



**MAHISHADAL RAJ COLLEGE**

NAAC ACCREDITED "A" GRADE COLLEGE

(Govt. Sponsored)

Estd : 1946

MAHISHADAL : PURBA MEDINIPUR



## APPLICATION PROCEDURE

Read the following instructions and be sure of the eligibility for applying in different courses [see **Eligibility Criteria, Admission Notice, Subject Combination** and **Intake Capacity**] very carefully before submission of Application Form.

An applicant can apply for maximum 03 Single Major Subjects in a Single Form. For more than 3 Single Major Subjects, he/she has to apply through another Form.

An applicant can apply for maximum 1 Multi-Disciplinary Programme (B.A. in Humanities / B.A. in Social Science/ B.Sc. in Life Science/ B.Sc. in Physical Science/ B.Sc. in Math. & Comp. Sc.) in a Single Form. For more than 01 Multi-Disciplinary Programme, he/she has to apply through another Form.

**APPLICATION CHARGE : Nil (Applicants need not pay the Cost of Form as per Govt. Order)**

### KEEP IN MIND (for future correspondence) :

**Applicant's User Id** : Auto-generated Application Id (mentioned in their printed Form) (Ex.- MRC23.....)

**Applicant's Password** : Applicant's Date of Birth (DD/MM/YYYY format)

### NO. OF LANGUAGE SUBJECT(S) STUDIED IN H.S./EQUIVALENT COURSE :

- If an applicant passes the H.S./Equivalent Exam. with **English and Bengali/Hindi as two compulsory language subjects**, he/she has to select "2" from the drop down options of "No. of Language Subjects(s) studied in H.S./Equivalent Course".
- If an applicant passes the H.S./Equivalent Exam. with **English as only one compulsory language subject**, he/she has to select "1" from the drop down options of "No. of Language Subjects(s) studied in H.S./Equivalent Course".

### SUBJECT CHOICE :

#### • For B.A./B.Sc. Single Major Course :

The candidates of B.A./B.Sc. Single Major Course will have to select One Single Major Subject, Two Minor Subjects (Minor-1 for 1<sup>st</sup> and Minor-1 for 2<sup>nd</sup> Sem.) and One Multi-Disciplinary Subject for 1<sup>st</sup> Semester.

#### • For B.Com Honours Course :

The candidates of B.Com. Single Major Course will have to select Accountancy as Single Major Subject, Select "Commerce Minor" for two Minor subjects for One Multi-Disciplinary Subject for 1<sup>st</sup> Semester.

#### • For Multi-Disciplinary Programme :

(B.A. in Humanities / B.A. in Social Science / B.Sc. in Life Science/ B.Sc. in Physical Science / B.Sc. in Math. & Comp. Sc.) The candidates of Multi-Disciplinary Programme will have to select B.A. in Humanities / B.A. in Social Science / B.Sc. in Life Science/ B.Sc. in Physical Science / B.Sc. in Math. & Comp. Sc. as Multi-Disciplinary Programme, Select First Two Subject as Major-I (for 1<sup>st</sup> sem.) and Major-2 (for 2<sup>nd</sup> sem.) and Third Subject as Minor-I (for 1<sup>st</sup> sem.). and select One Multi-Disciplinary Subject for 1<sup>st</sup> Semester.

#### • For BCA :

The candidates of BCA (Single Major) have to select "BCA" as Single Major Subject, Select "BCA Minor" for two Minor subjects for One Multi-Disciplinary Subject for 1<sup>st</sup> Semester.

### NOTE :

- The candidates who are willing to opt NCC as a Major/Minor subject they will have to appear at the Selection Test. Those who are not selected through the test, they will have to take other Major/Minor subject instead of NCC.
- Applicants must not select that subject(s) as a Single Major Subject in which they have failed in H.S. level.
- Applicants must not select that Lab.-based subject(s) as one of their Major/Minor subject in which they have failed in H.S. level.

All the Fields are mandatory. Incomplete Forms will be treated as cancelled.

## STEP-BY-STEP PROCESS :

### STEP 1 : (FORM SUBMISSION)

Before filling in Form, applicants will have to scan their recent [Passport size color photo](#) and [Full Signature \(between 10 kb to 100 kb and in jpg format\)](#) for uploading it in the Form by using CHOOSE FILE button. They will have to click "APPLY ONLINE" button to submit all data very carefully.

### STEP 2 : (FORM CONFIRMATION)

After submitting that, a Confirm Page will be displayed in the monitor for Confirmation of all data by the applicants. *(Applicants may click "BACK" button for any correction, and submit again)*

**Applicants need not pay the Cost of Form as per Govt. Order.**

### STEP 3 : (PRINT OUT OF FORM)

After successful submission, Applicants will have to take the printout of the Form.

### STEP 4 : (MERIT LIST PUBLISHED)

On the scheduled date, the Provisional and Final Merit List will be published in different category [i.e. 1) All Category-Combined, 2) General-EWS Category 3) SC Category, 4) ST Category, 5) OBC-A Category, 6) OBC-B Category]. Applicants are advised to follow the Merit List and Admission/E-Counselling Notice in regular basis.

