

# Guidelines for Online Registration Process

- 1) Online application is compulsory for getting admission in 12<sup>th</sup> Standard at A.Y.2017-18.
- 2) Before filling up the online form, students are required to keep following documents with them.
  - i. S.S.C./Equivalent Mark Sheet
  - ii. F.Y.J.C. Mark Sheet
  - iii. Copy of School Leaving Certificate
  - iv. Aadhar Card (Mandatory)
  - v. Scanned copies of Recent Colour Photograph & Signature
- 3) Log on to <http://www.mdcollege.in/> and click on “Apply Online for the XII Standard Admission (2017-18)”, would take you to the Registration Page.
- 4) Go to the **New Registration** button and provide Email ID & Mobile No. to get Registration No. & Password which would be displayed on the screen as well as sent to the Email Address & Mobile No. Students should note it down and then **Sign In** with their login credentials.
- 5) The following details are to be filled by the students –
  - i. Personal Information
  - ii. Education Details (SSC/Equivalent Exam & FYJC Exam)
  - iii. Address & Contact Details
  - iv. Subject Details for XII Standard
  - v. Upload of Photograph & Signature
  - vi. Registration Confirmation
  - vii. Print Application
- 6) All the fields marked as (\*) are mandatory.
- 7) Images of Photo & Signature to be uploaded should be only in (.jpg) format. Photo size should not exceed 40kb and Signature Size should not exceed 20kb.
- 8) Schedule for the online registration is displayed on the website.
- 9) For any query / inquiry, please contact us on following numbers –  
022 – 24104541 / 24100012