

V. K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS &
SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE AND P. A. MENON COLLEGE OF MANAGEMENT
B.E.S. Building, Opp. Bhandup Railway Station, Veer Savarkar Marg, Bhandup (East), Mumbai-400042

ONLINE ADMISSION PROCESS GUIDE

Step-by-Step Application Guide for Under Graduate Programmes

Academic Year 2026–27

16

STEPS TO COMPLETE

APPLICATION PROCESS — SUMMARY OVERVIEW

The online admission process for Under Graduate programmes at V. K. Krishna Menon / P. A. Menon College of Management consists of **16 sequential steps** grouped into five broad phases. Complete each step in order — the portal will not allow you to skip ahead. The entire process takes approximately **20–30 minutes** if all documents are ready.

■	Account & Login	Steps 1–2	Register, verify your email, and log in as a Student.
■	Application Form	Steps 3–5	Select programme, fill personal, parent & other details.
■	Course & Academics	Steps 6–7	Choose your course, enter 12th exam / qualifying exam details.
■	Documents & Subjects	Steps 8–14	Upload mandatory documents and select NEP subjects.
■	Payment & Confirm	Steps 15–16	Pay ■100 registration fee and confirm your application.

All 16 Steps at a Glance

1 Register Account	2 Student Login	3 Select Programme	4 Personal Details
5 Parent & Other Info	6 Course Selection	7 Last Qualifying Exam	8 Upload Documents
9 Upload Uni. App. Form	10 Select Major Group	11 NEP Major Subjects	12 Other Group Subjects
13 OE Subject Details	14 Verify All Subjects	15 Make Payment (■100)	16 Confirm Application

DETAILED STEP-BY-STEP GUIDE

1 Step 1: Visit the Registration Portal & Create an Account

Go to enrollonline.co.in/Registration/Apply/PAMC in your web browser. If you are a new user, fill in the Sign-Up form on the right side of the page and click REGISTER to create your account.

- Enter a unique Username, Password, and Confirm Password.
- Provide your active Mobile Number and Email ID.
- Click the REGISTER button to proceed.

■ *Keep your username and password safe — you will need them to log in again.*

The screenshot shows the online registration portal for V. K. Krishna Menon College of Commerce and Economics and Sharad Shankar Dighe College of Science and P. A. Menon College of Management. The page title is "Online Registration" and it is currently "NOW OPEN FOR REGISTRATION". A "NOTICE" section lists important dates for online registration/application 2026 for various undergraduate programs. On the right side, there is a registration form with the following fields: Username*, Password*, Confirm Password*, Mobile Number*, and Email Id. Below the form, there is a link "Don't have Email then Click here Create Gmail Account" and two buttons: "GO TO LOGIN" and "REGISTER".

2 Step 2: Log In as a Student

After registering, click GO TO LOGIN or refresh the page. Select the Student tab, enter your credentials, and click LOGIN.

- Make sure the 'Student' tab is selected (not Institution).
- Enter your registered Username and Password.
- Use 'Forgot password?' if needed.

The screenshot shows the online registration portal for V. K. Krishna Menon College of Commerce and Economics and Sharad Shankar Dighe College of Science and P. A. Menon College of Management. The page title is "Online Registration" and it is currently "NOW OPEN FOR REGISTRATION". A "NOTICE" section lists important dates for online registration/application 2026 for various undergraduate programs. On the right side, there is a login form with the following fields: a tab selector with "Student" and "Institution" options, Username*, and Password*. Below the form, there is a link "Forgot password?" and two buttons: "LOGIN" and "GO TO SIGN UP".

3 Step 3: Select Programme & Read Instructions

After login you will see the Instructions page. The 'Apply For' field is pre-set to UNDER GRADUATE. Read all instructions carefully, then click Continue.

- Confirm 'Apply For' shows UNDER GRADUATE.
- Scroll down and read all instructions before continuing.
- Click the green Continue button at the top-right.