### STEP 5 : (E-COUNSELLING LIST PUBLISHED-PHASE WISE)

On the scheduled date, the subject, category & phase wise E-COUNSELLING LIST will be published. Applicants are advised to follow the phase wise E-Counselling List and Admission Notice in regular basis.

### STEP 6 : (SCAN ORIGINAL DOCUMENTS & UPLOAD AND PAY ADMISSION FEES)

The Selected candidates will have to scan original copies of [M.P. Admit](#), [H.S. Admit](#), [H.S. Marksheet](#), [Caste Certificate](#), [Physically Handicapped Certificate](#) [EWS Certificate](#) etc. and upload it to the portal (Max size : 100 kb and in jpg format) and pay the Admission Fees within the stipulated date(s) positively. The last date & time of Admission will be mentioned in the E-Counselling List and Admission Notice. **All the payment will be done through Online process (using Credit / Debit Card / Net Banking)** and candidates will have to take print out of the Online Payment Slip of Admission and note down the Admission Code for future correspondence.

Applicants may take print out of the Duplicate Payment Slip of Admission through "PRINT DUPLICATE PAYMENT SLIP OF ADMISSION" button by using their Admission Code and Date of Birth as Password even after a successful payment.

All the payments will be made through  **Razorpay** as well as  **NTT DATA (ATOM)** payment gateway.

**NOTE :** If a candidate is already admitted in any subject our college and further selected for admission in another subject in our college through next phase E-counselling, then an OTP will be send to his/her mobile number for cancellation of previous admission. At first he/she will has to cancel his/her previous admission, and then he/she will be able to admit in the next admission. No Fees will be adjusted at the time of further admission. The Fees of previous admission (after claiming by him/her) will be refunded from the college cash counter on the notified dates, informed later on.

### STEP 7 : (CHECKING OF ADMISSION PAYMENT STATUS)

Applicants are advised to check their "Admission Payment Status" within the last date of that particular phase of admission through "ADMISSION PAYMENT STATUS" button by using their Admission Code and Date of Birth. In case of successful admission, the Admission Payment Status will be displayed as "PAID"; otherwise, it will be displayed as "UNPAID".

**If any discrepancies arise in this regard they have to contact with the college office (through Helpline) within the admission date positively. No objection will be entertained after the admission date.**

**NOTE :** After completion of STEP 7, the Admission (provisionally) process will be completed and the candidates are advised to keep all documents and testimonials (including the downloaded Application Form, Admission Payment Slip) for necessary verification in future. The admission of the students through Online will be treated as "Provisional". After verifying the Original documents the admission will be treated as "Final". The date(s) of Documents Verification will be informed later on.

## FOR ANOTHER APPLICATION IN ANY COURSE :

For another application in any course, applicants may avail this option and enter their previous Application ID and Date of Birth, by which they have not to enter all the data of PERSONAL PART & ACADEMIC PART repeatedly for each form (in any course). They have to fill up only the APPLICATION PART (Stream, Subject etc.) and submit the Form. Necessary changes (except Date of Birth) may be done in this process.

### A new Application ID will be generated after submission of the second / third form.

Applicants have to follow all the procedures, mentioned in STEP 1 & STEP 2 as before and take the print out of the new Application Form.

## PRINT DUPLICATE APPLICATION FORM:

Applicants may take print out of Duplicate Application Form through "PRINT DUPLICATE FORM" button by using their Application ID No. as User ID and Date of Birth as Password even after Form Submission.

## CORRECTION OF SUBMITTED FORMS:

Applicants may edit/correct their Forms (Except Date of Birth) through CORRECTION OF SUBMITTED FORMS" button by using their Application ID No. as User ID and Date of Birth as Password in any time within 15.07.2023 by 1.00 p.m.

They have to print the edited/corrected Application Form and submit it to the college office at the time of Documents Verification. The date(s) of Documents Verification will be informed later on.

Applicants may also add or change his/her Applied Subject(s) within 15.07.2023 by 1.00 p.m. through this button.

### **MERIT POINT CALCULATION FORMULA :**

- i) For Single Major Course : 10% of Best Five Marks + Single Major Subject / Allied Subject Marks in H.S level
- ii) For Multi-Disciplinary Programme : Best Five Marks in H.S./ level.

### **IMPORTANT DATES**

Form Submission	: From 01.07.2023 10.00 a.m. to 15.07.2023 1.00 p.m.
Correction of Submitted Forms	: From 01.07.2023 10.00 a.m. to 15.07.2023 1.00 p.m.
Publication of Provisional Merit List	: 15.07.2023 at 5.00 p.m.
Objection regarding Prov. Merit List (if any)	: Upto 16.07.2023 by 12.00 noon (through Helpline/"Any Queries" option)
Publication of Final Merit List	: 16.07.2023 at 1.00 p.m.
First Phase E-Counselling and Admission	: On and from 17.07.2023 (Detailed Subject wise E-Counselling Schedule will be notified on 15.07.2023)

**NOTE** : Applicants have to complete all the steps/process of Online Application (i.e. Form Submission, Correction of Submitted Form etc.) within 15.07.2023 by 1.00 p.m. positively. No steps/process will be entertained after 15.07.2023 by 1.00 p.m.

