

P. A. MENON JUNIOR COLLEGE

OF COMMERCE AND SCIENCE

Online Admission Process Guide

Step-by-Step Instructions via MasterSoft ERP Student Portal

7 Easy Steps to Complete Registration

How to Complete Your Online Admission

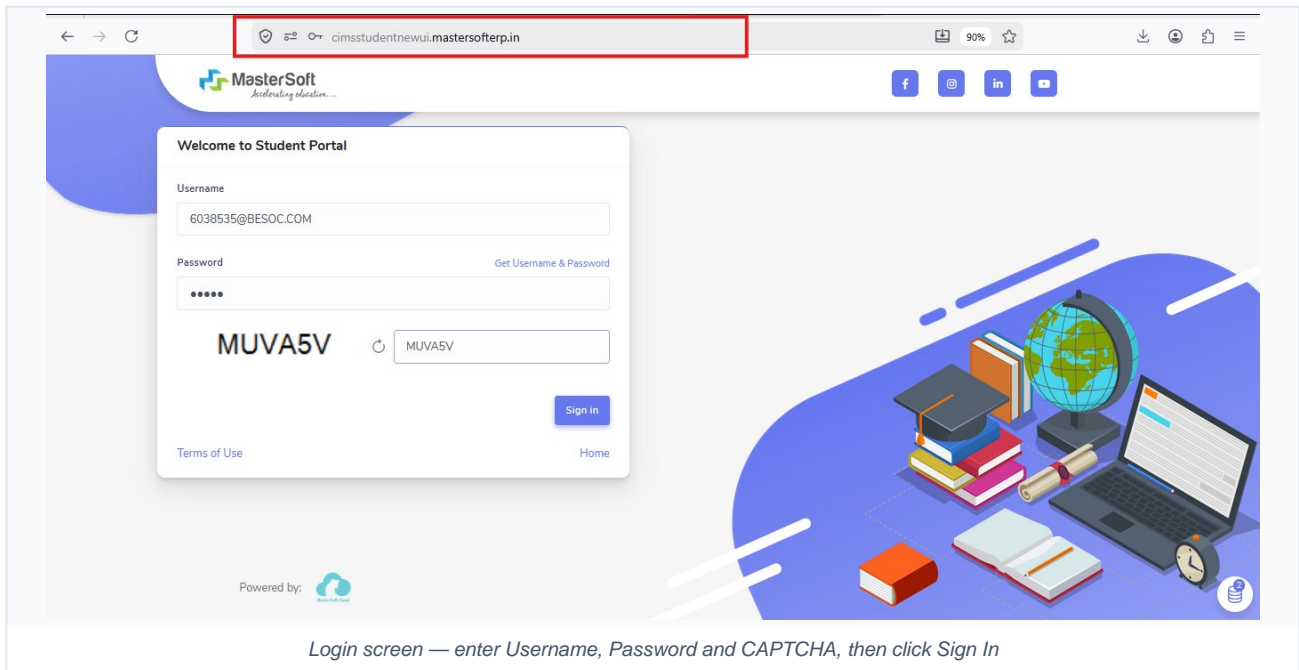
This guide walks you through each step of the online admission process on the **MasterSoft ERP Student Portal**. Follow the steps in order. Keep all required documents ready before you begin.

Step	Action	Status Indicator
1	Login using credentials	Username, password & CAPTCHA verified
2	Navigate to Online Registration	Click Online Registration in sidebar
3	Fill all details page-wise	Green checkmark when each section is done
4	Upload documents	All 3 required documents uploaded
5	Select subject group	Subject group added successfully
6	Payment, preview & confirm	Application confirmed (irreversible)
7	Print application & visit college	Admission finalised at college office

STEP 1 LOGIN USING CREDENTIALS

- Open your browser and go to: cimsStudentNewUI.mastersofterp.in
- Enter your Username (e.g., 6038535@BESOC.COM)
- Enter your Password provided by the college
- Type the CAPTCHA code shown on screen exactly as displayed
- Click the blue "Sign In" button to access the portal

