

**CHILDREN WELFARE CENTRE'S
CLARA'S COLLEGE OF COMMERCE
YARI ROAD, VERSOVA, ANDHERI (WEST), MUMBAI-400 061
(Accredited by NAAC)
(Permanently Affiliated to University of Mumbai)**

**ADMISSION NOTICE FOR ACADEMIC YEAR 2021-22
ADMISSIONS TO FYBCOM, BMS, BAF AND BAFYMMC AND MCOM COURSES**

**GENERAL INSTRUCTIONS AND GUIDELINES FOR F.Y. DEGREE AND MCOM SEM-I P.G.
REGISTRATION AND ADMISSIONS**

**THE UNIVERSITY OF MUMBAI SCHEDULE FOR F.Y. ADMISSION IS AS
FOLLOWS:**

- 1. THE ADMISSION PROCESS IS ONLINE AND FEES PAYMENTS PROCESS IS ONLINE AND ALSO
OFFLINE.**

Clara's College of Commerce, Yari Road, Andheri (West), Mumbai is affiliated to University of Mumbai.
Hence, REGISTRATION for Pre-Admission Online Registration with UNIVERSITY OF MUMBAI is
necessary and must.

Students should first Register through the pre-enrolment process with the University of Mumbai as per
admission schedule given by the university. The copy of the Registration Form should be saved which
needs to be uploaded with the Claras College admission form.

The website of Mumbai University is as under:

Please visit <http://mum.digitaluniversity.ac>

- 2. STUDENTS WILL HAVE TO PAY FULL FEES AT THE TIME OF ADMISSION BY ON LINE MODE OR
OFFLINE IN THE OFFICE DURING OFFICE HOURS.**

- 3. NO ADMISSION WILL BE GIVEN IF THE STUDENT MISS THE SCHEDULED DATE OF ADMISSION
PRESCRIBED BY THE UNIVERSITY.**

**(I) Guidelines to fill the University Online Pre-Registration Form for FYBCOM,
FYBMS, FYBAF AND BAFYMMC degree courses:**

Sr. No.	PARTICULARS	For inhouse students	For outside students
1	Online Registration & submission of forms for: <ul style="list-style-type: none">University preregistration enrolment (www.mum.digitaluniversity.ac)College online admission	6.8.21 till 13.8.21 (upto 5 pm)	6.8.21 till 14.8.21 (upto 5 pm)

	(www.clarascollegeofcommerce.edu.in)		
2	ONLINE Payment of fees	till 14.8.21	NA
3	First Merit list for remaining INHOUSE & outsider students	17.8.21 (11.00 am)	17.8.21 (11.00 am)
	ONLINE Payment of fees	18.8.21 till 21.8.21	18.8.21 till 21.8.21
4	Second Merit list for students	NA	22.8.21 (5.pm)
5	ONLINE Payment of fees	NA	23.8. 21 to 25.8.21
6	Third Merit list for students	NA	26.8.21 (5 PM)
	ONLINE Payment of fees	NA	27.8.21 to 30.8.21

N.B: AS PER UNIVERSITY CIRCULAR 498 DATED 18TH AUGUST 2021, UNIVERSITY LINK FOR ONLINE REGISTRATION IS OPEN FROM 18TH AUGUST TO 10TH SEPTEMBER. STUDENTS CAN APPLY FOR ONLINE PRE-ENROLMENT/REGISTRATION ON UNIVERSITY WEBSITE.

- It is mandatory for all Students seeking admission to the first-year courses to fill in the “**Pre–Registration Online Form of the Mumbai University.**”
- Students should take utmost care while filling Pre registration/enrolment form like name, gender, date of birth, etc. Details filled in must be correct and authentic.
- **Name:** Students name should be exactly match with your XII th./HSC Mark sheet.
- **Photo and Sign:** The colour photo and sign should be legible & clear.
- **Subject:** Make sure that selected subjects /papers are taught in the college.
- **DOB/Gender/Cast:** Give correct personal details such as gender/DOB/category/cast/Medium of instruction/ Disability (if any).
- **Name in Devnagari / Marathi:** Correct name should be written in Devnagari script/ Marathi script.

