

# Admission Form Manual

## PG I External Students

**K.P.B. Hinduja College of Commerce**



# Checklist

- 1. Student Mobile number and Personal Email Id - This will be used for all future communication**
- 2. Softcopy of HSC Marksheets (size : Max 500kb - PDF)**
- 3. Softcopy of Academic Bank Credit (size : Max 500kb - PDF)**
- 4. Softcopy of Aadhar card (size : Max 500kb - PDF)**
- 5. Soft copy of Gap Year Document (If applicable) (size : Max 500kb - PDF)**
- 6. Marksheets or Consolidated result of all exam attempt of semester V (size : Max 500kb - PDF)**
- 7. Marksheets or Consolidated result of all exam attempt of semester VI (If applicable) (size : Max 500kb - PDF)**
- 8. Softcopy of Passport size photo (size : Max 500kb – JPEG, PNG)**
- 9. Student Digital Signature (size : Max 500kb – JPEG, PNG)**
- 10. University enrolment form (size : Max 2mb - PDF)**

# Login to Candidate Portal

- Please visit the candidate Portal – [Candidate Login](#)
- Register using Mobile number and Email Id in Registration section
- Enter the Username & Password in Login section (Details received on SMS)
- Click on Login



Smt. P.D. Hinduja Trust's  
**K.P.B. HINDUJA COLLEGE OF COMMERCE**  
315, New Charni Road, Mumbai 400 004 Tel.: 022- 40989000 Email: hindujacollege.com  
**Autonomous Minority Institution**  
(Affiliated to University of Mumbai)  
**ISO 9001:2008 Certified**  
**NAAC Re-Accredited 'A+' (3rd Cycle)**

**K. P. B. Hinduja College of Commerce (Autonomous)**

**Post Graduation Admission Portal**  
For best results use Google Chrome browser

**REGISTRATION**

▲ First time users register here

▲ The above mobile number will be used for all further communications related to Admission

**Student's Full Name\***

**Student's Mobile No (to be used for login)\***

**Student's Email Id\***

**Course\***

**➡ Register**

**LOGIN**

▲ Registered Users login with Mobile number and password.

Enter Student's Register Mobile No

Enter Password

---- Select Course ----

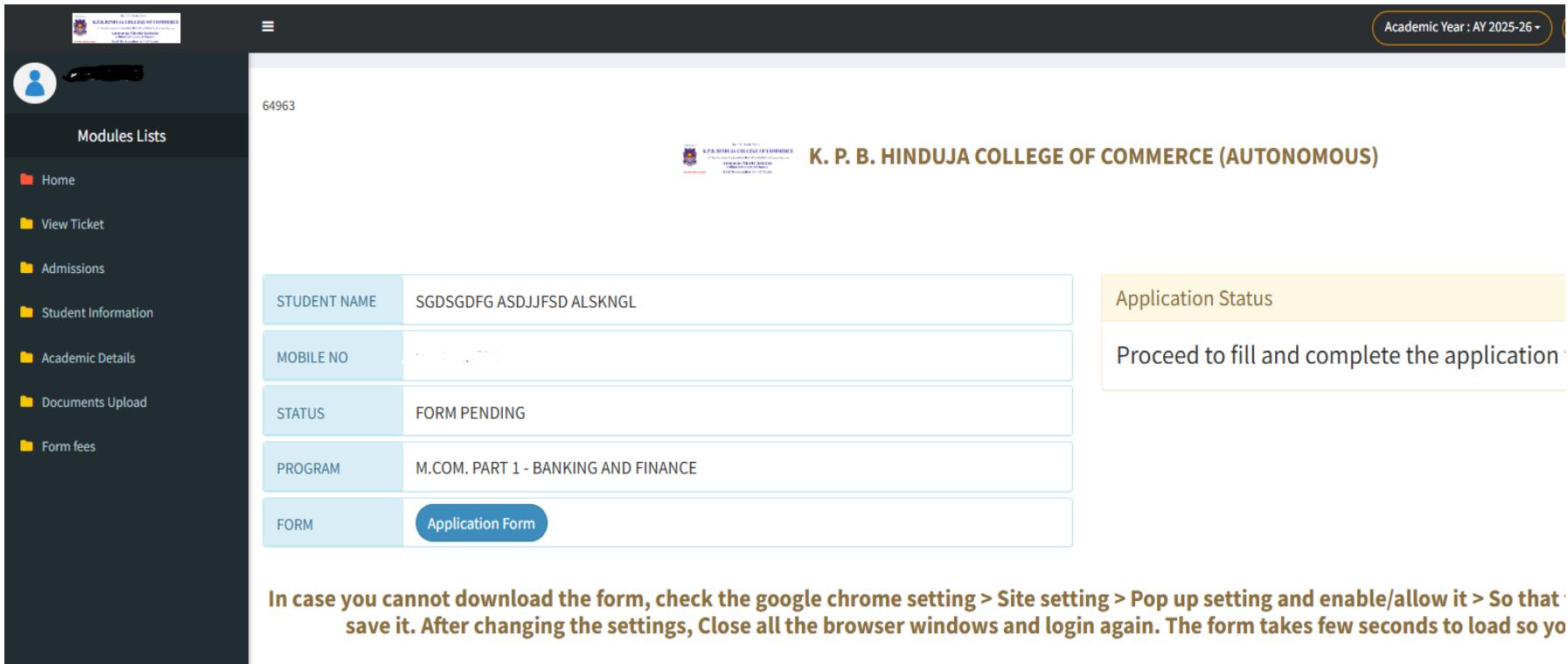
[Forgot Password ?](#)

