MAHISHADAL RAJ COLLEGE

NAAC ACCREDITED "A" GRADE COLLEGE
(Govt. Sponsored)
Estd : 1946
MAHISHADAL : PURBA MEDINIPUR

Online Admission

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.- MRC19........)
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 1st & 2nd Sem. and other for 3rd & 4th Sem.)* and One Compulsory Subject (AECC) for 1st 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 5th & 6th) Two Language Core Subject *(English for 1st & 3rd Sem. and Bengali/Hindi for 2nd & 4th 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 1st 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 1st 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.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

** The B.Sc. (Gen.) students with Bio Sc. combination will have to pay the excess amount (if any) for Bio Sc. at the time of Documents Verification.

- **For Industrial Chemistry (Major)**   : The candidates of Industrial Chemistry (Major) have to select "Industrial Chemistry" as Major Subject, Two Generic Subjects *(one for 1st & 2nd Sem. and other for 3rd & 4th Sem.)* and One Compulsory Subject (AECC) for 1st Semester.

   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 OF 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 Documents verification. The date(s) of Documents Verification will be informed later on.

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

NOTE :   **Candidate can pay the application fees separately any time through "MAKE ONLINE PAYMENT" button after form submission within 06.06.2019 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 Documents Verification 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 : (CHECKING OF PAYMENT STATUS OF FORM SUBMISSION CHECKING)

Applicants are advised to check the Payment Status of their Forms <u>after two days from the date of depositing of application fees through Bank Challan (i.e. Offline Payment),</u> through "PAYMENT STATUS" button by using their Application ID No. as User ID and Date of Birth as Password. In case of successful transaction, 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 08.06.2019 by 4.00 p.m. positively. Only "PAID" Forms will be considered for Merit List.**
(For Example : If an applicant deposits Application Fees on 28.05.2019 through Bank Challan, he/she will be able to check the Payment Status of his/her Form on 30.05.2019)

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) SC Category, 3) ST Category, 4) OBC-A Category, 5) 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 <u>E-COUNSELLING LIST</u> (as per the intake capacity) will be published. Applicants are advised to follow the phase wise E-Counselling List and Admission Notice in regular basis.

STEP 6 : (PAY ADMISSION FEES)

The Selected candidates have to 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 have to take print out of the Online Payment Slip of Admission and note down the Admission Code for future correspondence. **All the payments will be made through** atom **ATOM TECHNOLOGIES LTD.**