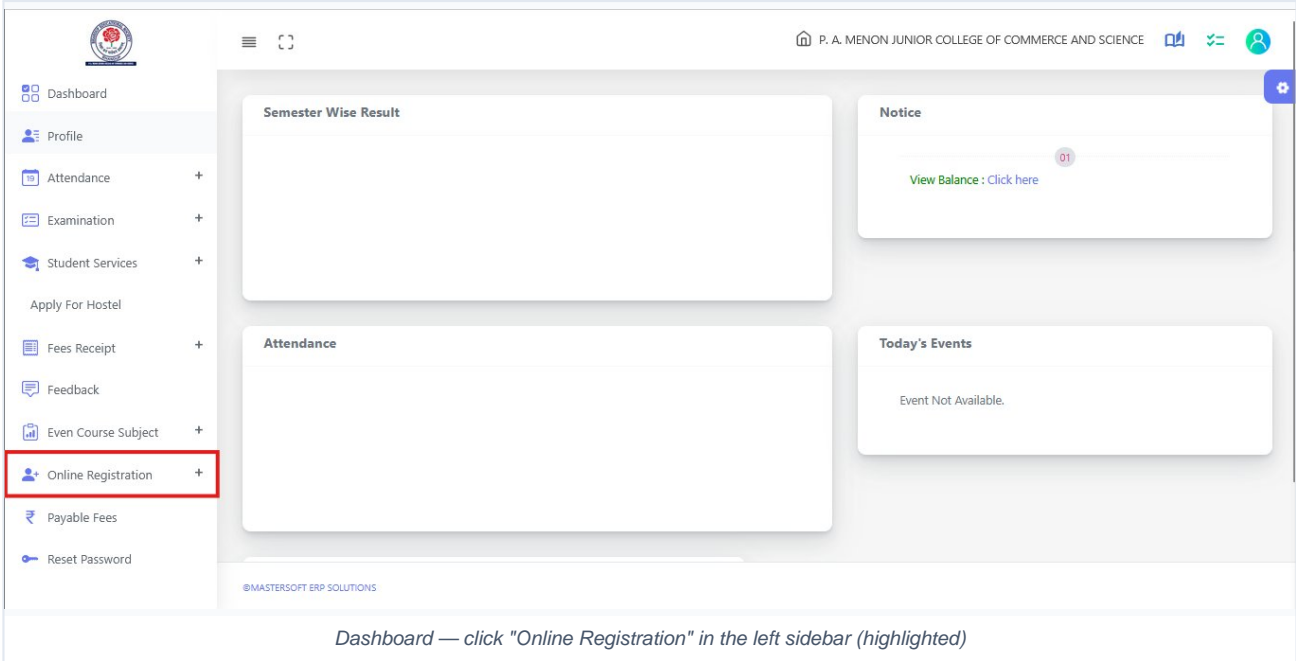
Note: Forgot credentials? Click "Get Username & Password" on the login page.



STEP 2 NAVIGATE TO ONLINE REGISTRATION

- After login you will land on the Student Dashboard
- Look at the left-hand sidebar navigation menu
- Scroll down to find "Online Registration" (highlighted with red box)
- Click it — a sub-menu will expand showing all registration sections

Note: The dashboard shows Semester Wise Result, Attendance, Notice and Today's Events.



The screenshot displays the Student Dashboard for P. A. Menon Junior College of Commerce and Science. The left sidebar contains a navigation menu with the following items: Dashboard, Profile, Attendance, Examination, Student Services, Apply For Hostel, Fees Receipt, Feedback, Even Course Subject, Online Registration (highlighted with a red box), Payable Fees, and Reset Password. The main content area features four widgets: Semester Wise Result, Attendance, Notice (with a 'View Balance : Click here' link and a notification badge '01'), and Today's Events (displaying 'Event Not Available.'). The footer of the dashboard includes the text '©MASTERSOFT ERP SOLUTIONS' and a caption: 'Dashboard — click "Online Registration" in the left sidebar (highlighted)'.

STEP 3 FILL ALL DETAILS PAGE-WISE IN SEQUENCE

- Complete all 9 sections strictly in order:
 - Green checkmark sections (already completed):
 - Personal, Address, Photo/Sign, Exam Details, Documents, Subject**
 - Red (pending) sections:
 - Payment, Confirm, Application Print**
- Save each section before moving to the next
- You cannot skip any section

Note: Green checkmark = section saved successfully. Red square = section still pending.

The screenshot shows a web application interface for P. A. Menon Junior College of Commerce and Science. On the left, there is a navigation menu under 'Online Registration' with the following items and status indicators:

Section	Status
Personal	Green Checkmark
Address	Green Checkmark
Photo/Sign	Green Checkmark
Exam Details	Green Checkmark
Documents	Green Checkmark
Subject	Green Checkmark
Payment	Red Square
Confirm	Red Square
Application Print	Red Square

The main content area includes sections for 'Semester Wise Result', 'Attendance', 'Notice' (with a 'View Balance : Click here' link), and 'Today's Events' (showing 'Event Not Available.'). The footer of the interface contains the text: '©MASTERSOFT ERP SOLUTIONS' and 'Online Registration sub-menu — green = completed, red = pending'.