**➡ Login**



# Home Screen

➤ Please Click on **Application Form** to fill the form



The screenshot shows a web application interface for K.P. B. Hinduja College of Commerce (Autonomous). The top navigation bar includes the college's logo, a search bar, and a dropdown for 'Academic Year : AY 2025-26'. On the left, a sidebar lists 'Modules Lists' with options like Home, View Ticket, Admissions, Student Information, Academic Details, Documents Upload, and Form fees. The main content area displays a student record with the ID 64963. The record includes fields for STUDENT NAME (SGDSGDFG ASDJJFSD ALSKNGL), MOBILE NO (9876543210), STATUS (FORM PENDING), PROGRAM (M.COM. PART 1 - BANKING AND FINANCE), and FORM (Application Form). A callout box labeled 'Application Status' contains the text 'Proceed to fill and complete the application'. A note at the bottom instructs users to check their browser settings if the form does not load correctly.

64963

K. P. B. HINDUJA COLLEGE OF COMMERCE (AUTONOMOUS)

STUDENT NAME	SGDSGDFG ASDJJFSD ALSKNGL
MOBILE NO	9876543210
STATUS	FORM PENDING
PROGRAM	M.COM. PART 1 - BANKING AND FINANCE
FORM	<b>Application Form</b>

In case you cannot download the form, check the google chrome setting > Site setting > Pop up setting and enable/allow it > So that save it. After changing the settings, Close all the browser windows and login again. The form takes few seconds to load so yo

- **Fill all the Student Information and save each section**
- **Click on Submit button after filling all sections**

IN CASE OF ANY TECHNICAL QUERIES RELATED TO FILLING THE FORM, RAISE A TICKET BY CLICKING ON THE BLUE BUTTON AT THE BOTTOM OF THE SCREEN TO KNOW MORE ABOUT HOW TO F

#### PERSONAL DETAILS

STREAM :

**MASTER OF COMMERCE (M.COM. PART 1)**

**UNIVERSITY OF MUMBAI ENROLLMENT APPLICATION NO\* : (COLLEGE CODE - 098)**

IN CASE UNIVERSITY ENROLLMENT FORM FORM IS NOT AVAILABLE, YOU ARE REQUIRED TO FILL THE FORM WHEN IT IS AVAILABLE ON THE UNIVERSITY WEBSITE

**564567678**

ACADEMIC BANK OF CREDIT ID / APAAR ID\* :

[ABC PORTAL LINK](#)

**45657567**

#### ADMISSION CATEGORY

SECTION A:

CATEGORY\* :

**LINGUISTIC MINORITY**

SUB-CATEGORY\* :

**SINDHI**

➤ Fill all the Academic Details and click on Submit button (Please Refer Marksheets/Consolidated result of latest exam attempt to fill the details given below)

#### ACADEMIC DETAILS

IN CASE OF ANY TECHNICAL QUERIES RELATED TO FILLING THE FORM, RAISE A TICKET BY CLICKING ON THE BLUE BUTTON AT THE BOTTOM OF THE SCREEN.

