.
 - Student’s Email Address is mandatory.



➤ CONSTITUTIONAL RESERVATION SECTION

- If Category is “Open”, Sub-Category should be “Not Applicable”.
- If Category is “Reserved”, Sub-Category should be selected and relevant documents must be uploaded in pdf format.
- All fields are mandatory in this section.
- If Student has Learning Disability, type of Disability must be selected and Certificate of disability must be uploaded in pdf format; else “Not Applicable” must be selected for Type.
- If Student is Differently-abled, type of Disability must be selected and Certificate of disability must be uploaded in pdf format; else “Not Applicable” must be selected.
- Percentage of Disability is mandatory if student is differently-abled.
- Any type of Disability not mentioned in the list can be entered by selecting the option “Other” and entering the type of Disability in the “Other” field.

➤ EDUCATIONAL DETAILS

- All fields are mandatory in this section.
- To specify a Board not mentioned in the list, select the option “Other” and enter the Name of the Board in the “Other” field.
- There should a gap of minimum 2 years between year of passing of Tenth and S.Y.J.C.
- The fields for Semester I and II will be activated only if student is seeking admission to Second Year. Similarly, the fields for Semester III and IV will be activated only if student is seeking admission to Third Year.
- The GPA/GPI and Grade can be entered only if the student has secured full credits of the corresponding stream.
- “No. of Subjects Failed” are calculated automatically based on Credits Earned.
- The values for “No. of Subjects Failed” cannot be edited.
- Student with more than 2 subject failures in any Semester I and/or Semester II cannot proceed with the Admission Procedure for Second Year.
- Students seeking admission to Third Year, must have
 - No Subject Failures in First and Second Year
 - OR
 - No Subject Failures in First Year and not more than 2 Subject Failures in each Semester of Second Year.
 - OR
 - No Subject Failures in Second Year and not more than 2 Subject Failures in each Semester of First Year.
- Students seeking admission to Second Year must upload grade cards of Semester I and II in pdf format.
- Students seeking admission to Third Year must upload grade cards of Semester I, II, III and IV in pdf format.



➤ SUBJECTS

- The list of subjects will be generated automatically based on the Stream and Class.
- Electives, if applicable must be selected.

➤ ADDITIONAL DOCUMENTS

- NOC is applicable for students who have completed First Year from another College and are seeking admission to Second Year in M.L.Dahanukar College or for students who have completed Second Year from another College and are seeking admission to Third Year in M.L.Dahanukar College.

➤ GUARDIAN INFORMATION

- All fields, except Annual Income are mandatory.
- Signature of Guardian must be uploaded in jpg format.

➤ OTHER INFORMATION OF APPLICANT

- Mother Tongue and Employment Status are mandatory.
- Aadhar Card must be uploaded in pdf format.

➤ DECLARATION BY STUDENT

- All the declarations must be read (by the student) and accepted.

➤ DECLARATION BY GUARDIAN

- All the declarations must be read (by the guardian) and accepted.

➤ NOTE

- The declaration in the Note Section must be read and accepted by Applicants seeking admission under Reserved Category.

● Print Admission Form

- After clicking the **CONFIRM** Button, if there are any errors, they will be displayed to the applicant. Applicant must rectify all errors before confirming the form. If the errors are ignored, data of the applicant will not be saved in the system.
- Once the form is successfully confirmed, applicant must upload a copy of the Admission Form in pdf format. (Steps to generate form in pdf format are given on the confirmation page)
- In case if student is not able to Print the form with Print Form Button, press Ctrl P to print the form.
- Student must generate fees challan and upload it in pdf format.

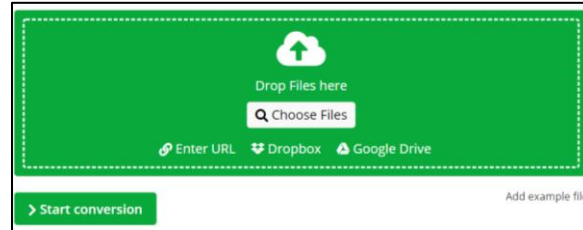
NOTE

1. Once the form is confirmed, no changes can be made in the information entered in the form.
2. After verification of documents, the form cannot be printed again.

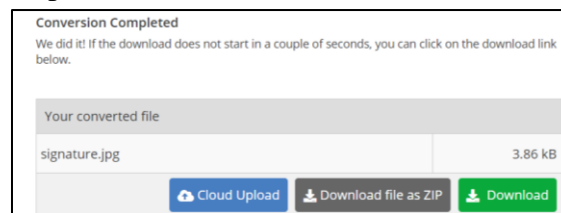


CONVERT TO JPG

- ✓ Open the admission portal <https://image.online-convert.com/convert-to-jpg>
- ✓ Click on Choose Files and select the image to be converted to jpg.
- ✓ Click on Start Conversion

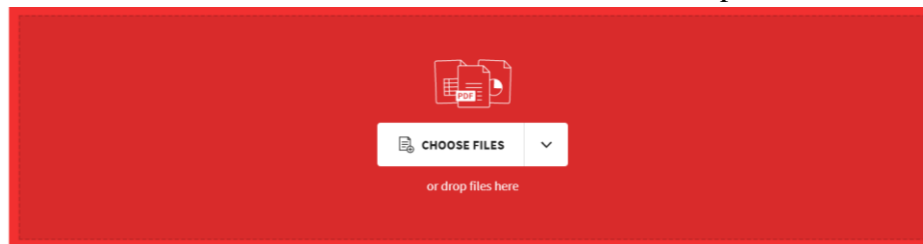


After the conversion is completed click on Download to download the jpg file.



CONVERT TO PDF

- ✓ Open the admission portal <https://smallpdf.com/pdf-converter>
- ✓ Click on Choose Files and select the document to be converted to pdf.



- ✓ Click on download to Download to download the pdf file.

