



ONLINE ADMISSION GUIDELINE (2020-2021)
MICHAEL MADHUSUDAN MEMORIAL COLLEGE

1. Online registration process starts on 10th August 2020
2. Online registration process closed on 20th August 2020 at 11.45 P.M
3. In view of the Covid-19 situation all the applicants are firmly instructed that no physical presence is required at the college premises during the admission process.
4. 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.) in the year 2017/2018/2019/2020 is eligible for the admission in the 1st year undergraduate courses.
5. 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, Cast reservation if any, PH certificate, sports certificate etc.) as per prescribed size mentioned in the admission portal.
6. 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.
7. Only domicile of State of West Bengal provided cast certificate accepted against reservation category, other state provided certificate not accepted.
8. For application under sports category, candidates must provide certificate. Only National Level and State Level certificate are accepted under this category.
9. For applicants under PH category must provide PH certificate. Where below 40% (PH) not treated as Physically Challenged.
10. Applicants are instructed to use his/her own mobile number and email id during online registration.
11. Applicants also requested to use his/her or family members Debit/Credit card or any kind of Digital payment system, not the unknown person. Because some time payments failed due to network congestion and payment made by you will revert back to the unknown person bank account. Such kind of situation college authority will not take any kind of liability.
12. Candidates who have admitted in different phases of admission will come to the college only after the classes begins. After that their document will be verified. Any irregular and incorrect data and documents will lead to the cancellation of the admission.
13. Documents verification process of provisional admission in B.A/ B.Sc./ B.Com. Honours and Program, B.C.A & B.B.A Courses for 2020-21 will announced later. All are requested to follow our college website (www.madhusudancollege.in) on regular basis.
14. 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).
 - Print copy of Money Receipt of Application fee & Admission Fee.
 - Three passport sized coloured recent photos.
 - Original and one self attested photocopy of caste certificate for S.C./S.T./OBC (from Govt. of West Bengal Only)
 - Original and one self attested photocopy of Physically Challenged Certificate, only for Physically Challenged candidate.
 - Original proof for Sports Certificate (National level/ State Level) (Only For the candidate of sports category)
15. For any kind of assistance all of you are requested to contact the following numbers and mail id. 9593831373 (Admission Helpline). collegeoas2020@gmail.com.