

ONLINE ADMISSION GUIDELINES

2022-23

IMPORTANT

There are two modes of admission with reference to different classes:

- A. Online College Admission (Regulated by College)
- B. Online Centralized Admission (Regulated by DHE)

A. Online College Admission

- Applicants seeking admission to courses regulated through College **Online Admission must:**
 - STEP I** Read the eligibility details of the respective course given in CollegeOnline Prospectus available at <https://mcmdavcwchd.edu.in/prospectus/>

STEP II Fill the Online Admission Form available at <http://admissions.mcmdav.com/stulogin>

- Admission to the following Courses will be carried out by College in conformity with the guidelines of Panjab University, Chandigarh:

Semester IBA, BSc Microbial and Food Technology (MFT), MA, MCom, MSc, Postgraduate Diploma in Computer Applications (PGDCA), Postgraduate Diploma in Mass Communication (PGDMC)

UGC-NSQF RECOGNIZED SKILL BASED COURSES:

B Voc (Retail Management), Diploma in Microbial Analysis and Food Safety

Add-on Courses (Certificate Course): Communicative English (FEA), Cosmetology and Beauty Care (CMT), Floriculture and Landscaping (FCL), French (FRA), Interior Designing & Decoration (IDD), Video Reporting (VDO)

Note: Only those students who complete the Add-on Certificate Course in First Year will be eligible for Diploma and Advanced Diploma in CMT, IDD and VDO in Second and Third Year respectively.

Semester III BA, BSc (Medical, Non-medical, Computer Applications as elective subject with Maths and Physics, MFT), BCom, BBA, BCA, BVoc, Honours (BA, BSc, BCom) MA, MSc, MCom

Semester V BA, BSc (Medical, Non-medical, Computer Applications as elective subject with Maths and Physics, MFT), BCom, BBA, BCA, Honours (BA, BSc, BCom)

MPhil and PhD in English: An advertisement will be published in newspapers for admission to MPhil and PhD in English. The schedule for admissions shall be available on the College Website. The interested applicants can regularly check the same for updates.

- For regular updates and more details refer to the College Website: www.mcmdavcwchd.edu.in
- **Introductory video of the college is available at <https://mcmdavcwchd.edu.in/admission-2022-23/>**
- **Regularly updated E-content/lectures delivered by College teachers is available at <https://mcmdavcwchd.edu.in/e-content/>**

B. Online Centralized Admission (Regulated by DHE)

- Admission to the following Courses is conducted through a process of Centralized Admission in conformity with the guidelines of Director Higher Education (DHE)-Chandigarh and Panjab University, Chandigarh:

Semester I BSc (Medical, Non-medical, Computer Applications as elective subject with Maths and Physics), BCom, BBA and BCA

For more details refer to the DHE Website: www.dhe.chd.gov.in

- Applicants seeking admission to courses regulated through **Online Centralized Admission (DHE)** have to:

- STEP I** Fill the DHE Online Application Form posted on www.dhe.chd.gov.in and follow the procedure as given on the DHE Website.
- STEP II** After getting the name in the Centralized Merit List/ seat allocation through DHE portal, the applicant must refer to the centralized admission procedure at <https://mcmdavcwchd.edu.in/centralized-admission-procedure/> for paying the course fee.
- STEP III** **After completion of step II, student is required to** fill the College Online Admission Form of Mehr Chand Mahajan DAV College for Women, Chandigarh, available at: <http://admissions.mcmdav.com/stulogin> with the same Email ID and Password which were used in STEP II.

