

Registration:

1. For filling up Admission Form each student will have to **first get registered** with unique personal e-mail (not general e-mail of some other person).
2. Registration for Online admission will be allowed during **a specified period** through Admission website (www.mucwcadmission.com & www.mucwcburdwan.org)
3. Registration includes online entry of applicant's **Roll no. of HS/Equiv. exams, Mobile no. and E-mail Id** (mandatory)
4. The **Application Number generated after registration will be the User Id and Date of Birth (ddmmyyyy) will be the initial Password** for further communication.
5. There shall be provision for **changing password** for security purposes.
6. Online Registration is to be confirmed by **payment of requisite amount** fixed by the college as Registration fee.
7. The fee is to be paid online through **Payment Gateway**.
8. **Service charge for payment** depends on "Mode of payment" (Net Banking, Debit Card, Credit Card, etc.)

Form Filling:

1. After successful Registration an applicant is required to fill up her admission form by carefully providing data for each field.
2. Applicants may exercise **maximum four choices for Honours Course** from among those subjects for which they are eligible.
3. **All choices will be considered equally preferred.**
4. Applicants for Honours course will have to fill up the field for **Generic Elective (GE) in respect of Semester 1**. The GE subject should be a subject other than the Hons. subject within the restriction of the stream (Science or Arts).
5. Similarly, those applying for **General Courses will have to mention the Core Courses** they want to study at the Degree Level. For Science Students the number of Core Courses to be opted for is three; for Arts students, the number is two, because one Core Course – L1/L2 – is compulsory.
6. Without selection of GE for Hons Course and stipulated number of Core Courses for General Course, no candidate can submit the form.
7. **Those who are not eligible for Honours may apply for General Courses only.**
8. A candidate may choose an Honours course on the basis of her performance in the subject/Allied subject at the HS/Equiv. level.
9. In filling up of the form, applicants **may choose information from the drop down list**. In case of boards not found in the drop down list, "others" to be chosen
10. Applicants must **upload scanned copies of relevant documents** like marksheets, caste certificate (if any), signature & photo at the time of submission of Form.

Merit list & Accepting:

1. **Subject-wise and category wise merit list** will be generated on the basis of intake capacity **separately for Honours and General Courses**. If found eligible to get

chance for admission to Honours/General course, **an applicant must click the “ACCEPT” button within stipulated time to book her seat** for the course(s) in which she has got chance. **Otherwise her chance will be lost.**

2. **‘Chance Lost’ candidates wanting to get admitted are required to send email to mucwcadmission@gmail.com** as early as possible showing valid grounds for re-consideration for admission. If the prayer is considered, the ‘Accept’ button will be activated at the next available phase. However, since the intake capacity is limited, such prayers can be considered only if there is any seat left and **no prayer can be entertained if the Second Chance is also lost for whatsoever reason.**
3. After booking a seat by clicking **‘ACCEPT’ button applicants must** make payment of admission fees through payment gateway. *Document of payment is to be preserved and produced at the time of verification* which will be done when the student first reports to the college for attending classes.
4. **Time for Accepting offer is generally not less than 24 hrs in all the phases.**
5. If any **discrepancy** is found during verification of original testimonials, provisional **admission will not be confirmed** and the deposited fee in such cases will be refundable.

Re-option:

Applicants who have already registered but have not get chance for admission to any of the four opted courses **may get chance for changing their option** subject to the following conditions:

1. There must be a subject in which all the applicants have been offered chance for admission but seats are still vacant.
2. The applicant exercises her option by surrendering the stipulated number of subjects of first option.
3. The maximum number of subjects available for re-option is two.
4. The candidate fulfils the eligibility criteria for studying the subject.
5. Exercising this option means her name will be automatically deleted from the merit list of the subject she is surrendering for the purpose of re-option.

Precaution:

- ✓ **Give your own mobile number and e-mail id (create own e-mail id if required)**
- ✓ **Give relevant data correctly or else your admission may get cancelled at a later stage**
- ✓ **Read the relevant section of the Prospectus carefully before form-filling**
- ✓ **Use *Edit* option if data submitted by you is wrong**
- ✓ **If you detect error after the publication of Merit List, write to Admission Committee with documents for correction**
- ✓ **Check Merit List for Admission from time to time and, if eligible, click Accept button before expiry of time**
- ✓ **Make enquiry calls to college Help Desk**
- ✓ **Take Printout of submitted Form & payment document – these are to be produced whenever asked for by the college**