

## ONLINE ADMISSION PROCEDURE

2026-27

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)**

#### **SEMESTER I**

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:

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)

#### **HOW TO APPLY**

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://mcmdavewchd.edu.in/centralized-admission-procedure/> for filling the College Admission Form and paying the course fee.

#### **IMPORTANT INSTRUCTIONS FOR APPLICANTS**

- Applicants must check the College/DHE Website for Admission Schedule.

- **After allocation of seats at the DHE portal the applicant 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 <http://admissions.mcmandav.com/stulogin>) 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**

### **SEMESTER I, III and V**

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 (Diploma, Advanced Diploma and Degree/ B.Voc Honours/

B.Voc Honours with Research

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

### **IMPORTANT INSTRUCTIONS FOR CANDIDATES**

- For Semester I, III and V, 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 the College will be notified on the Student Dashboard.

### **Postgraduate Courses (Non-Centralized Courses)**

#### **SEMESTER I and III**

Masters in Economics	Masters in Commerce
Masters in English	Masters in Science (Chemistry)
Masters in Hindi	Masters in Science (Maths)
Masters in Psychology	Masters in Sociology
Post Graduate Diploma in Computer Applications	Post Graduate Diploma in Mass Communication

## **IMPORTANT INSTRUCTIONS FOR CANDIDATES**

- Courses offered are subject to guidelines received from Panjab University.
- For Semester I: After the list of eligible candidates is displayed on the College Website, they may proceed to pay the admission fee online.
- Fee Slip will be displayed on the Student Dashboard.
- Students are 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 the 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

## **HOW TO APPLY**

### **General Instructions for filing the college admission form**

- It is mandatory for the applicant to register with her own email id.
- Applicants should fill separate forms for every 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.mcmdav.com](http://www.admissions.mcmdav.com) and register**

- a. Click “Register” (For old as well as new applicants).

- b. An activation link will be sent to Email / Mobile No. used for Registration.
- c. Open Email and click on the Activation link to complete the Registration process. Applicants will be redirected to the login page.
- d. **Remember your username 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. Students must create an Academic Bank of Credits (ABC) ID to be filled in the admission form\*.
- c. Upload all the required documents.
- d. Preview the Application Form and make corrections (if any).
- e. Pay Processing Fee Online through: UPI or QR Code/ Net Banking / Credit Card / Debit Card.
- f. Check the details as no changes in the form are allowed after the final submission.
- g. **Click on Final Submission.**

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

\*ABC ID for each student is required to store the academic credits earned from various recognised HEIs so that degrees can be awarded based on total credits earned. For detailed information and steps to register on ABC portal please visit

For Undergraduate Classes: <https://ugexam.puexam.in/ABCIDDocs.aspx>

For Postgraduate Classes: <https://pgexam.puexam.in/ABCIDDocs.aspx>

## **Step II: Fee Payment**

### **Process**

- Click on Pay Admission fee.
- Click on Show Button.
- Click on Pay Button: Go to UPI ID or QR Code/Credit Card/Debit Card/ Net Banking.
- Pay fee using any of these options within 12 hours for Centralized Courses and within 24 hours for Non-Centralized Courses. The payment link will expire after the stipulated

time.

- 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 the schedule available on the college website. The candidate must carry with her:

- Print out of the Admission Entry Slip and Fee Paid Receipt (available on Dashboard after payment of fee)
- Original certificates and documents for physical verification

### **HOSTEL ADMISSION**

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

### **Migration Rules\* (as per Panjab University Calendar)**

**Refer to the following link for details:** <https://puchd.ac.in/includes/documents/calendar-2016/calender-vol-3-2019.pdf>

*\*subject to revision by Panjab University*

### **FOREIGN STUDENTS**

- As per the guidelines issued by the 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 the 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 a 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**

- A student who wishes to leave the College must apply in writing to the Principal on the prescribed proforma, and the application must be countersigned by her parent or guardian. The candidate must submit this form in person to the Principal.
- The 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.

**IMPORTANT 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