GENERAL INSTRUCTIONS

- Admission to all classes will be ONLINE. Physical submission of the form is not allowed.
- Only eligible applicants who have applied online for admission to College through the College portal will be considered for admission. Applicants seeking admission to courses regulated through Online Centralized Admission will follow the procedure and Admission Schedule as given on the DHE Website www.dhe.chd.gov.in.
- Applicants will be admitted strictly in accordance with the rules and regulations in the latest Panjab University calendar/guidelines/any other instructions which have been or may be issued by the University or Director Higher Education, UT (for Admission to Centralized Courses) from time to time for the respective courses/examinations.
- Registration/ **Processing** fee will not be refunded in any circumstances including if the applicant is found ineligible for the course at a later stage.
- Applicant must check the College Website for Admission Schedule and Merit List for admission to various courses.
- Those approved for admission are required to pay the Admission Fee (within 24 Hours).
- Fee Receipt will be available in the Student Dashboard after the payment of fee.
- Applicant is advised to check her Student Dashboard (available after registration at <http://admissions.mcmdav.com/stulogin>) regularly for admission and status updates. In case of centralized admission, student can access dashboard after paying the course fee.
- Scrutiny of the Documents:
 - The respective College Committees will scrutinise the uploaded documents within the stipulated time period. If at any stage any information is found to be false, incorrect or is not supported by the documents presented, the admission will be cancelled.
- **Candidates must bring their original certificates for verification at a date to be notified later on.**

Note:

- A. All admissions are provisional and subject to:
- Scrutiny of the Admission Forms.
 - Verification of original documents as per the guidelines issued by Panjab University, Chandigarh and

DHE, UT, from time to time.

- Completion of all the other College formalities.
- Approval of Panjab University, Chandigarh. The College is not responsible if the University does not approve of the admission of a candidate due to any reason.

B. The admission will be cancelled if the applicant:

- Makes incorrect or incomplete statements.
- Conceals necessary information in the form.
- Submits information that is false, incorrect or not supported by the documents presented.

C. The College reserves the right to refuse admission to an applicant.

HOSTEL ADMISSION

- Check the Hostel Prospectus available on the College Website: **www.mcmdavcwchd.edu.in/prospectus**
- After registration and filling the College Online Admission Form, the applicant seeking hostel accommodation can fill the Hostel Online Admission Form by logging into the Student Dashboard (using the same User ID used for college admission): **<http://admissions.mcmdav.com/stulogin>**

ALLOTMENT OF SUBJECTS

The allotment of subject combination for BA Semester I and Honours BA / BCom / BSc Semester III will be done online.

BA SEMESTER I

- **Subject Combination Allotment**
 - Subject Combination Allotment for BA Semester I will be according to merit, preference and availability of the seats in each category.
 - If Preference 1 of subject combination is not available, applicant would automatically be allotted the next available Preference in order of Preference opted by her.
- After the Merit List is displayed on College Website, applicants who have been allotted their first preference will pay the fee (within 24 hours).
- Applicants who have not been allotted their 1st preference will give consent to the subjects allotted (within 24 Hours), by logging in to the student dashboard; following which Fee Slip would be generated and displayed in the Student Dashboard.
- Pay the Fee Online within 24 hours so that a provisional seat is allotted.
- Provisional admission to College and Hostel (if applied already) will be notified in the Student Dashboard.

SEMESTER III

A. Applicants For Honours (BA / BCOM / BSC)

- Honours Allotment for BA /BCom /BScSemester III will be according to merit, preference and availability of the seats in each subject. Consult theCollege Prospectus available on College Website for options in Honours for BA / BCom/BSc.
- If Preference 1 of Honours is not available, applicant would automatically be allotted the next available Preference in order of Preference opted by her.

- Applicants who have not been allotted their 1st preference will give consent to the Honours allotted (within 24 Hours), by logging in to the student dashboard; following which Fee Slip would be generated and displayed in the Student Dashboard.
- Pay the Fee online within 24 hours.
- Fee Receipt will be available in the Student Dashboard after the payment of fee.
- Provisional admission to College will be notified in the Student Dashboard.

B. Applicants Without Honours (BA/BCOM/BSC/BBA/BCA)

- Those approved for admission will proceed to pay the admission fee online.
- Fee Slip would be available and displayed in the Student Dashboard.
- Pay the Fee online within 24 hours.
- Fee Receipt will be available in the Student Dashboard after the payment of fee.
- Provisional admission to College will be notified in the Student Dashboard.

