



MAHISHADAL RAJ COLLEGE

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

APPLICATION PROCEDURE 2023 - 2024

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 in the year 2022 & 2023. **All the candidates have to apply through Online mode (Website : www.mahishadalrajcollege.com) for admission to the M.A. / M.Sc. 1st Semester for the session 2023-2024.**

APPLICATION CHARGE : Nil (Applicants need not to 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.- MRCPG23.....)
Applicant's Password : Applicant's Date of Birth (DD/MM/YYYYformat)

All the Fields are mandatory. Incomplete Forms will be treated as cancelled.

STEP-BY-STEP PROCESS :

STEP 1 : (FORM SUBMISSION)

Before filling up the Form, applicants will 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 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)

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 Categories [i.e. 1) All Category- Combined, 2) 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-Counseling 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-Counseling 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 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 mode (using Credit/Debit Card/Net Banking & etc.) and candidates will 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 discrepancies arise in this regard they will have to contact the college office (through email ID : mrcpgadmission@gmail.com or Help line No: 03224 -240092) within the admission period positively. No objection will be entertained after the last date of admission is over.

NOTE : After completion of STEP 7, the Admission (provisionally) process will be completed. 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 mode 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 lateron.**

: IMPORTANT DATES :

On-line Form submission	: From 01/09/2023 11.00 a.m. to 10/09/2023 11.59pm.
Correction/Edit Forms of Application	: From 01/09/2023 11.00 a.m. to 10/09/2023 11.59pm.
Publication of Provisional Merit List	: 12.09.2023 at 12.00 noon
Correction regarding Prov. Merit List (if any)	: 13.09.2023 by 05.00 p.m. positively
Publication of Final Merit List	: 14.09.2023 at 12.00 noon

No objection will be entertained after publication of **Final Merit List & Entrance Test List.**

ALL THE APPLICANTS ARE ADVISED 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 will have to complete all the steps/process of Online Application (i.e. Form Submission, Correction of Submission Forms, etc.) within 10/09/2023 by 11.59 p.m. positively. No steps / process will be entertained after the stipulated time and date mention in the programme.

UNNECESSARY PRESENCE OF THE CANDIDATES/GUARDIANS IN THE COLLEGE CAMPUS IS STRICTLY RESTRICTED. ALL COMMUNICATION WILL BE MADE THROUGH HELP LINE (03224 - 240092) OR “ email ID : mrcpgadmission@gmail.com ” .

DOCUMENTS are to be produced at the time of DOCUMENTS VERIFICATION :

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. Self - Attested photo Copy of the EWS Certificate (If applicable)
10. Original College leaving Certificate
11. 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 Semester-I Examination.
- 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 any semester end examination.

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

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 (For Application) : www.mahishadalrajcollege.com → Admission → PG Admission →

PG online Application 2023-2024 → Apply Online → Chose your option and submits all data carefully → Confirm Form → Print Form → Application Process Completed. I

LOGIN (For Admission through E-Counseling) : www.mahishadalrajcollege.com → Admission →

PG Admission → PG online Application 2023-2024 → E- COUNSELING →
Admission through E-Counseling System

“Selected candidates have to scan original copies of the necessary documents and upload it to the portal ”

Pay Admission Fees though Online → Print Admission Payment slip → Admission Finalized ** (Provisionally).