



MAHISHADAL RAJ COLLEGE

NAAC ACCREDITED "A" GRADE COLLEGE

(Govt. Sponsored)

Estd : 1946

MAHISHADAL : PURBA MEDINIPUR



মহিষাদল রাজ কলেজ

মহিষাদল : পূর্ব মেদিনীপুর



APPLICATION PROCEDURE

Read the following instructions and be sure of the eligibility for applying in different courses [see **Eligibility Criteria (at a glance)**, **Admission Notice**, **Subject Combination Table** and **Prospectus** portal] very carefully before submission of Application Form.

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

The applicants, who are willing to apply in B.Sc Honours Course, have to use "Apply in Honours B.Sc" button. The applicants, who are willing to apply in B.A. / B.Com Honours Course, have to use "Apply in Honours B.A. / B.Com" button.

An applicant can apply for maximum 1 General Course (B.A./B.Sc./B.Com) in a Single Form. For more than 1 General Course he/she has to apply through another Form.

APPLICATION CHARGE :

Rs. 100.00 for a Single Form (Excluding Bank Charge).

BANK CHARGE :

- In case of Payment made through Bank Challan i.e. Offline Payment (depositing requisite fees to any branch of UNITED BANK OF INDIA / ICICI BANK), the Bank Charges are : i) UNITED BANK OF INDIA : Rs. 35.00 ii) ICICI BANK : Rs. 30.00
- In case of Payment made by using Credit Card/Debit Card/IMPS/Net Banking (Online Payment), the Bank Charges are : i) Credit Card : Rs. 1.62, ii) Debit Card : Rs. 0.40, iii) IMPS : Rs. 1.27 iv) Net Banking : Rs. 18.40

PLEASE REMEMBER (for future correspondence) :

Applicant's User Id : Auto-generated Application Id (mentioned in their printed Form) (Ex.- MRC17.....)

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.Sc. Honours Course** : The Honours candidates have to select One Honours Subject, One Compulsory Subject and One Generic Subject as per the Subject Combination Table for 1st Semester.
[Semester System (1st/2nd/3rd/4th/5th/6th Sem.) Exam Pattern (Choice Based Credit System-CBCS)]
- For B.A. Honours Course** : The Honours candidates have to select One Honours Subject and Two General Subjects as per the Subject Combination Table. **(3-tier i.e. 1st / 2nd / 3rd Year Examination Pattern)**
- For B.Com (Hons.) Course** : The candidates of B.Com. (Hons.) have to select "Accountancy" as Honours Subject and select "All Commerce Subjects" for General Subject1 and General Subject2.
(3-tier i.e. 1st / 2nd / 3rd Year Examination Pattern)
- For B.A./B.Sc. General Course** : The General candidates have to select Three Gen. Subjects as per the Subject Combination Table.
(3-tier i.e. 1st / 2nd / 3rd Year Examination Pattern)

NOTE : B.Sc. (General) Course : 1] B.Sc (Pure) (Gen.) 2] B.Sc. (Bio.) (Gen.) : Subject Combination as follows :

	A	B	C	D	E	F	G
B.Sc. (Pure) (Gen.)	Economics / Physics / Nutrition	Chemistry	Mathematics	Comp. Sc.	Geology	Geography / Disaster Management	Military Sc. / NCC
B.Sc. (Bio.) (Gen.)	Nutrition	---	---	Botany	Zoology / Geology	Physiology / Disaster Management	Military Sc. / NCC

- For B.Com (Gen.) Course** : The candidates of B.Com. (Gen.) have to select "All Commerce Subjects" for General Subject 1, General Subject 2 and General Subject 3. **(3-tier i.e. 1st / 2nd / 3rd Year Examination Pattern)**
- For Industrial Chemistry (Major)** : The candidates of Industrial Chemistry (Major) have to select Industrial Chemistry as a Compulsory Subject and Two General Subjects as per the Subject Combination Table.
(3 tier i.e. 1st / 2nd / 3rd Year Examination Pattern)

- NOTE :**
- Applicants may choose General / Generic Subject(s) as per their choice. But finally the said subject(s) will be offered to him/her on availability or eligibility at the time of admission.
 - Students must not select that subject(s) in Honours in which he/she has failed in H.S./Equivalent level.
 - Students must not select that Lab.-based subject(s) as one of their combination subject in which he/she has failed in H.S./Equivalent 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 have to scan their recent passport size color photo for uploading it in the Form by using CHOOSE FILE button (picture size should not more than 100 kb). They have to click "APPLY ONLINE" button to submit all data very carefully.

STEP 2 : (FORM CONFIRMATION, PAYMENT APPLICATION FEES AND PRINT FORM & PAYMENT SLIP/BANK CHALLAN)

After submitting that, a Confirm Page of the Form will be displayed in the monitor for Confirmation of all data by the applicants and they have to select Payment Option ("Online Payment" / "Offline Payment") for payment of the Application Fees. (Applicants may click "BACK" button for any correction, and submit again)

- i) **PAYMENT THROUGH ONLINE** : If the applicants wish to pay requisite Application Fees by using Credit Card/ Debit Card/IMPS/Net Banking, they have to click "ONLINE PAYMENT" button and then follow step-by-step process. In this process they have to take print out of the Application Form & Online Payment Slip and submit the Form and Xerox copy of this Payment Slip to the college office at the time of admission.

