ADMISSION GUIDELINES

2023-24

IMPORTANT

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

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

A. Non Centralized College Admission

• Applicants seeking admission to courses regulated through College:

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

Semester I BA, MA, M.Com, M.Sc., 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(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 Applicationsas elective subject with Maths and Physics, MFT), BCom, BBA, BCA, Honours (BA, BSc, BCom)

PhD in English: An advertisement will be published in newspapers for admission to 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-2023/
- Regularly updated E-content/lectures delivered by College teachers are 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), B.Sc. Computer Applications, as Elective subject with Maths and Physics, B.Sc. I (Microbial and Food Technology), B.Com., 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.

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 filling the College Admission Form and paying the course fee.

IMPORTANT INSTRUCTIONS FOR CANDIDATES

- Admission to all classes will be offline and Admission forms will be filled online.
- 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.

- Processing fee will not be refunded in any circumstances even 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 applicable 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.
- Scrutiny of the Documents:
 - The respective College Committees will scrutinize form and documents at the time of physical submission of the form. 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 the time of admission.

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
- After registration and filling the College 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

BA SEMESTER I

Courses offered are subject to guidelines received from Panjab University/DHE.

BA SEMESTER I

• Subject Combination Allotment

- Subject Combination Allotment for BA Semester I will be according to preference, merit and availability of the seats in each category.
- o If preference of subject combination is not available, applicant would be allotted the next available combination at the time of admission.
- Pay the Fee Online within 24 hours of physical verification of the form and admission.
- 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 /B.Com /B.Sc Semester III will be according to merit, preference and availability of the seats in each subject. Consult the College Prospectus available on College Website for options in Honours for BA / B.Com/ B.Sc.
- If Preference 1 of Honours is not available, applicant would automatically be allotted the next available preference in order of preference opted by her.
- Once Honours is granted in the preferred subject during the offline interaction/admission, fee slip will be generated and made visible on the student dashboard.

- Fee needs to be paid within 24 hours.
- Fee Receipt will be available in the Student Dashboard after the payment of fee.
- Provisional admission to the Honours subject 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.
- Student is required to 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.
- Student is required to 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

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

- After the List is displayed on the College Website the applicant will be informed to submit copy of the form in the college for admission on the notified date.
- Pay the Fee Online within 24 hours after the approval of provisional admission.
- 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 M.Sc. Chemistry to provide the OCET Roll Number 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.
- Student is required to 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

STEP I: Fill College Admission Form Online and follow the instructions given to fill the form.

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

Note:

- o It is mandatory for the applicant to register with her own email id.
- Applicant should register only once for each course.
- o 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 (preferably with existing Email ID) for filling the College Online Admission Form online.

Registration

- a. Click "Register" (For old as well as new applicants)
- b. Activation link will be sent to Email / Mobile No. used for Registration.
- c. Open Email and click on Activation link to complete Registration process. Applicant will be redirected to login page.
- d. 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 FeeOnline through: Net Banking / Credit Card / Debit Card.

- e. No changes in the form are allowed after the final submission.
- f. Click on Final Submission.

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

Relevant links for Step I:

- College Prospectus: <u>Prospectus Welcome to Mehr Chand Mahajan DAV College for Women</u> (mcmdavcwchd.edu.in)
- Link to generate Academic Bank of Credits ID (ABC ID): <u>ABC | Academic Bank of Credits</u>
- Anti-Ragging rules, undertaking format etc.: <u>Anti Ragging Cell Welcome to Mehr Chand Mahajan DAV College for Women (mcmdavcwchd.edu.in)</u>
- Scholarships: Awards & Scholarships Welcome to Mehr Chand Mahajan DAV College for Women (mcmdavcwchd.edu.in)
- Gap year affidavit format: <u>Certificate-for-Gap-Year.pdf</u> (mcmdavcwchd.edu.in)
- Admission helpline: <u>Admission Enquiries Welcome to Mehr Chand Mahajan DAV College for</u> Women (mcmdavcwchd.edu.in)
- Beneficiary Categories detail and relevant forms etc: <u>College Admission Procedure Welcome to Mehr Chand Mahajan DAV College for Women (mcmdavcwchd.edu.in)</u>
- Code of Conduct: <u>Code Of Conduct Welcome to Mehr Chand Mahajan DAV College for Women</u> (mcmdavcwchd.edu.in)

STEP II: PHYSICAL VERIFICATION OF ADMISSION FORMS

The candidate must come to the college herself for this step according to schedule available on college website.

- Print out of the form has to be submitted in the college.
- Copies of all uploaded documents must be attached to the printout.
- Original documents must be brought for physical verification.

STEP III: Fee Payment

Process

- Click on Pay Admission fee.
- Click of Show Button.
- Click on Pay Button.
- Go to UPI ID/ QR/ CC/DC (RUPAY only)

(Prefer using QR Scanner given in the Prospectus)

- Pay fee using any of these options. You will then be redirected to Dashboard within ten seconds. If you are not redirected to Dashboard, then please go to Dashboard manually.
- Please wait till you receive e-receipt showing status success on your screen.
- Once you see this message, your fee payment is complete. In case this message on screen is not available, then the process remains incomplete.

Note:

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

MIGRATION RULES

Rules for Migration at the time of admission

- Candidates require Migration if:
 - o 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)
 - o 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.

Rules for Local/Inter College Migration

- Local/Inter college migration of students shall ordinarily not be allowed only for valid reasons unless
 - 1. The Principals of the college concerned agree and the application is forwarded to the Registrar for sanction, accompanied by a prescribed fee which shall in no case be refunded.
 - 2. The Principal of the college from which she intends to migrate has given the leaving certificate. She will also have to abide by the rules regarding provisionally promoted/conditionally promoted/detained/any pending disciplinary action.
 - When migration of a student from one college to another college has been sanctioned, she must join the new college within 15 days.
- 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.

Note: Rules relating to Migration of students will be applicable as notified by Panjab University, Chandigarh from time to time. Please refer to Panjab University website for latest updates.

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.

Note

- Reservation of seats will be as per Panjab University Guidelines
- Anti-ragging declaration has to be submitted along with the admission form by every student.

It is mandatory for every parent to submit an online Anti-ragging undertaking every academic year at www.antiragging.in and www.amanmovement.org