The screenshot shows the 'Instructions' page of the application form. At the top, there is a header with the college name and address. Below the header, there is a 'Logout' button on the left and a 'Continue' button on the right. In the center, the 'Apply For' field is pre-set to 'UNDER GRADUATE'. The main content area is currently empty, indicating that the user has not yet read the instructions.

4 Step 4: Fill in Personal Details (Step 1 of 5)

The application form opens at the Personal Details tab. Fill every field in the Student Personal Section accurately.

- Title, Last Name, First Name, Middle Name (English & Unicode/Marathi).
- Name as per Aadhaar, Mobile No., Email, Marital Status, Blood Group.
- Gender, Date of Birth, Mother Tongue, Native Place, Birth Place.
- Nationality, Religion, Category Type, Caste Category, Sub Caste.
- Bank Name, IFSC Code, Bank Account No. (if applicable).

■ Fields marked with * are mandatory. Ensure Aadhaar name matches exactly.

The screenshot shows the 'Personal Details' page of the application form. The 'Personal' tab is selected and highlighted in green. The 'Student Personal Section' contains various fields for personal information, including Title, Last Name, First Name, Middle Name, Mobile No., Phone, Email, Marital Status, Blood Group, Gender, Date of Birth, Mother Tongue, Native Place, Birth Place, Nationality, Religion, Category Type, Caste Category, Sub Caste, Bank Name, IFSC Code, and Bank Account No. The 'Personal' tab is highlighted in green.

5 Step 5: Fill Parent / Guardian & Other Information, then Save

Scroll down to complete the Parent Information and Other Information sections before clicking Save & Next.

- Father Name & Mother Name (English & Unicode), Occupation, Organisation.
- Total Family Members, Family Annual Income.
- Guardian Name, Parent Mobile, Relation with Applicant.
- Aadhaar Card No., Voter ID (optional), No. of Attempts.
- Medium of Instruction, Social Reservation, Academic Bank of Credits No.
- Click Save & Next to move to the Address tab.

The screenshot shows the 'Parent Information' and 'Other Information' sections of the online admission form. The 'Parent Information' section includes fields for Father Name, Father Name Unicode, Father Occupation, Father Organization, Father Organization Address, Mother Name, Mother Name Unicode, Mother Occupation Name, Mother Organization, Mother Organization Address, Total Family Member, Family Annual Income, Guardian Name, Parent Mobile, and Relation With Applicant. The 'Other Information' section includes fields for Is Differently Abled, Aadhaar Card No., Voter Id No., No of Attempt, Inhouse, Medium Of Instruction, Social Reservation, and AcademicBankofCredits. A 'Save & Next' button is highlighted in a red box.

6 Step 6: Course Selection — Choose Your Course & Click Proceed

On the Course Selection tab (Step 5), wait for the page to load completely. Select your desired course from the dropdown and then click Proceed against it.

- Wait for the page to fully load before selecting a course.
- Available courses: B.Com, B.Sc, B.Com (Management Studies), B.Com (Accounting & Finance), B.Sc (CS).
- Click the yellow Proceed button next to your chosen course.

■ *Let the page load completely before proceeding with course selection.*

The screenshot shows the 'Course Selection' tab in the online admission form. A dropdown menu is open, showing a list of courses. A 'Proceed' button is highlighted in a red box next to the selected course. The table below shows the available courses and their details.

Course	Application No	Application Status	Paymode	Action	Payment Receipt
BACHELOR OF COMMERCE - 1	FYBCOM/26-27/1	NOT-CONFIRM	NA	Proceed	
BACHELOR OF SCIENCE - 1	FYBSC/26-27/1	NOT-CONFIRM	NA	Proceed	
BACHELOR OF COMMERCE (MANAGEMENT STUDIES) - 1	FYBMS/26-27/1	NOT-CONFIRM	NA	Proceed	
BACHELOR OF COMMERCE (ACCOUNTING AND FINANCE) - 1	FYBAF/26-27/1	NOT-CONFIRM	NA	Proceed	
BACHELOR OF SCIENCE (COMPUTER SCIENCE) - 1	FYBSC(CS)/26-27/1	NOT-CONFIRM	NA	Proceed	

7 Step 7: Enter Last Qualifying Exam Details

Fill in your 12th / last qualifying exam details for the selected course application.