TO KNOW MORE ABOUT HOW TO RAISE A TICKET, [CLICK HERE](#)

#### THIRD YEAR - SEM V

NAME OF COLLEGE\*

NAME OF UNIVERSITY\*

MONTH & YEAR OF PASSING\*

GRADE\*

SGPA\*

TOTAL MARKS OBTAINED

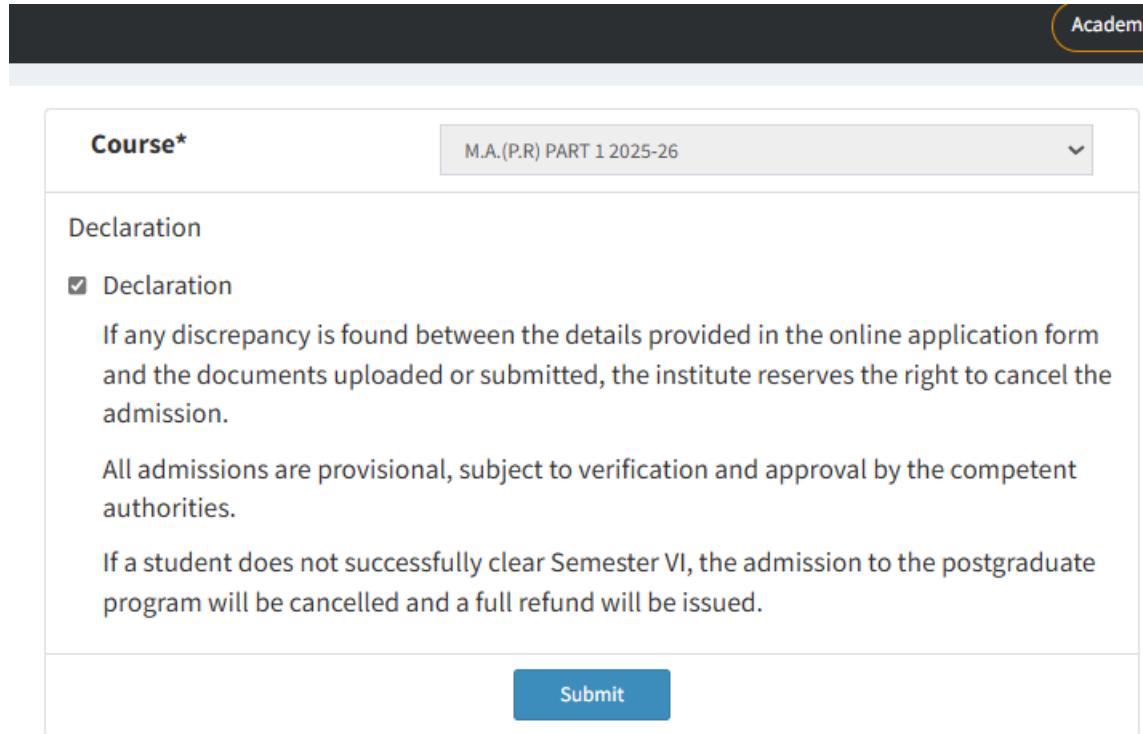
OUT OF MARKS

PERCENTAGE

➤ Upload all the document and click on submit

LIST OF DOCUMENTS REQUIRED		
DOCUMENT LIST	OPERATIONS	FILE UPLOAD
<b>UNIVERSITY ENROLLMENT FORM *</b> <b>MANDATORY</b> <b>(FILE SIZE - 500KB) (FILE TYPE - PDF)</b>	PENDING	 UPLOAD
<b>IF MARKSHEETS ARE NOT THERE, THEN ATTACH THE GAZETTE CERTIFICATE</b>		
<b>THIRD YEAR SEM 5 MARKSHEET *</b> <b>MANDATORY</b> <b>(FILE SIZE - 500KB) (FILE TYPE - PDF)</b>	PENDING	 UPLOAD
<b>IF MARKSHEETS ARE NOT THERE, THEN ATTACH THE GAZETTE CERTIFICATE</b>		
<b>STUDENTS WHO DO NOT HAVE THE RESULTS OF TY SEM VI MUST SUBMIT A SIGNED UNDERTAKING IN THE FORMAT ATTACHED</b>		
<b>THIRD YEAR SEM 6 MARKSHEET</b> <b>WHERE APPLICABLE / NOT MANDATORY</b> <b>(FILE SIZE - 500KB) (FILE TYPE - PDF)</b>	PENDING	 UPLOAD
