MAHISHADAL RAJ COLLEGE
(Govt. Sponsored), Estd - 1946
NAAC accredited 'A' Grade College
Mahishadal , Purba Medinipur.

APPLICATION PROCEDURE

Read the following instructions and be sure of the eligibility for applying in different courses [see Admission Notice,] very carefully before submission of Application Form.

Applications are invited for admission to the Postgraduate Courses from the Students who have passed B.A / B.SC (Honours) Part- III / Final Semester (CBCS) Examination in relevant subjects in 2020 & 2021.

APPLICATION CHARGE : Nil (Applicants need not pay the Cost of Form as per Govt. Order)

KEEP IN MIND (for future correspondence) :
Applicant's User Id: Auto-generated Application Id (mentioned in their printed Form) (Ex.- MRCPG21…..)
Applicant's Password : Applicant's Date of Birth (DD/MM/YYYY format)

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 (between 5 kb to 30 kb and in jpg format) and Full Signature (between 5 kb to 20 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)

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)

STEP 3 : (PRINT OUT OF FORM)

After successful submission, Applicants 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) 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 E-COUNSELLING LIST (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 : (SCAN ORIGINAL DOCUMENTS & UPLOAD AND PAY ADMISSION FEES)

The Selected candidates have to scan original copies of Admit Card of M.P Examination, Marksheet of Last Examination, SC/ST/OBC–A/OBC–B Certificate & PWD Certificate (if applicable) 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 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.

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".

Note: If any discrepancies arise in this regard they have to contact with the college office (through email ID : mrcpgadmission@gmail.com or Help line No: 03224 –240092) 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 notified later on.

: IMPORTANT DATES :

On-line form submission   : From 01/09/2021 11.00 a.m. to 15/09/2021 04.00 p.m.
Correction of Forms   : From 01/09/2021 11.00 a.m. to 15/09/2021 04.00 p.m.
Publication of Provisional Merit List   : 17.09.2021 at 12.00noon
Objection regarding Prov. Merit List (if any)   : Upto 19.09.2021 by 04.00 p.m.
        (through email ID : mrcpgadmission@gmail.com)

Publication of Final Merit List   : 20.09.2021 at 12.00noon

ALL THE APPLICANTS ARE ADVISED THAT TO VISIT OUR COLLEGE WEBSITE (www.mahishadalrajcollege.com) TO FOLLOW THE ADMISSION NOTICE REGULARLY. NO OBJECTION WILL BE ENTERTAINED AFTER PUBLICATION OF FINAL MERIT LIST.

NOTE : Applicants have to complete all the steps/process of Online Application (i.e. Form Submission, Correction of Submission Forms, etc.) within 15/09/2021 by 04.00 p.m. positively. No steps / process will be entertained after 15/09/2021 by 04.00 p.m.

PHYSICAL ENTRANCE OF THE CANDIDATES/GUARDIANS IN THE COLLEGE CAMPUS IS STRICTLY PROHIBITED. ALL COMMUINATION WILL BE MADE THROUGH HELP LINE (03224 - 240092) OR "email ID : mrcpgadmission@gmail.com" OPTION.

1. Downloaded Application Form & Payment Transaction Slip (only A4 size Paper)
2. Self – Attested photo Copy of all Marksheets of all Examinations passed.
3. Self – Attested photo Copy of Registration Certificate of M.P & H.S Examination.
4. Self - Attested photo Copy of the Graduation Registration Certificate.
5. Self - Attested photo Copy of the Admit Card/Certificate or equivalent/ Madhyamik as evidence of the date of birth.
6. Self - Attested photo Copy of the SC/ST/OBC-A, & OBC-B Certificate (If applicable)
7. Self - Attested photo Copy of the PWD Certificate (If applicable)
8. Self - Attested photo Copy of the BPL Certificate (If applicable)
9. Original College leaving Certificate
10. Original Migration Certificate (for other University candidate only)

Note : 1) Original Migration Certificate must be submitted within one months from the date of admission, otherwise he / she will not be allowed to appear at the final examination of the Semester–I.

2) The admitted students are to attend at least 75% of the total classes held in all Semesters, otherwise he/she will not be allowed to fill up his/her form for examination.

Application form, if not properly filled in and accompanied with attested copies of the documents as stated above, is liable to be cancelled.

If the any Applicant does not fulfil the eligibility criteria, the Application form or Admission will be treated as cancelled.

NOTE : 1. THE AUTHORITY HAS THE RIGHT TO MAKE ANY CHANGE IN THE ADMISSION PROCEDURE,IF NECESSARY.

2. IT IS MANDATORY TO FILL UP ALL COLUMNS OF THE ONLINE APPLICATION FORM. INCOMPLETE FORMS WILL BE TREATED AS CANCELLED.DETAILED ADMISSION SCHEDULED WILL BE NOTIFIED LATER ON. VISIT OUR COLLEGE WEBSITE.(www.mahishadalrajcollege.com) REGULARLY.

WORK FLOW DIAGRAMME

LOGIN : www.mahishadalrajcollege.com → Admission → PG Admission → PG online

Application 2021–2022 → Apply Online → Chose your option and submits all data carefully

→ Confirm Form → Print Form → Application Process Completed.