- Last Exam Name (e.g., 12TH), Board/University, School/College, Place.
- Obtained Marks, Total Marks (percentage auto-calculated).
- Passing Year, Stream, Last Exam Roll Number.
- University Pre-Admission Reg. No., Education Gap (Yes/No), Passing Month.
- Click Save & Next after filling all fields.

■ Do not enter marks for subjects that are not applicable.

8 Step 8: Upload Required Documents

On the Documents tab, upload each mandatory document one by one using the Browse button.

- Mandatory: X Marksheet*, XII Marksheet*, Aadhar Card*, ABC ID*, University Application Form*.
- Optional: Caste Certificate, Gap Certificate, Sports Certificate.
- Select the document name from the dropdown, browse the file, and click +Add.
- Accepted formats: JPG, JPEG, GIF, PNG, PDF. Maximum file size: 200 KB.

■ Compress images to under 200 KB before uploading.

9 Step 9: Upload University Application Form

After uploading core documents, also upload the University Application Form specific to your chosen course (e.g., University Application Form – BSC CS).

- Select the correct University Application Form from the dropdown.
- Browse and select the file (JPG/PDF, max 200 KB).
- Click +Add to attach, then Save & Next.

V. K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS AND SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE AND P. A. MENON COLLEGE OF MANAGEMENT Hello, TESTUG26-27MENON

1 Personal 2 Address 3 Education 4 Photo Signature 5 Course Selection 6 Last Qualifying 7 Documents 8 NEP Subject 9 Payment 10 Confirm Registration

Upload Document ⇒ Application No- PYBSC(CS)/26-27/1

Name of Document: UNIVERSITY APPLICATION FORM - BSC CS

Upload Document: Browse...

* Please select valid image file (e.g. JPG, JPEG, GIF, PNG, PDF)
* Maximum size 200 kb

+ Add

Document List

Document Name	Download	Delete
X MARKSHEET	Download	Delete
XII MARKSHEET	Download	Delete
AADHAR CARD	Download	Delete
ABC ID	Download	Delete
UNIVERSITY APPLICATION FORM - BSC CS	Download	Delete

Save & Next

FAQ

10 Step 10: Select Major Group for NEP Subjects

On the NEP Subject tab, choose your Medium of Instruction and then select the Major Group from the dropdown.

- Medium/Instruction Medium: select ENGLISH (or your preferred medium).
- Major Group: select the applicable group (e.g., BCS for B.Sc CS).
- Click 'Add Major Preference' to proceed.

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1 Personal 2 Address 3 Education 4 Photo Signature 5 Course Selection 6 Last Qualifying 7 Documents 8 NEP Subject 9 Payment 10 Confirm Registration

NEP Subject Details ⇒ Application No- PYBSC(CS)/26-27/1

Major Group Other Group

Medium / Instruction Medium*
ENGLISH

Major Group*
Please Select Major Group
Please Select Major Group
BCS

Add Major Preference

FAQ

11 Step 11: Select NEP Subjects & Save Major Preference

Select subjects under the Major Group as per the credit requirements and save.

- MAJOR: Min Credit 8 & Max Credit 8 (including Compulsory Subjects).
- Select all required subjects from the multi-select dropdown.
- Click Add, then click Save Major Preference.

NEP Subject Details⇒ Application No: PYB5(CS)/26-27/1

Major Group: Other Group

Medium / Instruction Medium: ENGLISH

Major Group: BCS

MAJOR Min Credit 8 & Max Credit 8 (including Compulsory Subjects): All selected (3)

Min. Group Preference: 1

Save Major Preference

12 Step 12: Add Other Group (Sub) Subjects

Switch to the Other Group tab to add additional subject categories like OE, VSC, SEC, AEC, VEC, IKS, CC.

- Select Major Group (e.g., BCS – Preference 1).
- Select Subject Category (OE, VSC, SEC, AEC, VEC, IKS, or CC).
- Select Discipline and then choose subjects from the right panel.
- Click Save Sub Preference after each category.