STEP 4 **UPLOAD DOCUMENTS**

- Go to the "Documents" section in Online Registration
- Three documents are MANDATORY (marked with *):
 - * 11TH GRADE CARD
 - * AADHAR CARD
 - * RATION CARD
- For each: select from dropdown → click Browse → choose file → click "+ Add"
- All 3 docs must appear in the Document List panel on the right
- Use the green download icon to verify or red X to delete and re-upload
- Click "Save & Next" to proceed

Note: Valid formats: JPG, JPEG, GIF, PNG, PDF. Maximum file size: 200 KB per document.

Select Documents

*Select Document

Please Select

Please Select

*11TH GRADE CARD

*AADHAR CARD

*RATION CARD

+ Add

Valid formats are **JPG, JPEG, GIF, PNG, PDF** and max size of the file should not exceed **200 KB**.

Document List

Name	Download	Delete
11TH GRADE CARD		
AADHAR CARD		
RATION CARD		

Back Save & Next

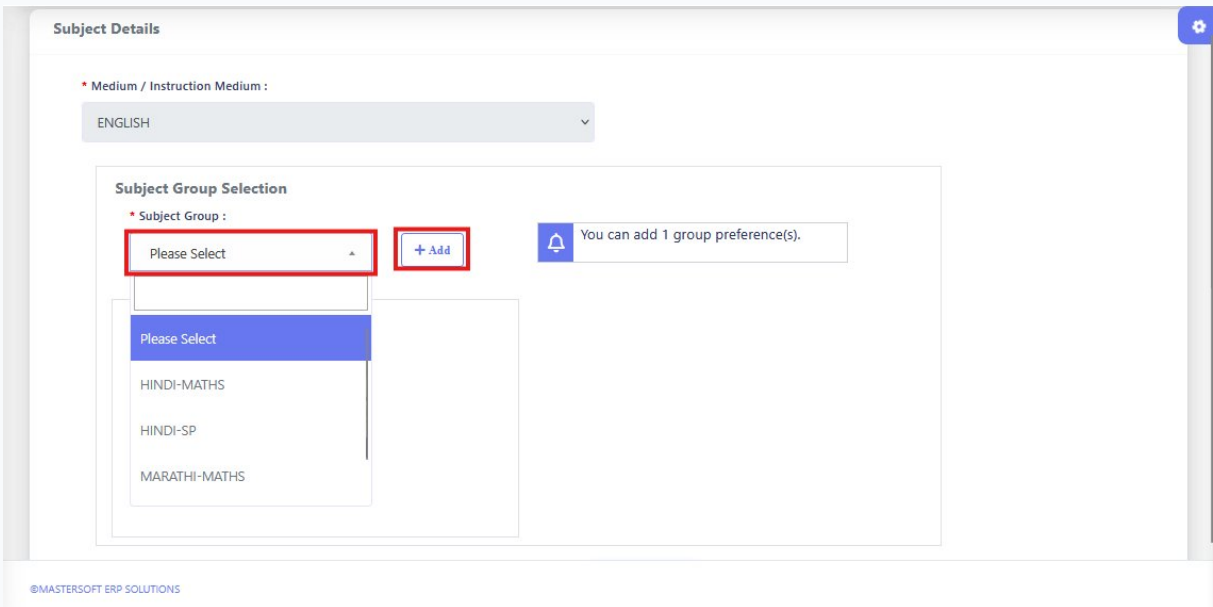
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Documents page — select document type, browse file, click +Add; verify in Document List

STEP 5 SELECT SUBJECT GROUP

- Go to the "Subject" section in Online Registration
- Confirm Instruction Medium is set to "ENGLISH"
- Click the Subject Group dropdown to see available options:
 - HINDI-MATHS
 - HINDI-SP
 - MARATHI-MATHS
- Select your desired subject group
- Click the "+ Add" button to confirm your selection
- Note: Only 1 group preference can be added
- Click "Save & Next" to proceed to Payment

Note: Choose your subject group carefully — it determines your course combination for the year.



The screenshot displays the "Subject Details" form. At the top, there is a "Medium / Instruction Medium" dropdown menu set to "ENGLISH". Below this is the "Subject Group Selection" section, which includes a "Subject Group" dropdown menu with a red border around it. The dropdown menu is open, showing options: "Please Select", "HINDI-MATHS", "HINDI-SP", and "MARATHI-MATHS". A blue "+ Add" button is highlighted with a red border. To the right of the dropdown is a notification box that says "You can add 1 group preference(s)". The footer of the form contains the text "©MASTERSOFT ERP SOLUTIONS".

