



**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.

### **APPLICATION CHARGE : Nil**

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

**Applicant's User Id** : Auto-generated Application Id (mentioned in their printed Form) (Ex.- MRC26.....)

**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.

**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.**

### **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  as well as  payment gateway.

## **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.

## **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 24.05.2026 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.

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

**For Single Major Course :** 10% of best 4 subjects including 1 language sub. (excluding ENVS) +  
Single Major Subject / Allied Subject Marks in H.S level

### **IMPORTANT DATES**

Form Submission	: From 18.05.2026 2.00 p.m. to 24.05.2026 1.00 p.m.
Correction of Submitted Forms	: From 18.05.2026 2.00 p.m. to 24.05.2026 1.00 p.m.
Publication of Provisional Merit List	: 24.05.2026 at 2.00 p.m.
Objection regarding Prov. Merit List (if any)	: Upto 25.05.2026 by 12.00 noon (through Helpline)
Publication of Final Merit List	: 25.05.2026 at 1.00 p.m.
First Phase E-Counselling and Admission	: On and from 25.05.2026 2.00 p.m.

**NOTE :** Applicants have to complete all the steps/process of Online Application (i.e. Form Submission, Correction of Submitted Form etc.) within 24.05.2026 by 1.00 p.m. positively. No steps/process will be entertained after 24.05.2026 by 1.00 p.m.

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

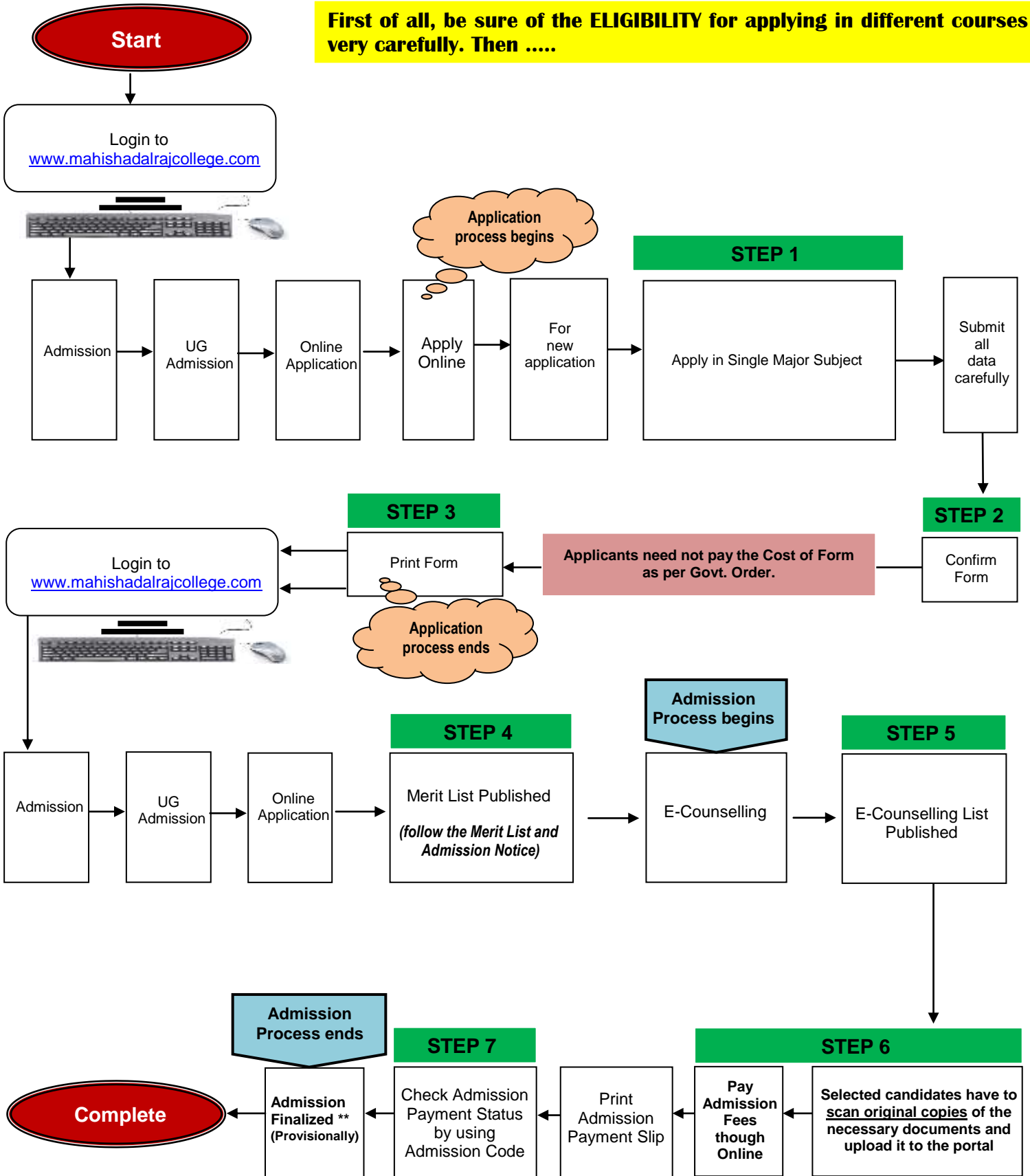
If any difficulty arises in applying online, applicants may feel free to contact with the college through Helpline Number.

**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).**

# 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.**