NEP Subject Details⇒ Application No: PYB5(CS)/26-27/1

Major Group: Other Group

Medium / Instruction Medium: ENGLISH

Total Group Preference: 7

Major Group: BCS - Preference 1

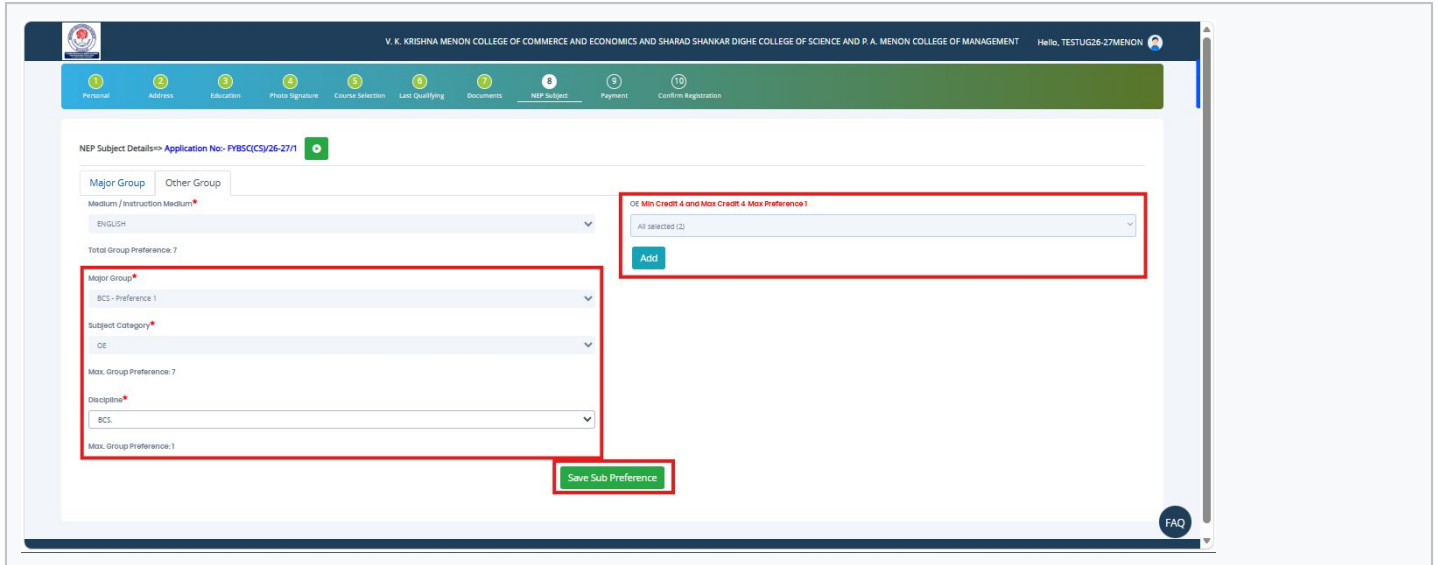
Subject Category: Please Select Subject Category

Save Sub Preference

13 Step 13: Review Subject Groups & Save Sub Preference

After selecting OE subjects, a Subject Groups summary table appears showing all your preferences. Verify and save.

