

## ONLINE ADMISSION PROCEDURE

2025-26

### NOTE:

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

Admission will be cancelled if the applicant:

- Submits incomplete form or form not supported by required documents as attachment
- Conceals necessary information in the form
- Submits information that is false/incorrect

**There are two separate admission processes with reference to different classes:**

**A. Online Centralized Admission (Regulated by DHE)**

**B. Online College (Non-centralized) Admission (Regulated by College)**

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

### **A. 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** B.Com/ B.Com Honours/ B.Com (Honours with Research)\*, BBA/ BBA Honours / BBA (Honours with Research)\* and BCA/ BCA Honours / BCA (Honours with Research)\*

*\*Subject to approval of Panjab University*

For more details refer to the DHE Website: [\*\*www.dhe.chd.gov.in\*\*](http://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](http://www.dhe.chd.gov.in) and follow the procedure as given on the DHE Website.

**STEP II** After being shortlisted 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**

- Applicant must check the College/DHE Website for Admission Schedule.
- After allocation of seats at the DHE portal the student who does not fill the college form will not be entertained. Only eligible applicants who have applied online through the College portal will be considered for admission.
- 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 be non-refundable even if the applicant is found ineligible for the course at a later stage.
- Those approved for admission by the college are required to pay the Admission Fee within 24 Hours.
- Fee Receipt will be available on the Student Dashboard after the payment of admission fee.
- Applicant is advised to check her Student Dashboard (available after registration at <https://admissions.mcmdav.com/student-login>) regularly for admission and status updates.

- 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.
- After **decentralization of admissions by the DHE**, the applicants are advised to visit the DHE website and college website for the link to Google form related to application for admission to vacant seats if any. The list of candidates found eligible for admission to vacant seats in various courses will be displayed on the college website.

## **B. Admission to Four year undergraduate Program (FYUP) Non-Centralized Courses**

BA/ BA Honours/ BA (Honours with Research)

BBA (Banking Financial Services and Insurance)/BBA Banking Financial Services and Insurance Honours / BBA Banking Financial Services and Insurance (Honours with Research)

B.Sc./ B.Sc. Honours / B.Sc. (Honours with Research)

B.Sc./ B.Sc. Honours / B.Sc. Honours with Research in Microbial and Food Technology

B.Voc Retail Management /B.Voc Retail Management Honours /B.Voc Retail Management (Honours with Research)

Diploma in Microbial Analysis and Food Safety

Note: Honours with research is subject to the approval by Panjab University

## **Semester I (FYUP), III (FYUP) and Semester V (Non-NEP)**

- For Semester I and III, refer to the templates given under NEP-2020 in the prospectus.
- Courses offered will be governed by the guidelines received from Panjab University/DHE, UT with regard to implementation of NEP 2020.
- Those approved for admission will proceed to pay the admission fee online.
- Fee Slip would be available and displayed on the Student Dashboard.

- An applicant is required to pay the fee online within 24 hours of the generation of fee slip.
- 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.
- For Semester V (Non-NEP): Continuation of Honours is subject to fulfillment of eligibility criteria as per Panjab University norms.

### **Postgraduate Non-Centralized Courses**

MA Economics

MA English

MA Hindi

MA Psychology

MA Sociology

M.Com

M.Sc Chemistry

M.Sc. Maths

PGDCA

PGDMC

### **Semester I, III**

- Courses offered are subject to guidelines received from Panjab University.
- For Semester I: After the Merit List is displayed on College Website, the approved applicants 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 of generation of fee slip.
- 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.

#### **Note:**

- The applicant of M.Sc. Chemistry Semester I should provide the OCET Roll Number and score in the Admission Form, if applicable.
- A minimum strength of 15 students is mandatory for each course

## HOSTEL ADMISSION

- Check the Hostel Prospectus available on the College Website: [www.mcmandavcwchd.edu.in/prospectus](http://www.mcmandavcwchd.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 (with the same User ID as the one used for college admission): <https://admissions.mcmandav.com/student-login>

## HOW TO APPLY

### General Instructions for filing the college admission form

- It is mandatory for the applicant to register with her own email id.
- Applicant should fill separate form for each course.
- Email id used for registration will be used for all communication regarding admission and subsequently for all communication throughout the course. 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.

### Step 1: Registration

Go to [www.admissions.mcmandav.com](http://www.admissions.mcmandav.com) and register

- 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 Fee Online through: Net Banking / Credit Card / Debit Card.
- e. Check the details as 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/Credit Card/Debit Card/ Net Banking
- Pay fee using any of these options. You will then be redirected to the Dashboard.
- Wait till you receive the e-receipt showing status – **SUCCESS**, on your screen.
- Once you see this message, your fee payment is complete. Till the message is not available on the screen, the process remains incomplete.

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

## **Step 3: Physical Verification of Documents**

The candidate must come to the college 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\* given below (as per Panjab University Calendar)**

**PU Website Link:** <https://puchd.ac.in/includes/documents/calendar-2016/calender-vol-3-2019.pdf>

Migration from the Affiliated College to Another

1.1. Local migration of students shall ordinarily not be allowed only for valid reasons.

1.2. No student who has joined one college shall be admitted to another college during the same course unless:

- (i) The Principals of 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, and
- (ii) The Principal of the college from which he intends to migrate has given the leaving certificate.

No application for transfer shall be entertained unless the student's statement is supported by Principal who, in the case of migration of students provisionally promoted, shall state all the relevant facts on the application.

2. A student who is conditionally promoted shall not be admitted to a higher class by the Principal of the other college, on migration.

3. If the applicant be a detained student or one who has been degraded or against whom any disciplinary action has been taken, etc., the Principal shall specifically mention this in his/her remarks.

4. The college leaving certificate shall not be given by the Principal until the transfer has been notified by the Registrar. No admission without such sanction shall be considered valid.

5. When migration of a student from one college to another college has been sanctioned, he/she must join the new college within 15 days. Provided that if a student does not avail him/herself of the migration, within fifteen days from the date of receipt of the letter by the Principals of the colleges concerned, he/she shall have to apply afresh and pay fresh fee in order to revalidate his/her previous migration.

6. If a student changes his/her mind after putting in his application for migration, he/she must inform the colleges concerned as also the University immediately.

7. If the student changes his/her mind after migration has been sanctioned by the University, he/she must apply for re-migration and follow the entire procedure prescribed by the University once again if he/she has joined the other college. If he/ she has not, he/she must apply for cancellation of the migration certificate through the Principal of the college concerned and return his migration certificate.

8. No migration certificate can be issued unless the student has been registered with the University.

*\*subject to revision by Panjab University*

## **FOREIGN STUDENTS**

- As per the guidelines issued by *Ministry of Home Affairs, Govt. of India*, it is **mandatory** for all the foreign students to register themselves on ‘**Study in India**’ (SII) website, and generate a unique SII ID to initiate admission process.
- This SII ID will be the main tracking ID for foreign students for their complete student journey.
- Foreign students will be granted Student visa and E-student Visa, only if they have unique ID. Link of SII Website: <https://studyinindia.gov.in/admission/registrations>
- 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 parent or guardian. The application must include the reason for withdrawal and must be submitted in person to the Principal.
- Student has to pay the College fee 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.
- Fee will be refunded as per rules.

## **NOTE:**

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



It is **mandatory** for every student and her parent/guardian to submit an online Anti-ragging undertaking every year at [www.antiragging.in](http://www.antiragging.in) and [www.amanmovement.org](http://www.amanmovement.org)

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