<b>STD XII MARKSHEET</b> <b>WHERE APPLICABLE / NOT MANDATORY</b> <b>(FILE SIZE - 500KB) (FILE TYPE - PDF)</b>	PENDING	 UPLOAD
<b>PHOTOGRAPH MUST BE A RECENT PASSPORT SIZE COLOUR PICTURE WITH A WHITE BACKGROUND. ALLOWED PHOTO SIZE - 3.5 CM X 4.5 CM. THE PHOTOGRAPH WILL BE USED ON THE I CARD, HALL TICKET, MARKSHEET AND WHEREVER NECESSARY. THIS PHOTOGRAPH WILL BE USED UNTIL COURSE COMPLETION. IN CASE THE PHOTOGRAPH IS NOT UPLOADED CORRECTLY, THE APPLICATION MAY BE REJECTED</b>		
<b>STUDENT'S PHOTO *</b> <b>MANDATORY</b> <b>(FILE SIZE - 500KB) (FILE TYPE - JPEG,PNG)</b>	PENDING	 UPLOAD
<b>THE APPLICANT HAS TO SIGN ON WHITE PAPER WITH BLACK INK/JEL PEN. ALLOWED DIMENSIONS - 3.5 CM X 1.5CM. THE SIGNATURE MUST BE SIGNED ONLY BY THE APPLICANT AND NOT BY ANY OTHER PERSON. THE SIGNATURE WILL BE USED TO PUT ON THE I CARD, HALL TICKET, ATTENDANCE SHEET AND WHEREVER NECESSARY. IN CASE THE SIGNATURE IS NOT UPLOADED CORRECTLY, THE APPLICATION MAY BE REJECTED</b>		