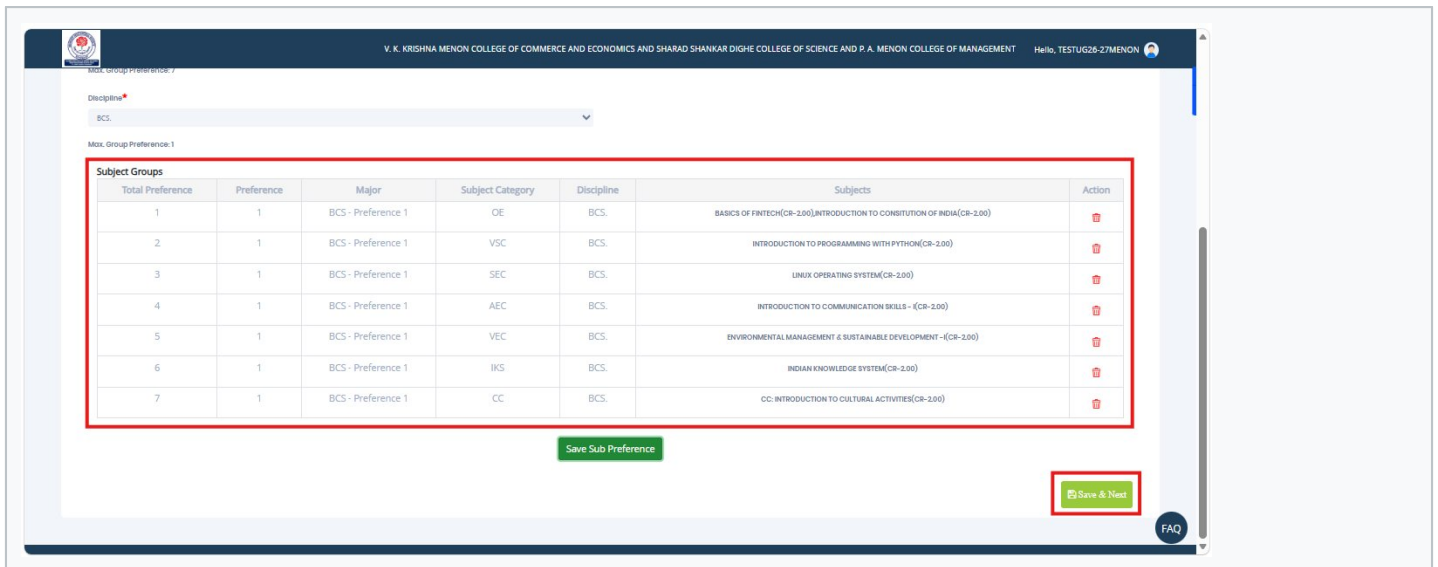
- OE Min Credit 4 and Max Credit 4, Max Preference 1.
- Select subjects from the right panel and click Add.
- Click Save Sub Preference to confirm.



14 Step 14: Verify All Subject Groups & Proceed to Next

Review the complete Subject Groups table showing all 7 subject categories. Once satisfied, click Save & Next.

- Verify all 7 rows: OE, VSC, SEC, AEC, VEC, IKS, CC are correctly assigned.
- Check subjects listed (e.g., Basics of Fintech, Python Programming, Linux OS, etc.).
- Click Save & Next to proceed to the Payment step.



15 Step 15: Complete Payment (₹100 Registration Fee)

Wait for the Payment page to load completely, then click PAY NOW to pay the registration fee.

- Registration / Application Amount To Pay: ₹100.
- Let the page load completely before clicking PAY NOW.
- You will be redirected to the payment gateway.

■ If payment is deducted but not reflected on the portal, wait 24 hours before contacting support.

Please let the page load completely, before proceeding with Payment.

PAYMENT=> Application No:- FYB5C(CS)/26-27/1

Registration / Application Amount To Pay

₹ 100

PAY NOW

Note : WAIT FOR 24 HOURS IN CASE OF PAYMENT DEDUCTED AND NOT REFLECTED ON REGISTRATION PORTAL!

16 Step 16: Preview & Confirm Your Application

This is the final step. Preview your application carefully before confirming — you cannot edit it after confirmation.

- Click PREVIEW APPLICATION to review all your submitted details.
- Check the Terms and Conditions checkbox.
- Click CONFIRM APPLICATION to submit your application.
- You will receive an email with your Application Print & Payment Receipt.

■ *You cannot update the application once confirmed. Preview thoroughly before clicking Confirm.*

Application Confirm => Application No:- FYB5C(CS)/26-27/1

Note:

Please click on Confirm Application button for final registration.
You can not update application once confirmed.
Kindly preview Application before Application Confirm to receive Email for Application Print & Payment Receipt.

By clicking Confirm, you agree to the Terms and Conditions set out by this site, including our use of Cookies.

PREVIEW APPLICATION **CONFIRM APPLICATION**