NOTE : If a candidate is already admitted in any subject and further selected for admission in another subject 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 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 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 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 applicants are advised to keep all documents and testimonials (including the downloaded Application Form, Challan/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 APPILCATION 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 06.06.2019 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 Documents Verification. The date(s) of Documents Verification will be informed later on. Applicants may also add or change his/her Applied Subject(s) even after depositing/payment of application fees within 06.06.2019 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 28.05.2019 10.00 a.m. to 06.06.2019 4.00 p.m.
Deposit/Payment of Application Fees   : From 28.05.2019 to 06.06.2019
Correction of Submitted Forms   : From 28.05.2019 10.00 a.m. to 06.06.2019 4.00 p.m.
Checking Payment Status of Form Submission   : From 28.05.2019 10.00 a.m. to 08.06.2019 4.00 p.m.
Publication of Provisional Merit List   : 10.06.2019 at 11.00 a.m.
Objection regarding Prov. Merit List (if any)   : Upto 11.06.2019 by 3.00 p.m.
Publication of Final Merit List   : 11.06.2019 at 4.00 p.m.
NOTE : Applicants have to complete all the steps/process of Online Application (i.e. Form Submission, Depositing/Payment of application fees, Correction of Submitted Form etc.) within 06.06.2019 by 4.00 p.m. positively. No steps/process will be entertained after 06.06.2019 by 4.00 p.m.
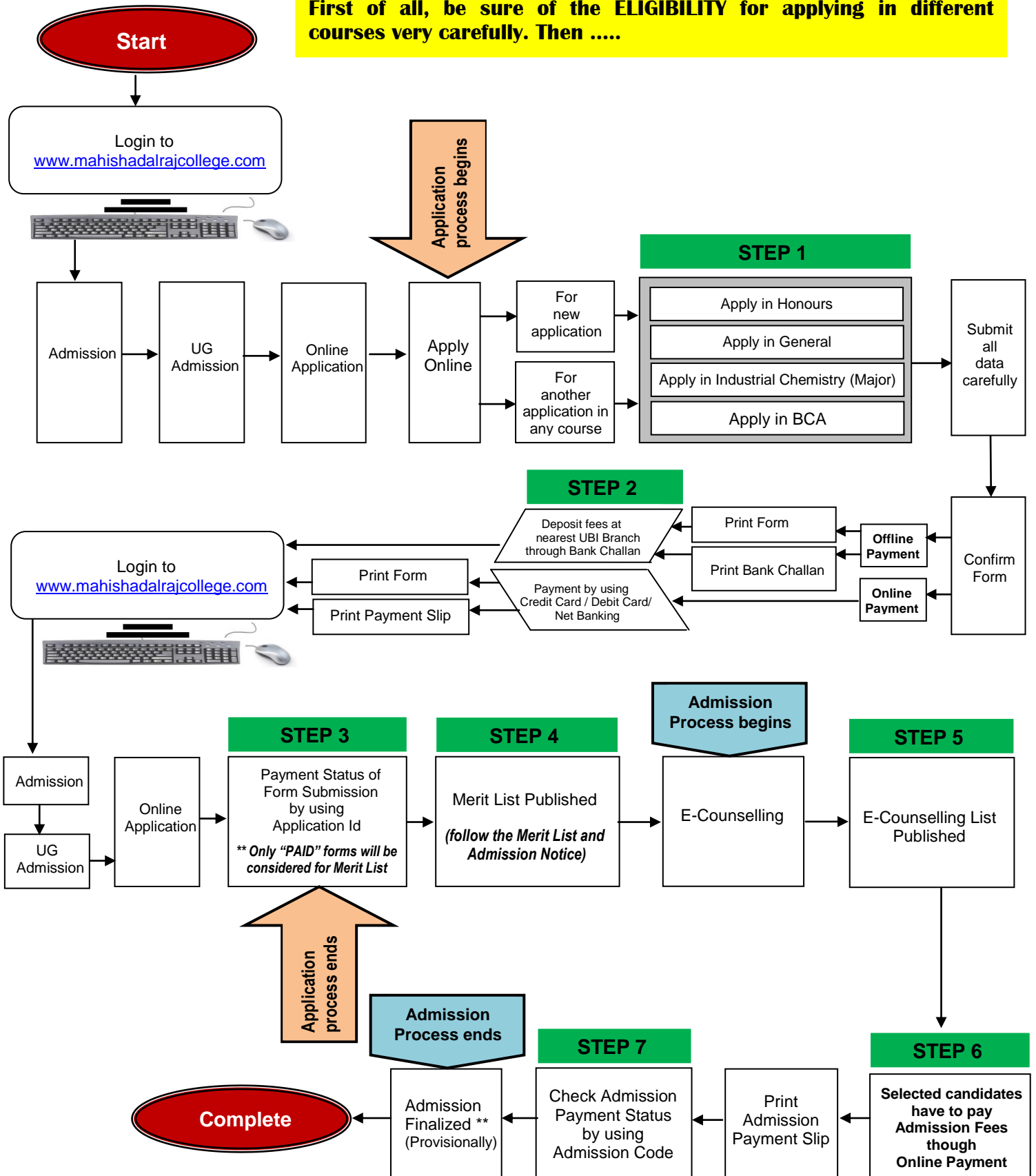

HELP LINE & ANY QUERIES :
If any difficulty arises in applying online, applicants may feel free to contact with the college through Helpline Number or send their queries through "Any Queries" option, mentioned at http://onlinemahishadalrajcollege.org
HELP LINE : 03224-240092 (10.00 a.m. to 5.00 p.m. except holidays)

Work Flow Diagramme

Start

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

Login to www.mahishadalrajcollege.com

Application process begins

Admission → UG Admission → Online Application → Apply Online

For new application

For another application in any course

STEP 1

Apply in Honours

Apply in General

Apply in Industrial Chemistry (Major)

Apply in BCA

Submit all data carefully

Confirm Form

STEP 2

Deposit fees at nearest UBI Branch through Bank Challan ← Print Form ← **Offline Payment**

Print Bank Challan

Payment by using Credit Card / Debit Card/ Net Banking ← **Online Payment**

Print Form

Print Payment Slip

Login to www.mahishadalrajcollege.com

Admission → UG Admission → Online Application

STEP 3

Payment Status of Form Submission by using Application Id

** Only "PAID" forms will be considered for Merit List

STEP 4

Merit List Published

(follow the Merit List and Admission Notice)

Admission Process begins

E-Counselling

STEP 5

E-Counselling List Published

Application process ends

Admission Process ends

STEP 6

Selected candidates have to pay **Admission Fees** though **Online Payment**

STEP 7

Print Admission Payment Slip

Check Admission Payment Status by using Admission Code

Admission Finalized ** (Provisionally)

Complete

** 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.