



MAHARANI KASISWARI COLLEGE

ONLINE REGISTRATION NOTICE

THE STUDENTS OF SEMESTER 1 FOR THE SESSION 2020-2021 ARE INSTRUCTED TO FOLLOW THE GIVEN PROCEDURE FOR THEIR REGISTRATION PROCESS UNDER UNIVERSITY OF CALCUTTA

- **STEP - 1:** Go to Admission Portal www.mkcadmission.com
- **STEP - 2:** Login using own User-Id & Password
- **STEP - 3:** Check the Basic Information you have provided whether those are correct or not:
 - 1) Spelling of Name & Title
 - 2) Father's/Guardian's Name
 - 3) Address [Full Communication address]
 - 4) Valid Phone Number (Active no. for WhatsApp is preferable)
 - 5) Valid E-mail ID

If you find any error in the above then you are instructed to rectify that by clicking **EDIT BUTTON** on Student's **DASHBOARD** & then click on the **UPDATE BUTTON** the page consecutively.

- **STEP - 4:** Check the GENERIC SUBJECTS & AECC you have mentioned at the time of Admission Form Fill up.
 - If you wish to change it make it by clicking **EDIT BUTTON** on Student's **DASHBOARD** & then **SAVE** the page again.
- **STEP - 5:** Read carefully the SELF DECLARATION part & accept it for confirmation from your end.
- **STEP - 6:** Successfully Log out your account.

After completion of Registration process if those are found correct then you will be added in a SUBJECT SPECIFIC WHATSAPP GROUP by the Office, Maharani Kasiswari College.

IMPORTANT DATES for the above process: **19/11/2020 to 24/11/2020**

For Further Knowhow, please contact the College office **[09 A.M. to 02 P.M]** using the following:

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|---------------------------------------|--------------------------------|
| • B.A. (HONS.) | 9051983761 |
| • B.A. GENERAL | 9051983761 |
| • B.Sc. (HONS. & GENERAL) | 6291298193 |
| • B. Com (HONS. & GENERAL) | 7980853672 |
| • TECHNICAL ENQUIRY | 9051962436 / 9674424451 |



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STEPS TO BE FOLLOWED BY STUDENTS OF SEMESTER 1 OF SESSION 2020-2021 FOR REGISTRATION.

