Frequently Asked Questions (FAQs) –PG ADMISSION 2022-2023

This is only for the Guidance of Candidates / Applicants.

1. Am I eligible for this admission?

   Please read the ADVERTISEMENT NOTICE for this admission that is available on the Notice board section of this Portal.

2. My permanent address and state of Domicile is NOT West Bengal. Am I eligible to apply?

   Yes, you have to fulfill the educational and other criteria.

3. Is there any offline mode of application?

   No. only Online Application.

4. Till when can I apply online for Admission?

   Please check the closing date for applying in the Notice which is available on the Notice Board.

5. Are there any detailed instructions to guide an applicant for submitting an online application?

   Please click on the tab "Guide to Online Registration" on the main page of the admission portal.

6. What should I do if there is a lot of delay in accessing the page?

   Please log out and try after sometime.

7. Is it necessary to fill up the details related to Pin Code/ Mobile No./ Email?

   Yes, all the three fields are mandatory to fill.

   Pin Code – to communicate with you with physical document.
   Mobile No. – to send registration confirmation and updates.
   Email ID – to send registration confirmation and updates.

8. Can I make more than one application for a subject?

   No.

9. What if I have studied a different subject and wish to apply for Journalism and Mass Communication?

In case of Journalism and Mass Communication, by default in the subject row it will be Journalism & Mass Communication. In case you are from any other discipline, you may delete pre-selected subject and write down the subject you have graduated in.

10. Do I have to pay any application fee for applying?

No, application is FREE.

11. How can I check if my application process is complete and received by Sadhu Ram Chand Murmu University of Jhargram?

You will get a SMS / Email for successful Online Application.

12. When the merit list will be published and how do I know?

Merit list will be published and notified in the University website (www.srcmuj.org) as well as in the Admission Portal. You will get a sms / email for the same.

13. How do I know if I have been selected for admission?

You will be notified in due course.

14. How to pay the admission fees?

Selected candidates can pay admission fees, online only. (Please refer to the Notice from time to time).

15. How do calculate FULL MARKS and MARKS OBTAINED in case I have a CGPA mark sheet?

Marks and percentage of marks will be calculated as per the percentage conversion rule fixed by your last attended University/ Institution / College.

16. I have submitted my Online Application. I have made some errors. What should I do to remove these errors? Or I want to change my uploaded photograph and signature?

Once you complete the registration process, review, confirm and submit the application, no changes can be made further.

17. What other documents am I supposed to upload in the Application, besides my Photograph and Signature?

Your Madhyamik, Higher Secondary & Undergraduate Mark Sheets. Also, your Caste and DAP Certificates, if applicable.

18. What should I do if I do not receive the e-mail intimation for successful submission of my Online Application?

Email to us at admissionsrcmuj@gmail.com and we will try and respond to your query as soon as possible.

19. After filling up the Online Application, I got Blank Screen / Internet got disconnected / My PC got closed / hanged / shutdown. Is my application saved?

No, your application is not saved till you click on SUBMIT button to save your application.

20. What details should I retain after completion of submission of my Online Application?

A printed copy of the application and your Registration Number.

21. What details should I provide while making correspondence in the Web Portal?

Your Registration No. and Password.

22. I am facing problem in completing my Online Application. How should I resolve my problem?

Please send an email to : admissionsrcmuj@gmail.com with the problem faced and we will revert to you.

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