



Michael Madhusudan Memorial College

Govt. Aided General Degree College
Affiliated to Kazi Nazrul University
Accredited by NAAC (Grade B+)

ONLINE ADMISSION GUIDELINE (2023-2024)

1. *UG online Admission 2023-2024 to 3-year UG Programme and 4-year UG Programme with Honours and Honours with Research in Arts, Science, Commerce, B.A./ B.Sc./B.Com./ BCA /BBA will be conducted as per National Curriculum and Credit Framework vide UGC D.O. No.1- 1/2021(QIP) (CBCS) dated 31/01/2023 and notification from HED, Govt. of WestBengal, vide its notification no. 354-Edn(CS)/10M-95/14 dated 02/06/2023 and subsequent notification from KNU, Ref no. KNU/R/UG-Admn/0771/23 dated 28/06/2023.*

Tentative Schedule of Admission process, as per HED, Govt. of West Bengal & KNU Admission notifications, as follows:

Sl. No.	Event(s)	Date
1	<i>Date of opening of Online Portal for Application</i>	<i>1st July 2023</i>
2	<i>Start of Registration & submission of online</i>	<i>1st July 2023</i>
3	<i>Submission of Application in the Online Portal for UG programme up to</i>	<i>15th July, 2023</i>
4	<i>Publication of Merit list of all UG programme</i>	<i>From 16th July to 20th July</i>
5	<i>Date of Completion of Admission process</i>	<i>31st July 2023</i>
6	<i>Date of commencement of 1st Semester Classes</i>	<i>1st August 2023</i>

2. An applicant must have completed results at the 10+2 level at the time of application. Candidates passing the Higher Secondary (10+2) or its equivalent Examination with 5 (Five) recognized subjects including at least one language subject having full marks not being less than 100 is eligible to seek admission to **3-year UG Programme and 4-year UG Programme with Honours and Honours with Research.**
3. Candidates who have passed Higher Secondary or Equivalent Examination (10+2 level) from any approved Council/Board/University (as prescribed by the Govt. Of W.B. & Kazi Nazrul University, Asansol) in the year **2020/2021/2022/2023**, are eligible for the admission in the 1st year undergraduate courses
4. Candidates who have passed the Higher Secondary (10+2) Vocational Examination conducted by the West Bengal State Council of Vocational Education and Training shall be eligible to seek admission to the **3-year UG Programme and 4-year BCA/BBA.**
5. Candidates who have passed the Higher Secondary (10+2) from recognized Open Board conducted by the recognized Open Higher Secondary Council shall be eligible to seek admission to the **3-year UG Programme and 4-year BCA/BBA.**
6. Reservation under Economically Weaker Sections (EWSs) will be as per notification no. 339- Edn (CS)/OM-74L/2023 dated 26th May, 2023 issued by the Sr. Special Secretary, Dept. of Higher Education (Integrated law Cell). Govt. of West Bengal. **The EWS certificate of 2023-24 financial year is only valid for admission in this academic session.**

7. Only domicile of State of West Bengal provided caste certificate accepted against reservation category, other state provided certificate not accepted. If any candidate provides caste certificate other than State of West Bengal, the candidate will be treated as general category.
8. For applicants under PH (Physically Disabled) category must submit PH certificate, where below 40% disable (PH) is not eligible as Physically Challenged.
9. Applicants must upload the scan copy of original documents (E.g.: 10th Class admit card as age proof, Mark sheet of 10+2 or equivalent, Caste reservation if any, Physically Disabled certificate, EWS certificate etc.) as per prescribed size mentioned in the admission portal. (N.B: Scan copies of the relevant documents must be readable/clear/distinct for verification otherwise candidature will be treated as cancelled).
10. Applicants are instructed to upload the scan copy of coloured passport size photograph on the admission portal as per prescribed size mentioned in the admission portal. Don't upload any other kind of photograph (like selfie etc.).
11. Applicants are strictly instructed to use his/her **OWN MOBILE NUMBER and E-MAIL ID** (Not any other person's phone no. or email id) during online registration because the given Mobile Number & Email id will be used by the College authority for all future communication with the candidate.
12. Change of Mobile Number or Email id during the whole academic tenure with the college is not allowed without registering intimation through proper channel to the Principal office.
13. Applicants also requested to use his/her or family members' Debit/Credit card or any kind of Digital payment system like UPI or Net Banking. Candidates must avoid the using of payment system of unknown persons as some time payments failed due to network congestion. As a result, payment made by the candidate will revert back to the unknown person's bank account. In that kind of situation, College authority will not take any kind of liability.
14. All the applicants are firmly instructed that no physical presence is required at the college premises during the whole admission process.
15. Candidates who have admitted in different phases of admission will come to the college only when the classes will begin. After that their documents will be verified. **ANY IRREGULAR OR INCORRECT DATA & DOCUMENTS WILL LEAD TO THE CANCELLATION OF ADMISSION.**
16. Document-verification process of provisional admission in B.A/ B.Sc./ B.Com. 4-year Degree Courses with Honours, B.C.A, B.B.A and 3-year Degree Program, for 2023-24 will announced later. All are requested to follow our college website (<https://michaelmadhusudancollege.ac.in/>) on regular basis.
17. Following documents are required at the time of physical verification; all of you are requested to keep these documents safely for future use.
 - One Hardcopy (Printout) of properly filled in online application form
 - Original and one self-attested photocopy of Mark sheet of Higher Secondary Examination or equivalent.
 - Original and one self-attested photocopy of Age proof (Admit card / equivalent certificates).
 - Three passport size colour recent photos.
 - Original and one self-attested photocopy of caste certificate for S.C. / S.T. /OBC-A/OBC-B (Certified by Govt. of West Bengal only).
 - Original and one self-attested photocopy of Physically Disabled Certificate, only for Physically Disabled candidate.
 - Original and one self-attested photocopy of EWS Certificate, if any.
18. For any kind of assistance, related to Form Fill-up & Admission procedure, you are requested to contact the following mail id: mmmcollegeadmission@gmail.com