➤ Click on the submit button



Academic Year

**Course\*** M.A.(P.R) PART 1 2025-26

**Declaration**

Declaration

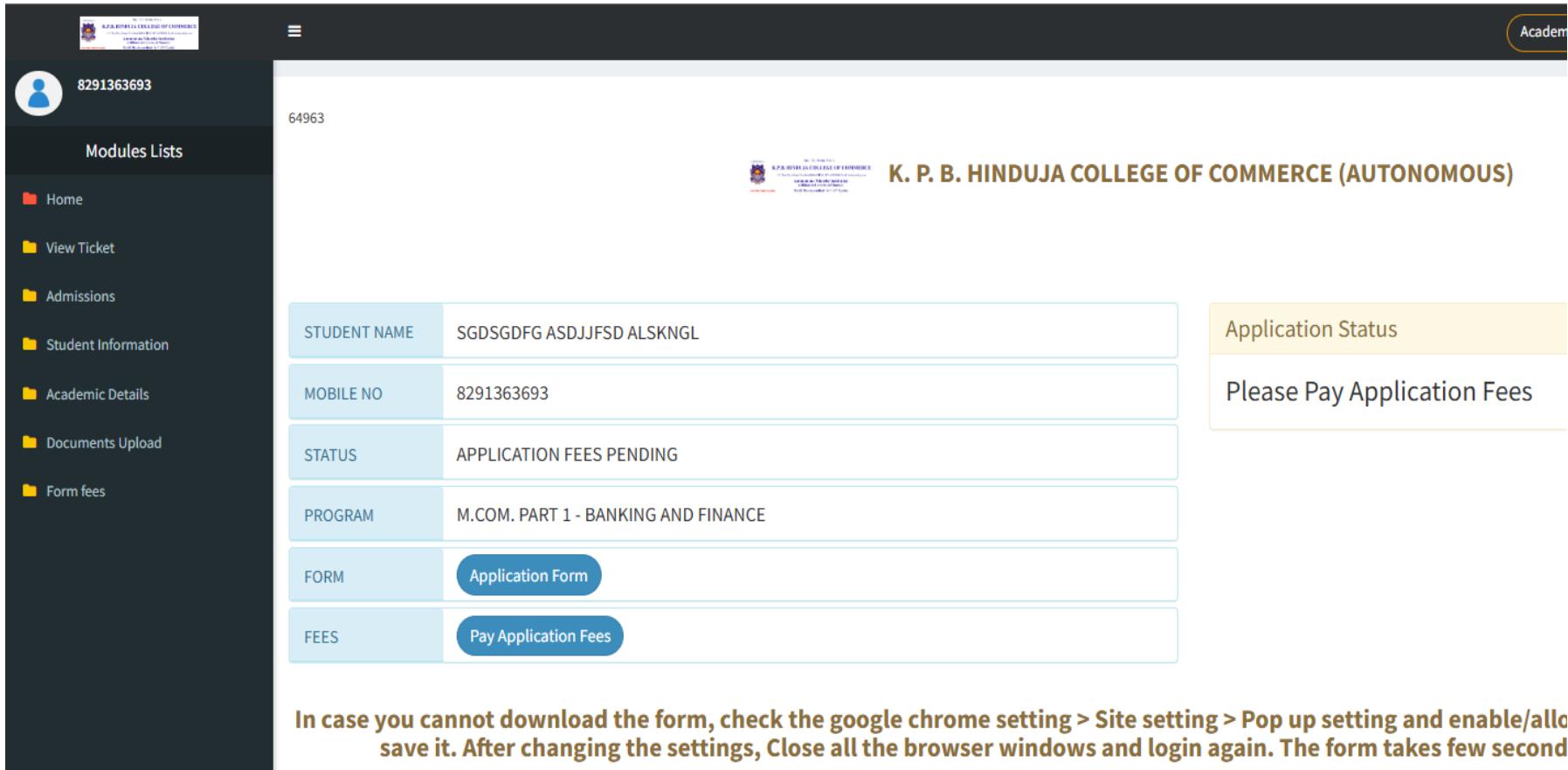
If any discrepancy is found between the details provided in the online application form and the documents uploaded or submitted, the institute reserves the right to cancel the admission.

All admissions are provisional, subject to verification and approval by the competent authorities.

If a student does not successfully clear Semester VI, the admission to the postgraduate program will be cancelled and a full refund will be issued.

**Submit**

➤ Please click on the Pay Application fees



The screenshot shows a user profile with the number 8291363693. The main content area displays the following information:

STUDENT NAME	SGDSGDFG ASDJJFSD ALSKNGL
MOBILE NO	8291363693
STATUS	APPLICATION FEES PENDING
PROGRAM	M.COM. PART 1 - BANKING AND FINANCE
FORM	<a href="#">Application Form</a>
FEES	<a href="#">Pay Application Fees</a>

**K. P. B. HINDUJA COLLEGE OF COMMERCE (AUTONOMOUS)**

**Application Status**

**Please Pay Application Fees**

**In case you cannot download the form, check the google chrome setting > Site setting > Pop up setting and enable/allow save it. After changing the settings, Close all the browser windows and login again. The form takes few seconds.**

- Click on the Pay Fees button to pay the fees
- Please do not click on the back button during the fee payment
- Please click on the “form fee” in the navigation screen after doing the payment

Academic Year : AY 2025-26

1000000000

Modules Lists

Home

View Ticket

Admissions

Student Information

Academic Details

Documents Upload

Form fees

Student Fee Details

STUDENT NAME : DFHFGJGHJ XFGJGHJ XFTHFGJ DGHFGJGHJ

MOBILE NO : 1000000000

ALLOCATED GROUP:

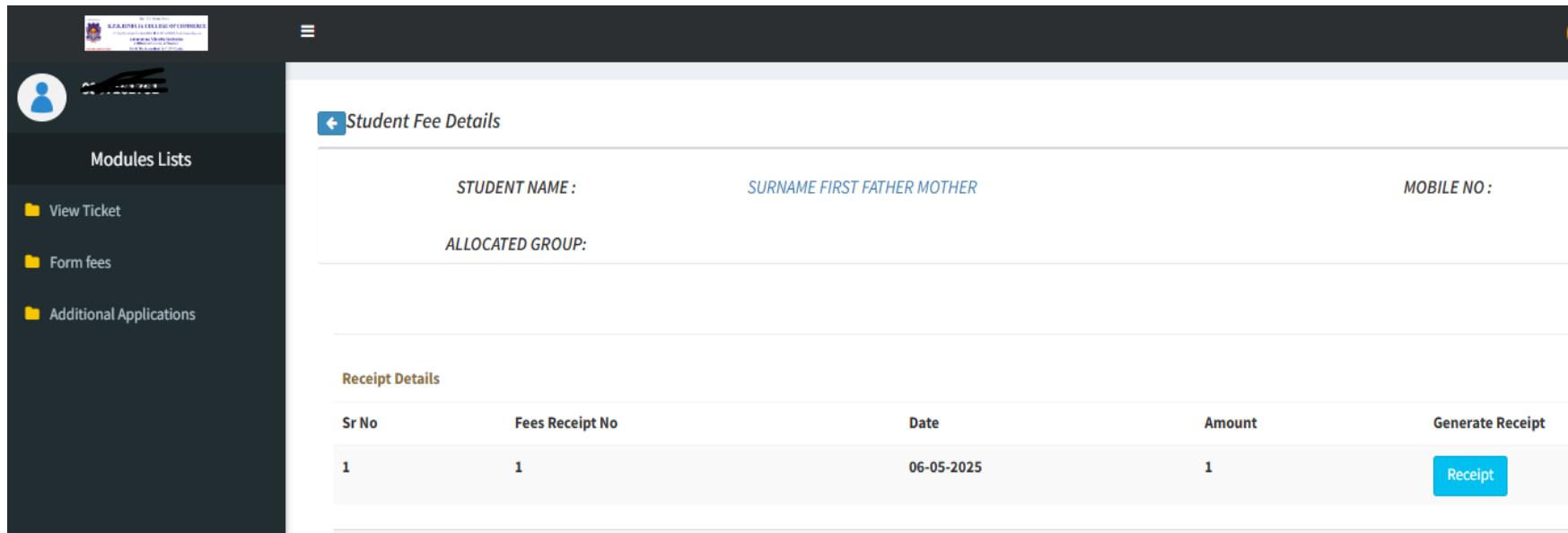
Fees Summary.

Sr No	Fees Type	Total Amount
1	Application Fees	400
<b>Total:</b>		<b>400</b>

**Pay Fees**

Please ensure you are in an area with good internet connectivity.  
Please wait for the payment option to display after clicking Pay Fees button  
In case you the fees amount is deducted from your bank account, do not pay again. Raise a ticket by clicking on the blue