### **HELP LINE (ANY QUERIES) :**

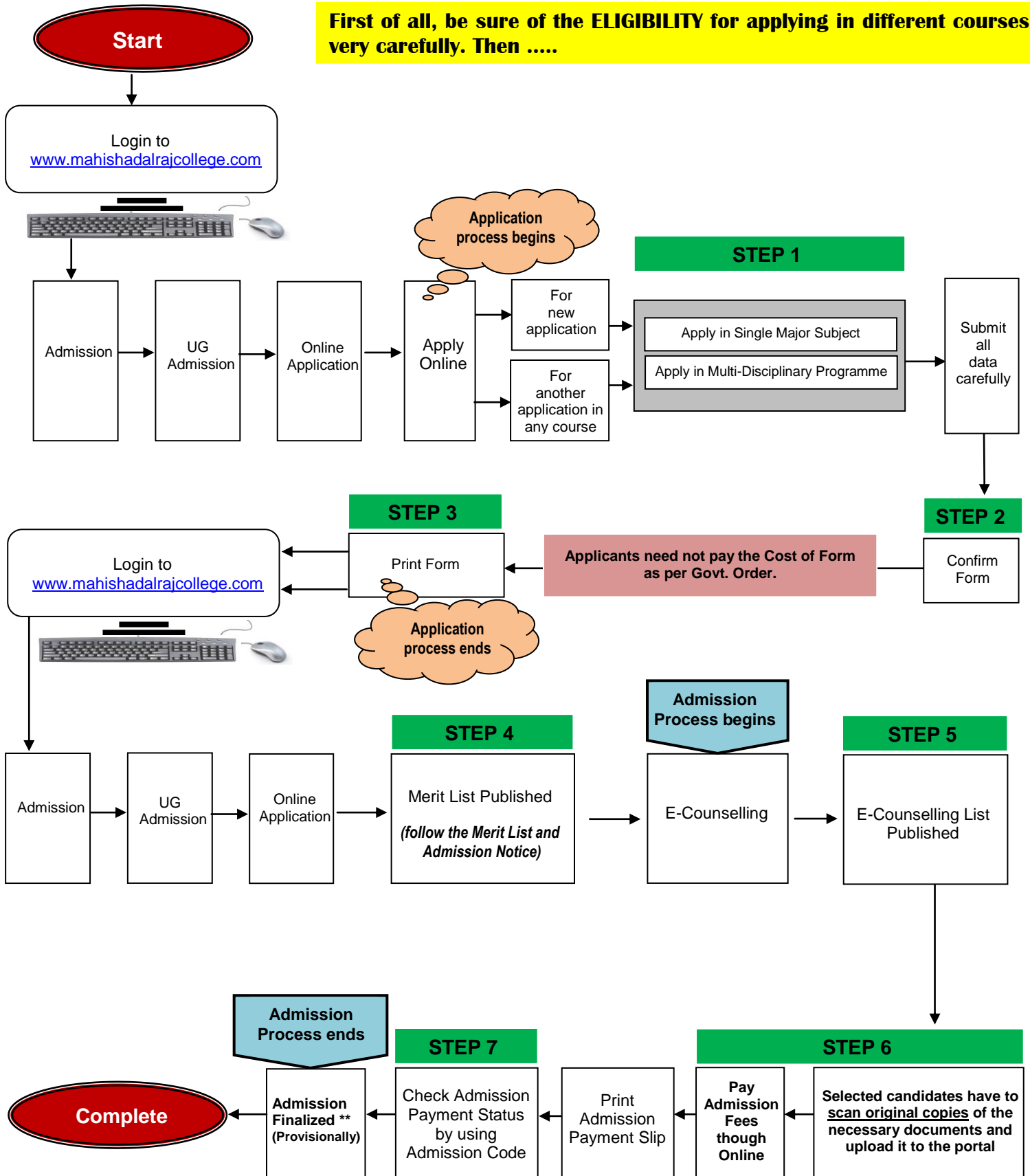
If any difficulty arises in applying online, applicants may feel free to contact with the college through Helpline Number or send their queries through "Any Queries" option, mentioned at <http://onlinemahishadalrajcollege.org>

**HELP LINE : 8170904931 (10.00 a.m. to 5.00 p.m. except holidays)**

**PHYSICAL ENTRANCE OF THE CANDIDATES/GUARDIANS IN THE COLLEGE CAMPUS IS STRICTLY PROHIBITED. ALL COMMUNICATION WILL BE MADE THROUGH HELP LINE (8170904931) OR "ANY QUERIES" OPTION.**

# WORK FLOW DIAGRAMME

**First of all, be sure of the ELIGIBILITY for applying in different courses very carefully. Then .....**



**\*\* Documents Verification will be held as per notice, informed later on.  
 If a candidate does not fulfill the eligibility criteria and submit false representation in any data, the admission will be treated as cancel at any stage.**