The College authority has done an agreement with  ATOM TECHNOLOGIES LTD. for online payment regarding online application. All the payments will be made through  ATOM TECHNOLOGIES LTD.

- ii) **PAYMENT THROUGH OFFLINE** : If the applicants wish to deposit requisite Application Fees through Bank Challan, they have to click "OFFLINE PAYMENT" button and select Bank Option, either **UNITED BANK OF INDIA** or **ICICI BANK** and then take printout of the Application Form and THREE PART BANK CHALLAN, of which
- a) the **Bank Part** has to be submitted to any branch of **UNITED BANK OF INDIA** or **ICICI BANK** and deposit requisite Application Fees
 - b) the **College Part** has to be submitted to the college office at the time of admission and
 - c) the **Student Part** is for record keeping by the student.

NOTE : 1) Without payment of Application Fees, No forms will be considered for Merit List.

- 2) Candidate can pay the application fees separately any time through "MAKE ONLINE PAYMENT" button after form submission within 12.06.2017 by 4.00 p.m. due to following causes :

- i) Unable to pay the application fees due to some technical/network problem at the time of form submission, OR
- ii) Change his decision and wishes to pay the application fees through Online (i.e. Credit / Debit Card / Net Banking / IMPS) even after taking print out of Offline Bank Challan.

STEP 3 : (PAYMENT STATUS CHECKING)

Applicants are advised to check the Payment Status of their Forms after two days from the date of depositing of application fees through Bank Challan (i.e. Offline Payment), through "PAYMENT STATUS" button by using their Application ID No. as User ID and Date of Birth as Password. The Payment Status will be displayed as "PAID"; otherwise, it will be displayed as "UNPAID". **If the Payment Status is not displayed as "PAID" even after two days from the date of depositing of application fees, the applicants are advised to contact with the Bank and take necessary steps within 14.06.2017 by 4.00 p.m. positively. Only "PAID" Forms will be considered for Merit List.**

(For Example : If an applicant deposits Application Fees on 04.06.2017 through Bank Challan, he/she will be able to check the Payment Status of his/her Form on 06.06.2017)

NOTE : After completion of STEP 3, applicants are advised to follow the Merit List and Admission Notice that will be published in this website (www.mahishadalrajcollege.com). Nothing is required to be sent to the college.

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 & STEP 3 as before. **[Especially make payment/deposit the requisite application fees and take print out of i) Bank Challan/Online Payment Slip & ii) new Application Form.]**

PRINT DUPLICATE APPLICATION FORM & BANK CHALLAN :

Applicants may take print out of Duplicate Application Form and Bank Challan through "PRINT DUPLICATE FORM & CHALLAN" 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 12.06.2017 by 4.00 p.m. They have to print the edited/corrected Application Form and submit it to the college office at the time of admission. Applicants may also add or change his/her Applied Subject(s) even after depositing/payment of application fees within 12.06.2017 by 4.00 p.m. through this button.

NOTE : If there are any changes have been done in Candidate's Name and Father's Name before depositing application fees through bank challan, the applicant have to take print out of edited Bank Challan through "PRINT DUPLICATE FORM & CHALLAN" button and submit it to any branch of United Bank of India or ICICI Bank and deposit requisite application fees.

MERIT POINT CALCULATION FORMULA :

- i) For Honours Course : 10% of Best Five Marks + Subject / Allied Subject Marks in H.S./Equivalent course.
- ii) For General Course / Industrial Chemistry / BCA : Best Five Marks in H.S./Equivalent course.

IMPORTANT DATES :

Form Submission : From 02.06.2017 10.00 a.m. to 12.06.2017 4.00 p.m.
Deposit/Payment Application Fees : From 02.06.2017 to 12.06.2017
Correction of Submitted Forms : From 02.06.2017 10.00 a.m. to 12.06.2017 4.00 p.m.
Checking Payment Status : From 02.06.2017 10.00 a.m. to 14.06.2017 4.00 p.m.
Publication of Provisional Merit List : 16.06.2017 at 11.00 a.m.
Objection regarding Prov. Merit List (if any) : Upto 17.06.2017 by 4.00 p.m.
Publication of Final Merit List : 20.06.2017 at 11.00 a.m.

NOTE : Applicants have to complete all the steps/process of Online Application (i.e. Form Submission, Depositing/Payment application fees, Correction of Submitted Form etc.) within 12.06.2017 by 4.00 p.m. positively. No steps/process will be entertained after 12.06.2017. by 4.00 p.m.

HELP DESK AND HELP LINE :

If any difficulty arises in applying online, students may feel free to visit the college and contact with the **ADMISSION OFFICE HELP DESK** during application period. Technical support will be provided in the application process. **HELP LINE : 03224-240092 (10.00 a.m. to 5.00 p.m. except holidays)**

Work Flow Diagramme

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

