



MAHISHADAL RAJ COLLEGE

(Govt. Sponsored)

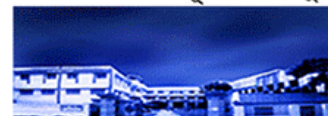
Estd : 1946

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. 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), the Bank Charge is Rs. 35.00
- In case of Payment made by using Credit Card (Online Payment), Bank Charge is Rs. 1.61
- In case of Payment made by using Debit Card (Online Payment), the Bank Charge is Rs. 0.97
- In case of Payment made by using IMPS (Online Payment), the Bank Charge is Rs. 1.26
- In case of Payment made by using Net Banking (Online Payment), the Bank Charge is Rs. 18.32

NOTE : * Fees once paid will not be refunded.

*** If applicant paid twice for one form the refund should be made for one transaction via same source.**

PLEASE REMEMBER (for future correspondence) :

Applicant's User Id : Auto-generated Application Id No. (mentioned in their printed Form)
Applicant's Password : Applicant's Date of Birth (DD/MM/YYYY)

APPLY IN DIFFERENT COURSES :

- Apply in Honours Course** : The applicants, who are willing to apply in Honours Course, have to use "Apply in Honours" button.
- Apply in General Course** : The applicants, who are willing to apply in General Course, have to use "Apply in General" button.
- Apply in Industrial Chemistry (Major)** : The applicants, who are willing to apply in Industrial Chemistry (Major), have to use "Apply in Industrial Chemistry" button.
- Apply in BCA** : The applicants, who are willing to apply in BCA, have to use "Apply in BCA" button.

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 Honours Course** : The Honours candidates have to select One Honours Subject and Two General Subjects as per the Subject Combination Table
- For General Course** : The General candidates have to select Three Gen. Subjects as per the Subject Combination Table.

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
B.Sc. (Pure) (Gen.)	Economics / Physics / Nutrition	Chemistry	Mathematics	Comp. Sc.	Military Science	Geography
B.Sc. (Bio.) (Gen.)	Nutrition	---	---	Botany	Zoology	Physiology

- For Industrial Chemistry** : 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.
- 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 Subject 1 and General Subject 2.
- 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.

NOTE : i) Applicants may choose General 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.

ii) Students must not select that subject(s) in Honours in which he/she has failed in H.S./Equivalent level.

iii) 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 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 01.06.2016 by 4.00 p.m. positively. Only "PAID" Forms will be considered for Merit List.**

(For Example : If an applicant deposits Application Fees on 24.05.2016 through Bank Challan, he/she will be able to check the Payment Status of his/her Form on 26.05.2016)

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.

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 30.05.2016 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 30.05.2016 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 :

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

IMPORTANT DATES :

Form Submission	: From 20.05.2016 10.00 a.m. to 30.05.2016 4.00 p.m.
Deposit/Payment Application Fees	: From 20.05.2016 to 30.05.2016
Correction of Submitted Forms	: From 20.05.2016 10.00 a.m. to 30.05.2016 4.00 p.m.
Checking Payment Status	: From 20.05.2016 10.00 a.m. to 01.06.2016 4.00 p.m.
Publication of Provisional Merit List	: 04.06.2016 at 11.00 a.m.
Objection regarding Prov. Merit List (if any)	: Upto 06.06.2016 by 4.00 p.m.
Publication of Final Merit List	: 08.06.2016 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 30.05.2016 by 4.00 p.m. positively. No steps/process will be entertained after 30.05.2016. 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

