



# Maharaja Manindra Chandra College

(Affiliated to the University of Calcutta)

20 Ramkanto Bose Street ,Kolkata-700 003 | Call:033-25554562 ,FAX : 033-25555565 | Email :principalmmcollege@gmail.com

Website : [www.mmcollege.co.in](http://www.mmcollege.co.in)

## IMPORTANT INSTRUCTIONS FOR ON LINE APPLICATION

**Candidates are required to go through the Information Brochure carefully before applying for the examination.**

Once an application is received, it will be construed that the candidate agrees to all terms & conditions, rules & regulations stipulated in the Information Bulletin and notices published by the College.

**Any application not in compliance with the conditions specified in the Information Bulletin is liable to be rejected.**

1.	Application for UG Admission 2021-22 must be done online only. No printed application form is available.
2.	Ensure filling genuine application form available on line at <a href="http://www.mmcollege.co.in">www.mmcollege.co.in</a>
3.	<b>It is essential to have a mobile number and a unique email ID.</b> All future communications will be sent to the registered mobile number and email ID and through College website. College will not be responsible for non-receipt of any communication by the candidates if the mobile number and/or the email ID are wrong/non- existing/non- functional/changed. Candidates are advised to follow admission schedule and visit college website regularly for further updates.
4.	Once the registration details i.e. <b>Name, Date of Birth, 10+2 board, 10+2 Roll Number and caste Category</b> are entered and submitted, this information <b>cannot be changed/modified/edited under normal circumstances.</b> Also, the information must match exactly with the school admit cards, mark sheets, certificates, photo identity cards, caste/category certificates etc. which a candidate has to produce at the time of online Registration with the University.
5.	Do not attempt to make any duplicate application.
6.	Do not share your application number; password, security question/answer with anyone.
7.	Upload <b>scanned</b> copy of photograph ( <b>maximum 50kb</b> ), signature ( <b>maximum 20kb</b> ) and HS/10+2 Mark-sheet( <b>maximum 150kb</b> ) as per the instructions provided in the Guideline for online Application .
8.	If any information <b>other than Name, Date of Birth,10+2 board, 10+2 Roll Number and caste Category</b> given in the application needs to be corrected then the rectification can only be made within the given period notified in the Admission Schedules.

9.	Application fees for <b>UG Admission-2021-22</b> is <b>Nil for all candidates</b> , After complete fill up of application form and uploading the required documents the candidates will be directed to download the form.
10.	Keep copies of <b>Application Form, admit card</b> in safe custody.
11.	Candidates are requested to go through the College's website ( <a href="http://www.mmccollege.co.in">www.mmccollege.co.in</a> ) regularly in order to update themselves for the latest information.
12.	For any information of Academic Qualification in respect to admission into different courses the candidates are requested to go through the eligibility criteria of respective courses of the college.
13.	College will not be held responsible by any way, if any candidate fails to aware himself/herself regularly on any updatation.
14.	For any query regarding the admission, contact via email: <b>Email: <a href="mailto:manindra.admissions@gmail.com">manindra.admissions@gmail.com</a></b> Students are advised not to consult any outside source of information or assistance for any reason or purpose related to admission. Any help from outside can be misleading and college will not be responsible
15.	Candidates are not required to be present physically during any phase of admission process. Physical attendance will be required only after the session starts, as would be notified by the college following the Government of West Bengal guidelines.

### SUMMARY

- The information entered in the registration form will not be changed/ modified/ deleted.
- Once registered, the applicant will receive the password in the registered mobile number for log in.
- After registration, an applicant may click on **Click Here to Proceed** and enter data in the log in tab to complete application form.
- An applicant can also edit the data (Not the data which he/she provides at the time of registration) after log in with valid credentials
- Applicants please ensure that all information required over several tabs is filled up in the application form.
- The scanned copy of the following documents are required during online application process for the admission .
  1. Recent passport size coloured photograph of the Applicant (jpg/jpeg format ,Size Max 50 kb)
  2. Signature of the Applicant (jpg/jpeg format , Size Max 20 kb)
  3. Mark sheet of 10+2 exam or equivalent (jpg/jpeg format , Size Max 150 kb)
  4. Caste Certificate (jpg/jpeg format ,Size Max 150 kb) (if applicable)
- On completion of the application form, the candidate may take print out of the form.
- Application form number can be retrieved by clicking on search your form number
- Password can be changed by clicking on change your password.
- Password can be retrieved by clicking on retrieve your password