

## **Instruction for Online Application**

- ✓ Log on to [www.rmcadmission.com](http://www.rmcadmission.com). You can log in from your mobile also.
- ✓ The admission portal will be open from 20 June, 2020.
- ✓ Applicants can download the prospectus from the Home Page of the website for details information before submitting the form.
- ✓ All applicants are to go through the Instruction for Online Application before submission of the form.
- ✓ For the guidance of the applicants, there is also a link to video tutorial in the home page.
- ✓ Admission portal will be open in the 1<sup>st</sup> phase from 20 June, 2020 to 29 June, 2020.
- ✓ The 1<sup>st</sup> list will be displayed in the portal on 3 July
- ✓ Those whose names will appear in the 1<sup>st</sup> list should contact the college office on 20 July to 24 July for collecting college uniform.
- ✓ Admission will be cancelled if the student does not collect the uniform.
- ✓ In case, if all seats are not filled-up, then the Admission Portal will be again opened in the 2<sup>nd</sup> phase from 6 July, 2020 to 13 July, 2020.
- ✓ The 2<sup>nd</sup> list will be displayed in the portal on 16 July, 2016.
- ✓ Those whose names will appear in the 2<sup>nd</sup> list should contact the college office on 25 July to 30 July for collecting college uniform.
- ✓ Admission will be cancelled if the student does not collect the uniform.
- ✓ For online form submission, it is mandatory for the students to submit the following for admission in HS 1<sup>st</sup> Year:
  - i. Passport size photograph of student and guardian (Max. 100 kb)
  - ii. Scanned copy of Mark sheet, Admit Card, Registration certificate of HSLC (300 kb each)
  - iii. In case of SC, ST, OBC, PWD, a scanned copy of the certificate should be uploaded (Max.300 kb)
  - iv. Provide Bank Account number with IFSC Code
  - v. Provide a valid e-mail address and mobile number (preferably WhatsApp number)
  - vi. For queries related to online admission e-mail us at [helpdesk@rmcadmission.com](mailto:helpdesk@rmcadmission.com)
  - vii. Further, for any queries regarding online admission, one may also contact Dr. Rahul Chakraborty at 7002924499 or Sudarshan Gupta at 9435073933 (Call between 11.30 AM to 3.30 PM)

**\*\*IMPORTANT: The date of birth of the students and their email address should always be remembered. For future reference, these 2 things (date of birth & email address) will always be required while log in to the site.**