



## 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 3 Honours Subjects in a Single Form. For more than 3 Honours Subjects he/she has to apply through another Form. 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 :

- 1) In case of Payment made through Bank Challan i.e. Offline Payment (depositing requisite fees to any branch of UNITED BANK OF INDIA), the Bank Charge is Rs. 35.00
- 2) In case of Payment made by using Debit Card / Credit Card / Net Banking (Online Payment), the Bank Charges are :  
i) Debit Card : Rs. 0.00, ii) Credit Card : Rs. 1.40, iii) Net Banking : Rs. 18.88

### PLEASE REMEMBER (for future correspondence) :

**Applicant's User Id** : Auto-generated Application Id (mentioned in their printed Form) (Ex.- MRC18.....)

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

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

- i) 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".
- ii) 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. Honours Course** : The Honours candidates have to select One Hons. Subject, Two Generic Subjects (*one for 1<sup>st</sup> & 2<sup>nd</sup> Sem. and other for 3<sup>rd</sup> & 4<sup>th</sup> Sem.*) and One Compulsory Subject (AECC) for 1<sup>st</sup> Semester.
- **For B.Com Honours Course** : The candidates of B.Com. (Hons.) have to select "Accountancy" as Honours Subject and Select "Commerce Generic" for Two Generic Subjects and One Compulsory Subject (AECC).
- **For B.A./B.Com General Course** : The B.A./B.Com. General candidates have to select Two DSC Subjects, One Generic Subject (for 5<sup>th</sup> & 6<sup>th</sup>) Two Language Core Subject (*English for 1<sup>st</sup> & 3<sup>rd</sup> Sem. and Bengali/Hindi for 2<sup>nd</sup> & 4<sup>th</sup> Sem.*) and One Compulsory Subject (AECC).  
NOTE : B.Com Gen. candidates have to select "Commerce Subject" for DSC-1, DSC-2 & Generic subjects.  
**The Degree will be awarded on 1<sup>st</sup> choice subject (DSC-1).**  
**Example** : If a student select History (DSC-1), Sanskrit (DSC-2), Philosophy (Generic), English (Language) and Bengali Communication (AECC).  
**Then the Degree will be awarded as "B.A. Gen. with History"**
- **For B.Sc. General Course** : The B.Sc. General candidates have to select Three DSC Subjects, and AECC Subject  
**The Degree will be awarded on 1<sup>st</sup> choice subject (DSC-1).**  
**Example** : If a student select Chemistry (DSC-1), Mathematics (DSC-2), Comp. Sc (DSC-3) and Bengali Communication (AECC).  
**Then the Degree will be awarded as "B.Sc. Gen. with Chemistry"**

**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>B.Sc. (Pure) (Gen.)</b>	Economics / Physics / Nutrition	Chemistry	Mathematics	Comp. Sc.	Geology	Geography / Disaster Management	Military Sc. / NCC
<b>B.Sc. (Bio.) (Gen.)</b>	Nutrition	---	---	Botany	Zoology / Geology	Physiology / Disaster Management	Military Sc. / NCC

- **For Industrial Chemistry (Major)** : The candidates of Industrial Chemistry (Major) have to select "Industrial Chemistry" as Major Subject, Two Elective Subjects and One Compulsory Subject (AECC) as per the Subject Combination Table.

- NOTE :**
- i) Applicants may choose Generic /DSE Subject(s) as per their choice. But finally the said subject(s) will be offered to them on availability or eligibility at the time of admission.
  - ii) Applicants must not select that subject(s) in Honours in which they have failed in H.S./Equivalent level.
  - iii) Applicants must not select that Lab.-based subject(s) as one of their combination subject in which they have 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](#) and [Full Signature \(between 5 kb to 30 kb and in jpg format\)](#) for uploading it in the Form by using CHOOSE FILE button. 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 Debit Card/ Credit Card/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.

**NOTE** : Candidate can pay the application fees separately any time through "**MAKE ONLINE PAYMENT**" button after form submission within 20.06.2018 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. Debit / Credit Card / Net Banking) even after taking print out of Offline Bank Challan.
- ii) **PAYMENT THROUGH OFFLINE** : If the applicants wish to deposit requisite Application Fees through Bank Challan, they have to click "OFFLINE PAYMENT" button and Click the Print Challan (UNITED BANK OF INDIA) 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** 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** : Without payment of Application Fees, No forms will be considered for Merit List.

### 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 22.06.2018 by 4.00 p.m. positively. Only "PAID" Forms will be considered for Merit List.

(For Example : If an applicant deposits Application Fees on 11.06.2018 through Bank Challan, he/she will be able to check the Payment Status of his/her Form on 13.06.2018)

**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.mahishadalraicollege.com](http://www.mahishadalraicollege.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 20.06.2018 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 20.06.2018 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 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 08.06.2018 10.00 a.m. to 20.06.2018 4.00 p.m.  
Deposit/Payment Application Fees : From 08.06.2018 to 20.06.2018  
Correction of Submitted Forms : From 08.06.2018 10.00 a.m. to 20.06.2018 4.00 p.m.  
Checking Payment Status : From 08.06.2018 10.00 a.m. to 22.06.2018 4.00 p.m.  
Publication of Provisional Merit List : 25.06.2018 at 11.00 a.m.  
Objection regarding Prov. Merit List (if any) : Upto 26.06.2018 by 4.00 p.m.  
Publication of Final Merit List : 28.06.2018 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 20.06.2018 by 4.00 p.m. positively. No steps/process will be entertained after 20.06.2018. 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 .....**

