

## **ADMISSION PROCEDURE for First year B.A. / B.Sc. / B. Com. (Honours & General): 2018**

Admission to different B.A/ B.Sc / B.Com courses will be made only through ONLINE applications: Link available in the college website: [www.maulanazadcollege.in](http://www.maulanazadcollege.in) during the stipulated period:

### **2-step Online Admission:**

Admission will be made strictly on the basis of merit according to the Rank list for individual course. In case of tie of merit marks, (when necessary) the tie will be broken by considering the subject marks followed by marks in English and date of birth subject to availability of seats. To fill up the existing vacancies, the college will prepare Admission LIST from time to time in different phases based on intake capacity. On the basis of merit list enlisted candidate in each list (course wise) will have to **submit the college admission fees (for first Semester only) ONLINE** within stipulated days, **beyond which there will be no scope for this phase/ list.** Next list will be published on the basis of residual vacancies. A payment receipt will be sent to the unique login account of the listed candidate after the successful payment of college fees ONLINE within the stipulated schedule. SMS will also be sent to their respective mobile numbers.

However adjustment of fees is permissible for admission to different courses by transferring from the previous one within the stipulated time. No change of courses is allowable after the completion of ONLINE admission.

All the admission is provisional. The college authority has the right to cancel the admission if any adverse report is found / received at any stage or violation of rule or in case of producing any counterfeit documents etc. To complete the admission process, applicants are directed to proceed to Next Step positively otherwise the payment of fees will be forfeited.

### **Next Step:**

#### **Documents Verification / Allotment of Roll No./ University Registration at College**

Admission will be completed after this step;

- (A) The Applicants/Guardians after payment of admission fees will have to be present at the college on date to be announced later on.
  - (i) A copy of printed online Admission form + payment receipt

(ii) 10 +2 Mark sheet (original) + one photo copy

(iii) 10 (Secondary) admit card (Original)/ Birth Certificate + One photo copy

(B) SC/ST/OBC/PH certificates (issued by proper authority) in original (if mentioned at the time of registration) + photo copy

(C) Collect Roll No. and Identity card

(D)Registration at CU will be done online through the university registration portal during the period as notified by the university failing which admission will not be completed .