

**Revised Online Admission Procedure for First year
B.A. / B.Sc. / B. Com. (Honours & General): 2018**
(For 2nd Phase, w.e.f. 07.07.2018)

2-step Online Admission:

- 1. Admission will be made strictly on the basis of merit according to the Rank list for individual course.
- 2. In case of tie of merit marks, (when necessary) the tie will be broken by considering the subject marks followed by marks in English and date of birth subject to availability of seats.
- 3. To fill up the existing vacancies, the college will prepare Admission LIST from time to time in different phases.

First Step

- Enlisted applicants will receive SMS alert **for registering their interest within 12 noon to 8pm, 07th July 2018. After that time, registering interest option will be closed. Registering interest will be done once only.** Candidates will have to mark their interest by logging in admission portal using their registered userid and password. **Please note that “Registering interest” does not ensure admission.**
- Based on available seats college will open “PAYMENT GATEWAY” to registered interested applicant according to merit. This selection will be made strictly on the basis of merit according to the Rank.

Second Step

- SMS alert will be sent to those selected applicant for making the payment within 10 pm to 2 pm next day.
- This Process will continue till filling up all the vacant seats or the 10th July, 2018 whichever is earlier.

For any clarification please call to the mobile nos. 9231625536, 9830029365 between 10am to 7 pm.) Or email to maulanaazadcollegekolkata@gmail.com.

Document verification process:

(A) The Applicants/Guardians after payment of admission fees will have to be present at the college on date to be announced later on. Following documents will be required for verification process:

- (i) A copy of printed online Admission form + payment receipt
- (ii) 10 +2 Mark sheet (original) + one photo copy
- (iii) 10 (Secondary) admit card (Original)/ Birth Certificate + One photo copy

(B) SC/ST/OBC/PH certificates (issued by proper authority) in original (if mentioned at the time of registration) + photo copy.

(C) Collect Roll No. and Identity card.

(D)Registration at CU will be done online through the university registration portal during the period as notified by the university failing which admission will not be completed.