DOCUMENTS REQUIRED:

The following documents need to be scanned and soft copies should be kept ready for the online registration process:

1. University filled in Online pre-Registration/enrolment form.
2. Std. X Marksheet: Maximum file size of 200 KB (JPG only).
3. Std. XII Marksheet: Maximum file size of 200 KB (JPG only).
4. Recent passport size photograph, Maximum file size 500 KB; file format: JPG only.
5. Scanned copy of student's signature, maximum file size: 300 KB (JPG only)
6. A gap certificate (on stamp paper) from a notary, if applicable, Max. file size 200 KB (JPG).
7. Caste Certificate (wherever applicable).
8. Documentary Evidence for Special Category status (EWS, Primary /Sec school teachers etc)
9. Additional documents will be required from the students of other Boards like ISC, CBSE, etc. viz., Transfer Certificate, Leaving Certificate, Migration Certificate.
10. International students (Non-Resident Indians and those holding foreign passports) are required to apply through the University of Mumbai.
11. Indian students from International Boards are required to submit a Provisional Eligibility Certificate obtained from the University of Mumbai – Maximum file size of 200 KB (JPG only)
12. XII th Leaving certificate.

(II) Guidelines to fill **College Online Admission/Registration Form** for FY Degree and MCOM-I, SEM-I P. G. Degree courses

- For all First Year UG and MCOM-PG Courses the College has an **Online Application process and fee payment System is online and also offline**. Students should save the application form. An incomplete application will not be considered for admission.
- Please visit www.clarascollegeofcommerce.edu.in for the link to the college admission portal, prospectus 2021-22, subjects and instructions and guidelines for admissions.
- Students are advised to verify the details filled in in the admission form before submission to avoid any mistakes. Once the form is submitted by the students, no changes can be made.
- Students should upload receipts of the Fees paid and xerox copies of the required documents along with college online Admission Form.
- Before, filling up of admission form, the First Year Students should have Pre-Enrolment Application Number (mention on top right hand side of Pre-Enrolment form filled). The format for the undertaking regarding submission of original marksheet/documents, is given in the University Circular dated 18th July, 2020.
 - The college will verify the student's information and other details and approve admissions.

(I) BCOM (COMMERCE STREAM)

Year	Class	Subjects	Exam Pattern
2021-22	FYBCOM	<u>Compulsory subjects</u> <ul style="list-style-type: none"> • Foundation Course • Accountancy & Financial Management • Commerce • Business Economics • Business Communication • Environmental Studies • Mathematical & Statistical Techniques 	Semester System- CBGS

(II) SELF FINANCING PROGRAMMES (UG)

Class	BAFYMMC	FYBMS	B.Com (A&F)
Subjects	*Advertising *Journalism	*Marketing *finance *E commerce *Retail management * Investment analysis & portfolio Management	Accountancy

The In house Student of XII Std. may seek admission in FYBCOM/FYBMS/FYBAF/BAFYMMC courses only on the dates mentioned in University Circular.

(III) MCOM SEM-I SEM-I, (COMMERCE STREAM)

Year	Class	Subjects	Exam Pattern
2021-22	MCOM SEM-I	<u>Compulsory subjects</u> <ul style="list-style-type: none"> • Strategic Management • Economics for Business Decisions • Cost and Management Accounting • Business Ethics and Corporate Social Responsibility 	Semester System- CBGS

For admission enquiries, please contact the concerned authorities at the appropriate email ID listed below: Visit College website: <http://claracollegeofcommerce.edu.in>

E mail ID: madhukar.gitte@gmail.com

Contact Office: [8657206284](tel:8657206284).

IMPORTANT INSTRUCTIONS:

1. For Pre-Admission Online Registration 2021-22, Students should visit Mumbai University Website given below:

<http://mum.digitaluniversity.ac>

2. Students should visit Clara's College Website for Subjects, Prospectus, Admission google form, etc. as below:

<http://claracollegeofcommerce.edu.in>

Following documents are required for Admission:

At the time of admission, the student should submit the following documents.

(Original along with attested photocopies to the college office)

1. Original Marks Sheet of HSC along with 4 Xerox copies.
2. Passing Certificate of HSC with 2 Xerox copies.
3. Original Leaving Certificate (L.C.) of HSC along with 2 xerox copies.
4. Two xerox copies of SSC Marksheet.
5. Two xerox copies of Aadhar Card and Electricity Bill.
6. Five Recent Coloured Photographs.
7. Migration Certificate, if applicable.
8. Cast Certificate, if applicable.

Principal