SEMESTER V(BA / BCOM / BSC /BBA/BCA)

- Those approved for admission will proceed to pay the admission fee online.
- Fee Slip would be available and displayed in the Student Dashboard.
- Pay the Fee online within 24 hours.
- Fee Receipt will be available in the Student Dashboard after the payment of fee.
- Provisional admission to College will be notified in the Student Dashboard.

POSTGRADUATE COURSES SEMESTER I

Refer to the College Prospectus available on College Website for details regarding PG Courses.

- After the Merit List is displayed on College Website the applicant will log into the Student Dashboard.
- Those approved for admission will proceed to pay the admission fee online.
- Fee Slip would be available and displayed in the Student Dashboard.
- Pay the Fee online within 24 hours.
- Fee Receipt will be available in the Student Dashboard after the payment of fee.
- Provisional admission to College and Hostel (if applied already) will be notified in the Student Dashboard.

Note: It is mandatory for applicants of MSc Chemistry to provide the OCET Roll No. and score in the Admission Form.

POSTGRADUATE COURSES SEMESTER III

- Those approved for admission will proceed to pay the admission fee online.
- Fee Slip would be available and displayed in the Student Dashboard.
- Pay the Fee online within 24 hours.
- Fee Receipt will be available in the Student Dashboard after the payment of fee.
- Provisional admission to College will be notified in the Student Dashboard.

HOW TO APPLY

- **College Online Admission Form is to be filled by all the applicants.**
- **Before proceeding for filling the form online the applicant must have the following:**
 - Scanned Photograph (Max Size 50 KB [3.4 cm X 4.5 cm] JPeg, JPg,bmp, png)

- Scanned Student's Signature (Max Size 20 KB [6 cm X 3 cm] JPeg, JPg,bmp, png)
- Scanned Parent's Signature (Max Size 20 KB [6 cm X 3 cm] JPeg, JPg,bmp, png)

The following documents must be uploaded in PDF format (maximum size allowed is 300KB):

- Scanned copy of Age Proof, Class X Certificate & Marksheet
- Scanned copy of relevant Educational Qualification
- Scanned copy of Character Certificate from the Institution last attended
- Scanned Copy of Migration Certificate (if applicable)
- Scanned Copy of Gap year Affidavit (if applicable)
- Scanned Copy of Single Girl Child Affidavit (if applicable)
- Scanned Copy of Reserved Category Affidavit, SC/ST/OBC/PWD (if applicable)
- Scanned Copy of BPL/EWS Certificate
- Scanned Copy of proof of Cancer / AIDS/ Thalassemia (from the National Medical Institutes like PGI/AIIMS etc.)
- Any Other Relevant Category: Specify and Upload the scanned document
- **Note: The documents should be scanned from the original documents.**

Foreign Students:

- Scanned Copy of Passport
- Scanned Copy of Visa
- Scanned Copy of Equivalence/Eligibility certificate (obtainable from Panjab University, Chandigarh)
- **Note: The documents should be scanned from the original documents.**

STEP I: Fill Online Admission Form

- **Go to: www.admissions.mcmdav.com and register**

Note:

- It is mandatory for the applicant to register with her own email id.
 - Applicant should register only once.
 - If an applicant wishes to apply for more than one course, she will have to use a separate email id for applying/registering for the same.
 - Email id used for registration will be used for all communication regarding admission and subsequently for all communication throughout the course and beyond. It is advised that this email id should not be changed so as to remain connected with the institution.
 - Old students have to Register again for filling the College Online Admission Form.
 - **Registration (Both New Students and Old Students)**
- For **Registration** click on Register
- a. Fill mandatory [marked *] information.
 - b. Click "Register"
 - c. Activation link will be sent to Email used for Registration.
 - d. Open Email and click on Activation link to complete Registration process. Applicant will reach back on login page.
 - e. Remember your user name and password for subsequent login.

Registered Candidates should login into the Student's Portal by clicking on Login

- a. Complete the Online Form by filling details in all the tabs.
- b. Upload all the required documents.
- c. Preview the Application Form and make corrections(if any).
- d. Pay Processing Fee Online through: Net Banking / Credit Card / Debit Card/Paytm.
- e. No changes in the form are allowed after the final submission.
- f. Make final submission.