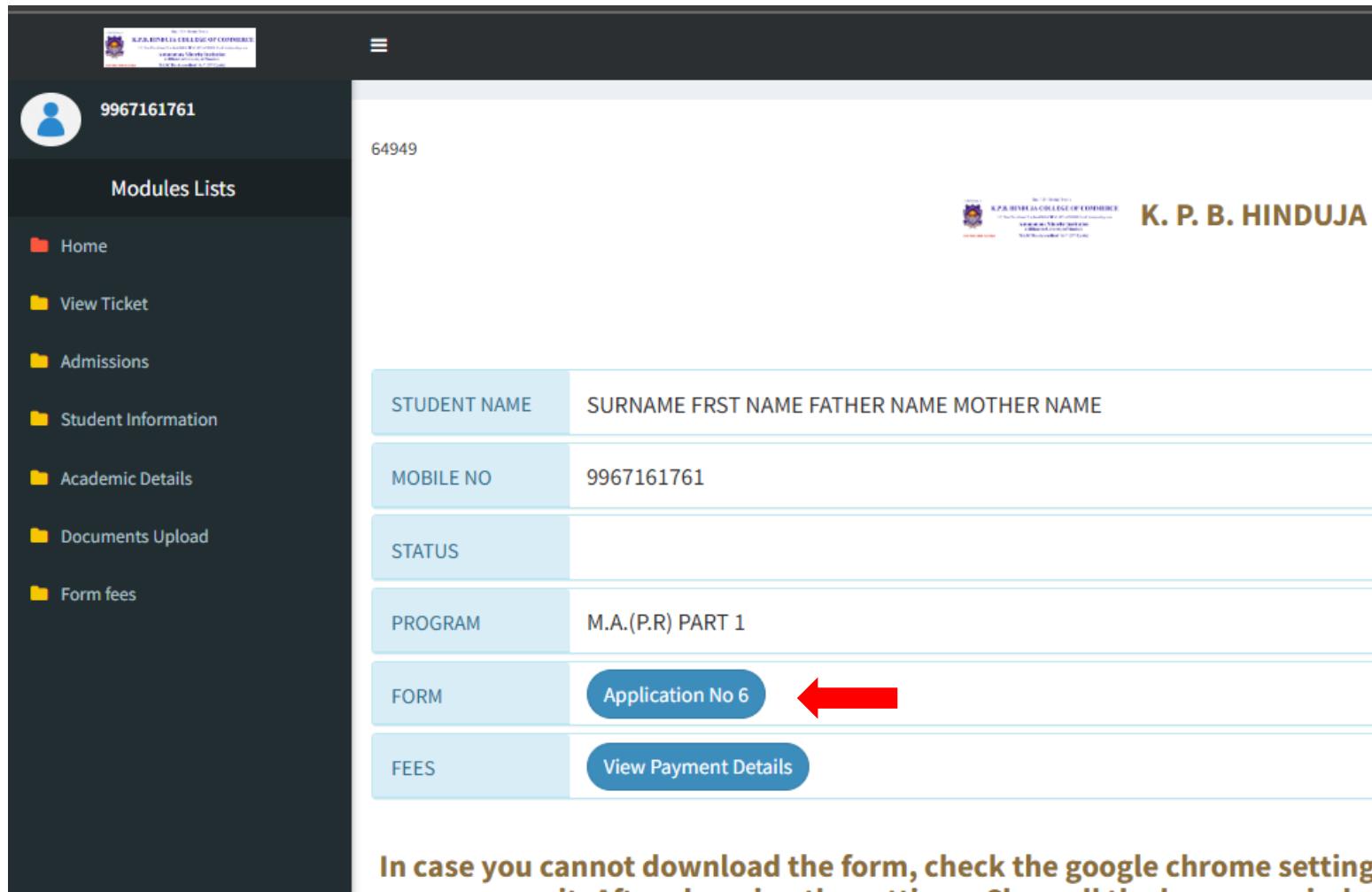
- Please click on the Receipt to download the Application Fee Receipt PDF.
- please make sure to enable the “pop up block” from the site setting.



The screenshot shows a web-based application for managing student fees. The left sidebar has a dark theme with a user icon, 'Modules Lists', and three menu items: 'View Ticket', 'Form fees', and 'Additional Applications'. The main content area is titled 'Student Fee Details' and includes fields for 'STUDENT NAME', 'MOBILE NO.', and 'ALLOCATED GROUP'. Below this is a 'Receipt Details' section with a table:

Sr No	Fees Receipt No	Date	Amount	Generate Receipt
1	1	06-05-2025	1	<a href="#">Receipt</a>

- Please click on Application No tab to download the Admission Form PDF.
- please make sure to enable the “pop up block” from the site setting.



The screenshot shows a user profile with the number 9967161761 and a Modules Lists sidebar. The main content displays student information: STUDENT NAME (Surname First Name Father Name Mother Name), MOBILE NO (9967161761), STATUS (empty), PROGRAM (M.A.(P.R) PART 1), FORM (Application No 6), and FEES (View Payment Details). A red arrow points to the 'Application No 6' button.

STUDENT NAME	SURNAME FRST NAME FATHER NAME MOTHER NAME
MOBILE NO	9967161761
STATUS	
PROGRAM	M.A.(P.R) PART 1
FORM	<b>Application No 6</b>
FEES	<b>View Payment Details</b>

**In case you cannot download the form, check the google chrome setting**