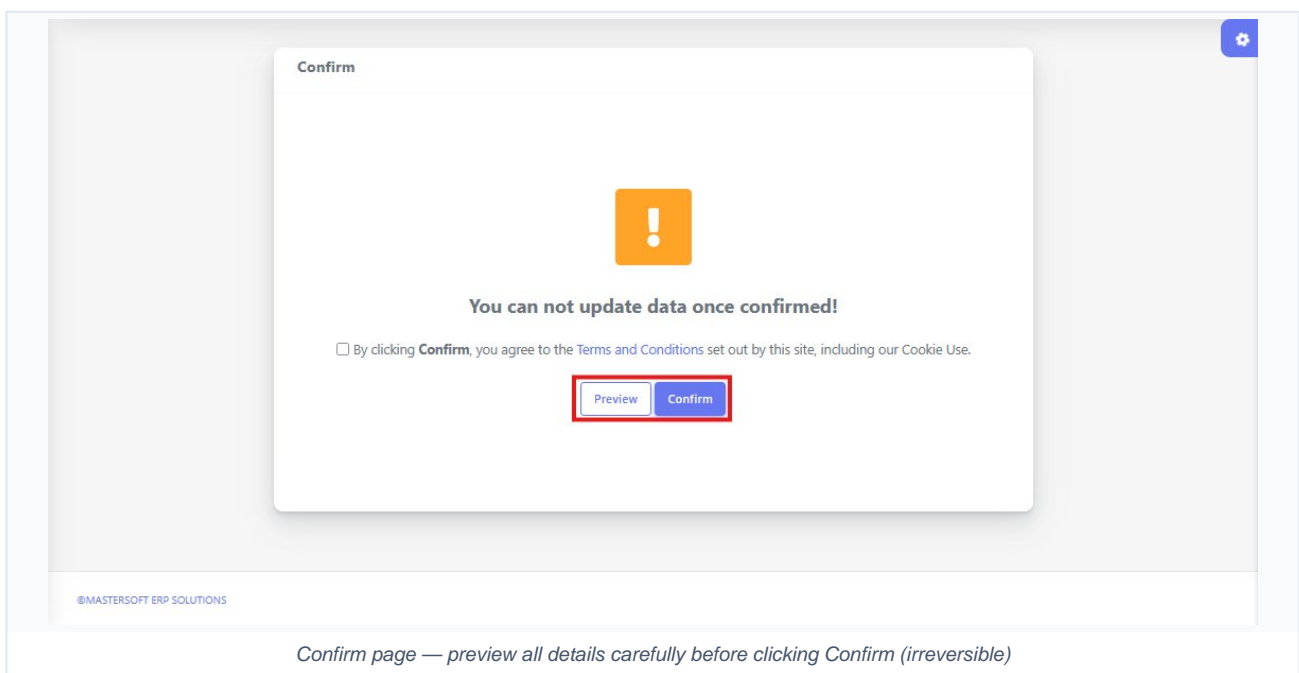
Subject Details — select your Subject Group from the dropdown and click +Add

STEP 6

PAYMENT, PREVIEW & CONFIRM APPLICATION

- Complete the Payment step (online fees payment)
- Navigate to the "Confirm" section
- Warning: "You can not update data once confirmed!"
- Click "Preview" to review ALL your entered information
- Verify personal details, address, documents and subject group
- If corrections are needed — go back and edit BEFORE confirming
- Once satisfied, check the Terms & Conditions checkbox
- Click the blue "Confirm" button to finalise
- WARNING: This action is IRREVERSIBLE — no changes after confirmation

Note: Double-check every detail before clicking Confirm. Once confirmed, no edits are possible.



STEP 7 PRINT APPLICATION & VISIT COLLEGE

- Navigate to "Application Print" in Online Registration
- Click Print / Download to save your confirmed application form
- Take a printout of the application
- Collect all original documents:
 - 11th Grade Card (Original + Photocopy)
 - Aadhar Card (Original + Photocopy)
 - Ration Card (Original + Photocopy)
 - Any other documents specified by the college
- Visit the college admission office with your printout and documents
- Complete physical verification to finalise your admission

Note: Keep a digital copy of your application. Admission is complete only after physical verification.

Pre-Admission Checklist

- Valid login credentials (username and password from college)
- Scanned 11th Grade Card (JPG/PDF, max 200 KB)
- Scanned Aadhar Card (JPG/PDF, max 200 KB)
- Scanned Ration Card (JPG/PDF, max 200 KB)
- Passport-size photograph (JPG/PNG, max 200 KB)
- Signature image (JPG/PNG, max 200 KB)
- Online payment method (net banking / UPI / debit card)
- Stable internet connection
- All original documents for physical verification at college