Note: Submitting Online Admission Form does not imply admission or guarantee of admission to the applied course.

STEP II: Scrutiny and Display of Merit List

- a. Scrutiny of the Admission Form (**To be executed by College Committees**)
- b. Merit List for following Courses will be displayed on College Website:
 - BA Semester I
 - BA /BCom / BSc Semester III Honours Allotment List
 - Postgraduate Courses

STEP III: Consent by Student (if applicable)

Students are required to give their consent if applying for :

- BA Semester I, if they have not been allotted their first preference of subjects
- BA Semester III (those opting for Honours): if they have not been allotted their first preference of Honours subjects.
- **[Other applicants can skip this step]**

[Students applying for Centralized Admission (DHE) will skip this step]

- Applicant will login into the admission portal <http://admissions.mcmandav.com/stulogin> using the email ID and password used at the time of registration.
 - Undergraduate Semester I, Semester III (Honours) and Postgraduate Semester I applicant will give consent within 24 hours to Subject Combinations/ Honours allotted.
 - Undergraduate Semester III (those not opting for Honours), Semester V (all students) and Postgraduate Semester III applicant will proceed to pay the fee.

STEP IV: Fee Payment

- a. Generation of Fee Slip in the Student Dashboard
- b. Pay Fee Online (Within 24 Hours)through:
 - Net Banking (Preferred)
 - Credit Card
 - Debit Card
 - Paytm
- c. Fee Receipt will be available in the Student Dashboard after the payment of fee.
- d. Applicant must check her Student Dashboard to ensure that provisional admission process is complete.

Note:

- Save/Print the Admission Form and Fee Receipt for future reference.

MIGRATION RULES

- Candidates require Migration if:
 - They are pass-outs from Boards/Councils/Bodies other than CBSE, ICSE, NIOS, Punjab, Haryana and Himachal Pradesh. (For admission to undergraduate Semester I classes)
 - They are from a University other than Panjab University.
- Candidates will have to clear the deficient subject/s if any, within the permissible chances.
- Candidates seeking migration must submit Original Migration Certificate along with the Original Certificate of lower examination passed, by a date to be notified in due time.
- When the migration of a student has been allowed, she must join the college within 15 days, otherwise her migration shall be considered as cancelled.
- Migration fee shall be charged as per Panjab University guidelines.
- College is entitled to the tuition fee for the month in which the migration is sanctioned and the college to which she migrates is not entitled to charge fee for the fraction of that month.
- Migration will not be permitted if the combination of the subjects applied for by the student does not tally with the combination of the subjects allowed in this college.
- Mid-term migration from any other university is not allowed.
- Migration of a student from a professional college to this college and vice-versa is not permissible.

Inter-college Migration

- Candidates from any other college affiliated to the Panjab University can migrate by seeking prior permission of the Principals of the two institutions concerned. Candidate has to submit College leaving certificate from the previous College along with the other certificates.

FOREIGN STUDENTS

- They must have a valid passport and a valid Student Visa (if applicable).
- They must have the equivalence certificate and eligibility certificate from Deputy Registrar, Panjab University, Chandigarh.
- Foreign Students will follow all rules and guidelines of Panjab University and the College.
- The Admission and Fee would be governed by the guidelines of Dean, Foreign Students, Panjab University, Chandigarh.

RULES FOR WITHDRAWAL

- Student who wishes to leave the College must apply in writing to the Principal and application must be countersigned by her father or guardian.
- Student has to pay the College fees and all other dues until her name is formally withdrawn.
- No student will be permitted to leave the College until she has cleared her College dues.

NOTE:

- It is mandatory for every student and her parent/guardian to fill:
 1. The online Anti-ragging affidavit available at www.antiragging.in OR www.amanmovement.org
 2. The college Anti-ragging undertaking in the college admission form
- Reservation of seats will be as per Panjab University Guidelines