



**KELKAR EDUCATION TRUST's
VINAYAK GANESH VAZE COLLEGE OF ARTS, SCIENCE & COMMERCE
(AUTONOMOUS)**

**Re-accredited (4th Cycle) by NAAC with "A" Grade
Mithagar Road, Mulund East, Mumbai – 400081.**

NOTICE

FYBCOM Subject Allotment – NEP Guidelines

Subject: NEP-Based Subject Allotment – Online Preference Submission

Last Date: 10th June 2026 to 12th June 2026

Dear Students,

As per the guidelines of the National Education Policy (NEP), all students admitted to the First Year Bachelor of Commerce (FYBCOM) programme at Vaze College are required to complete the **Subject Preference Form** online via the **Mastersoft Portal**. Please read this notice carefully and complete the process within the stipulated dates.

☐ **Deadline for Submission: 10th June 2026 (Tuesday) to 12th June 2026 (Thursday)**

STEP 1: HOW TO ACCESS THE PORTAL

Click on <https://cims.mastersofterp.in/#>

- 1) Click on Get Username & Password
- 2) Enter your Registered Mobile Number
- 3) Click on Send Password
- 4) Username and Password will be sent on your Registered Mobile Number

Once logged in, follow the path:

Online Registration → Subject

SECTION A: MANDATORY SUBJECTS (AUTO-ALLOTTED)

The following subjects are automatically allotted to all FYBCOM students. No selection is required for these subjects.

Sr.	Subject Name	Category
1	Accountancy & Financial Management – I	Major
2	Commerce – I	Major
3	Business Economics – I	Major
4	International Business – I	VSC
5	Financial Applications – I	SEC
6	Business Communication – I	AEC
7	Environmental Studies – I	VEC

SECTION B: ELECTIVE SUBJECTS (STUDENT'S CHOICE – SELECT ONE FROM EACH BASKET)

You must select **ONE** subject from each of the three baskets below:

Basket 1: Open Elective (OE) — Select ANY ONE

1	Fundamentals of Law – I
2	Green Commerce – I
3	Physics in Everyday Life
4	Basic Statistics
5	Chemistry in Daily Life – I
6	Cosmetology Decoded by Botanicals
7	Wildlife Ecotourism & Entrepreneurship
8	Soft Skills for Effective Personality

☐ *Select only ONE subject from this basket.*

Basket 2: Indian Knowledge System (IKS) — Select ANY ONE

1	Performing Arts in Ancient India
2	Ayurveda & Herbal Science
3	Indian Mythology in Translation

☐ *Select only ONE subject from this basket.*

Basket 3: Co-curricular Course (CC) — Select ANY ONE

1	National Service Scheme (NSS)
2	Community Engagement
3	Cultural Activities

4	Sports Activities
5	Yoga
□ <i>Select only ONE subject from this basket.</i>	

STEP-BY-STEP GUIDE TO SUBMIT THE PREFERENCE FORM

PHASE 1 – Major Subject Selection

1	Log in to the Mastersoft Portal. Go to Online Registration and click on the Subject button.
2	Ensure Medium of Instruction is set to English (auto-selected).
3	Select Commerce from the Major Group dropdown menu.
4	Once the mandatory major subjects appear in the box, click Add.
5	Click Save & Next to proceed to the next page.

PHASE 2 – Detailed Subject Selection

1	On the second page, confirm the Medium of Instruction and select Commerce as the Major Group.
2	For each category (VSC, SEC, AEC, VEC), select the Subject Category, choose Discipline: Commerce, and click Add for each of the four mandatory subjects.
3	Navigate to the Open Elective (OE) category and select ONE subject of your choice from the eight available options. Click Add.
4	Complete the IKS (Indian Knowledge Systems) section by selecting ONE subject and clicking Add.
5	Complete the CC (Co-curricular) section by selecting ONE activity and clicking Add.
6	Review your complete subject list carefully. Once confirmed, click Save & Next to finalise your registration.

□ **IMPORTANT NOTE**

Please ensure you carefully review your final list of selected subjects **BEFORE** clicking the final "Save & Next" button. Once submitted, changes may not be possible. Incorrect submissions will be the sole responsibility of the student.

For any queries, please contact the College.

Principal