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ONLINE ADMISSION GUIDELINES

2024-25

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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)

[All admissions will be done as per guidelines provided by Panjab University/ Director Higher Education, Chandigarh Administration]

A. Online College Admission

- Applicants seeking admission to courses regulated through College:

Semester I BA/ BA Hons/ BA (Hons with Research)[*], BA (Aesthetics and Beauty Therapy)[*], BBA (Banking, Financial Services and Insurance)[*], MA, MCom, MSc, Postgraduate Diploma in Computer Applications (PGDCA), Postgraduate Diploma in Mass Communication (PGDMC)

UGC RECOGNIZED SKILL BASED COURSES:

B Voc Retail Management (Diploma, Advanced Diploma and Degree/ B Voc Hons*/ B Voc (Hons with Research)[*]**, Diploma in Microbial Analysis and Food Safety**

[*]Subject to approval of Panjab University

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

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

PhD in English: An advertisement will be published in newspapers/ Official college website 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 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/ B Sc Hons/ B Sc (Hons with Research)*, BSc/ BSc Hons/ BSc (Hons with Research)* in Microbial and Food Technology, BCom/ B Com Hons/ B Com (Hons with Research)*, BBA/ BBA Hons/ BBA (Hons with Research)* and BCA/ BCA Hons/ BCA (Hons with Research)*

*Subject to approval of Panjab University

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 filling the College Admission Form and paying the course fee.

IMPORTANT INSTRUCTIONS FOR CANDIDATES

- Admission to all classes will be online. Students must come to the college for physical verification of documents after payment of fee.
- 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 including if the applicant is found ineligible for the course at a later stage.
- Applicant must check the College Website for Admission Schedule, and for the List of candidates found eligible for admission to various courses.
- Those approved for admission are required to pay the Admission Fee within 24 Hours.
- Fee Receipt will be available on 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 scrutinise the form and documents uploaded by the candidate. 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 keep their original certificates available for verification by the college and Panjab University.**

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.
  - The admission will remain provisional till the verification and approval of original documents by the Panjab University.

  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**

ADMISSION TO UNDERGRADUATE COURSES

BA/ BA Hons/ BA (Hons with Research)*, BA (Aesthetics and Beauty Therapy)*, BBA (Banking, Financial Services and Insurance)*, **B Voc Retail Management (Diploma, Advanced Diploma and Degree/ B Voc Hons*/ B Voc** (Hons with Research)*, **Diploma in Microbial Analysis and Food Safety**

SEMESTER I

- Courses offered will be governed by the guidelines received from Panjab University/DHE, UT with regards to implementation of NEP 2020.
- Pay the Fee Online within 24 hours of the generation of fee link on the student dashboard.
- Provisional admission to College and Hostel (if applied already) will be notified on the Student Dashboard.

*Subject to approval of Panjab University

SEMESTER III

  A. **Applicants For Honours (BA / BCom / BSc)**
  - Honours Allotment for BA /BCom /BSc 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 / 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, for which she will have to give her consent within 24 hours through the Student Dashboard.

- Once Honours is granted fee slip will be generated on the student dashboard.
- Fee needs to be paid within 24 hours.
- Fee Receipt will be available on the Student Dashboard after the payment of fee.
- Provisional admission to the Honours subject will be notified on the Student Dashboard.

B. Applicants Without Honours (BA/BCOM/BSC/BBA/BCA/ B Voc)
- Those approved for admission will proceed to pay the admission fee online.
- Fee Slip would be available and displayed on the Student Dashboard.
- Student is required to pay the Fee online within 24 hours.
- Fee Receipt will be available on the Student Dashboard after the payment of fee.
- Provisional admission to College will be notified on the Student Dashboard.

SEMESTER V (BA / BCOM / BSC/BBA/BCA/ B Voc)
- Those approved for admission will proceed to pay the admission fee online.
- Fee Slip would be available and displayed on the Student Dashboard.
- Student is required to pay the Fee online within 24 hours.
- Fee Receipt will be available on the Student Dashboard after the payment of fee.
- Provisional admission to College will be notified on the Student Dashboard.

POSTGRADUATE COURSES SEMESTER I
Refer to the College Prospectus available on College Website for details regarding PG Courses.
- Courses offered are subject to guidelines received from Panjab University.
- After the Merit List is displayed on 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 on 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: The applicant of MSc Chemistry should provide the OCET Roll Number and score in the Admission Form, if applicable.

POSTGRADUATE COURSES SEMESTER III
- Those approved for admission will proceed to pay the admission fee online.
- Fee Slip would be available and displayed on the Student Dashboard.
- Student is required to pay the Fee online within 24 hours.
- Fee Receipt will be available on the Student Dashboard after the payment of fee.
- Provisional admission to College will be notified on 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:

- It is mandatory for the applicant to register with her own email id.
- Applicant should register only once for each course.
- 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 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 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 Fee Online 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 Online Admission Form does not imply admission or guarantee of admission to the applied course.

STEP II: Fee Payment
Process
- Click on Pay Admission fee.
- Click on Show Button.
- Click on Pay Button.
    - Go to UPI ID/QR/Credit Card/Debit Card (RUPAY only)
    - Prefer using QR scanner given in the Prospectus
- Pay fee using any of these options. You will then be redirected to the Dashboard within ten seconds. If you are not redirected to Dashboard, then go to Dashboard manually.
- Wait till you receive the e-receipt showing status – **SUCCESS**, on your screen.
- Once you see this message, your fee payment is complete. Incase this message on screen is not available, then the process remains incomplete.

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

STEP III: PHYSICAL VERIFICATION OF DOCUMENTS
   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.**

MIGRATION RULES

Rules for migration at the time of admission

- 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.

Rules for Local/Inter-College Migration

- **Local/Inter college migration of students shall ordinarily not be allowed unless for valid reasons**
  1. The Principals of both the colleges 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 no objection certificate. She will also have to abide by the rules regarding provisionally promoted/conditionally promoted/detained/any pending disciplinary action.
- When the migration of a student has been allowed, she must join the college within15days, 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.

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.