

FAQS (Frequently Asked Questions)

1. Is there any provision for OFFLINE admission?

NO. The total admission process will be through ONLINE mode only.

2. I have already registered myself on Malda College admission portal. Can I register once more?

NO. One student can be registered only once with his/her personal mobile and email ID.

3. Can a mobile number and email Id be used for registering multiple candidates?

No, mobile number and email Id are unique for each registration. If you successfully register using a mobile number and email id the same cannot be used for another registration. *It is strongly recommended that the candidate should use his/her own or family members' mobile number and email id. All communication will be done through the registered email id.*

4. I forgot my Password, How do I recover it?

In "Applicant Log In" page, there is a provision to recover Password, by clicking "FORGOT PASSWORD", but you have to enter your correct REGISTRATION NUMBER.

5. I forget my Registration number, how do I recover it?

The Registration number is sent to the candidate's registered email-Id. *Please do not delete the email until the admission process is over*, so that you can log in and recover your Registration number.

6. I have applied for Honours course only *i.e* I have not applied for general course. Am I eligible for admission to general (pass) course automatically if I fail to get a chance in honours course?

NO. In order to be eligible for general (pass) course, you need to apply for general course separately using the same registration number. *Application for general course and honours course will be treated separately.*

7. If I log out from my registration page after payment, can I edit my details?

YES, you can edit your *HS or equivalent examination marks details only*, before the publication of the final merit list.

8. In how many subjects can I apply?

If you fulfil the eligibility criteria, you can apply for as many subjects as you wish. (See prospectus for the eligibility criteria.) You need to pay Rs. 400 for up to two subjects for Hons & Rs. 300 for General. After that, for each additional subject applied for, you have to pay Rs. 100 extra through ONLINE mode of payment.

9. **If I do not opt for PRE COUNSELLING WILLINGNESS, will I get a chance for admission?**

NO. You **MUST** opt for the PRE COUNSELLING WILLINGNESS within the specific time period (as informed through the website) otherwise you will not get the chance for admission.

10. Is the physical presence of the candidate compulsory during the verification of the documents after online admission?

It is not mandatory for the candidate to be physically present during the verification of the documents. However, **self-attested photo copies of his/her documents MUST be submitted at college on the notified date and time. At the time of verification original documents must be presented.**

11. What will happen if I miss the verification of the documents?

Your Provisional admission will be CANCELLED. It is mandatory to attend the verification of the documents within the stipulated time on the notified date.

12. If I want to cancel my admission, what is the procedure?

To cancel your admission, you need to apply in writing to the Principal. If approved, you have to pay the cancellation fee and present the original Mark sheet of HS or Equivalent examination to the college office.

13. I have taken admission in another college, can I take admission in Malda College?

If you have applied for Honours course / BCA and get a chance for admission at Malda College, then all process will be the same, except that, after verifying your documents at Malda College you will be given a time within which you have to cancel your admission in the previous college and present a proof of the same. It is strongly recommended that you MUST NOT cancel your admission in other college until you are instructed by the college.

If you have taken admission elsewhere, then you will NOT be considered for admission to pass course.