

Admission Process

Admission Dates:

1st Merit List- 4,5 & 6 June 2026

2nd Merit List- 10, 11 & 12 June 2026

Spot Admission- 15 June 2026

1. Help Desk (Time: 10:00 AM to 4:00 PM)

Applicants will approach admission help desk first. Admission help desk will-

1. Mark the applicant in the comprehensive merit list and send them to departmental rooms for verification.

Help desk: Teacher members: Dr. Khanin Dutta, Ratul Chandra Bharali, Mukunda Dahal, Somaina Daimari,

Assistant: Bir Bahadur Chetry,

2. Departmental Verification and Approval

(Time: 10:00 AM to 4:00 PM)

From help desk applicants will go to department wise allotted rooms for document verification.

Assamese- Room no 27

Bodo- Room no 19

Economics- Room no 36

Education- Room no 15

English- Room no 24

History- Room no 17

Philosophy- Room no 20

Pol. Sc.- Room no 16

B Sc (IT & CS)- Room no 12

Botany, Mathematics, Physics- Room no 29

Chemistry, Zoology- Room no 28

Department wise Heads and their designated faculty members will verify **the name in the merit list, the printed copy of online submitted admission form and the original documents-**

- A. HSLC Marksheet,
- B. HSSLC Marksheet, Pass Certificate,
- C. Photo ID Proof,
- D. Caste/ Category Certificate (In the Case of Reserved Category)
- E. Non-Creamy Layer Certificate (If Applicable)
- F. Ration Card (In the Case of Fee Waiver Applicant)
- G. Domicile Certificate/ AADHAAR Card
- H. Gap Certificate (If Applicable)
- I. Any Other Relevant/ Applicant Referred Document

Prior to document verification, the HoD's will check if the Applicant is ABC Registered. If registered, mention the ABC Reg. Number on the admission form. If not registered, send the applicant to Room no. 13 for ABC registration and clear the verification only after getting clearance slip from ABC Reg. in- Charge (Michael Daimari).

Applicants have to attach self-attested true copies of all the verified documents (original gap certificate to be attached) to the printed copy of the online admission form.

Get a Declaration signed by the applicants in case of Fee Waiver Scheme and attach with the form.

At the top of the front side of the admission form hod will write major and minor subject and put "verified seal" with his signature under it. In case of fee waives candidates put "free admission" seal with signature at the top of front side of the admission form. After competition of verification, send the applicant to the office for submitting the form and updating admission data for online confirmation of admission.

3. Form Submission and online updating for confirmation of admission (Time: 10:00 AM to 5:00 PM)

At the Office of the College, deputed persons will receive the verified admission forms along with attached documents and do necessary online updating on SAMARTH portal. If any scanning is required for uploading, the applicants will be sent to Room no 13 with a note for required scanning. Having scanned the referred document, the candidate will again come to the office for completion of their remaining parts of online admission confirmation process.

The office will display online payment link and Fees for the concerned applicants. Students need to submit a copy of online payment receipt (not applicable for Fee Waiver candidates) along with their application while submitting the application form

Office Assistants Deputed:

Hirendra Narzary, Ronnie Narzari, Biki Khungur Mochahary

ABC Registration & Scanning (Time: 10:00 AM to 5:00 PM)

Room no 13(Computer Lab)

ABC Registration

Applicants without ABC Registration will be sent to room no 13 by the departments while verifying the documents. ABC Registration Cell will get such candidate registered in Academic Bank of Credit and issue a clearance slip to such candidate and resend them to their respective departmental verification rooms for completing the verification process

Deputed faculty members

Michael Daimari, Bhunumoni Nath, Pinku Sarmah, Kishor Das, Kashmiri Daimari, Monalisha Basumatary, Robert Murmu, Pinky Basumatary, Bhanjana Priya Das, Diksha Devi, Mary Narzari

Staff Deputed for Assisting

Sanjit Narzari, Moni Daimari, Mridula Das - Room no 27, 28, 29 (Timing 9:00 AM to 4:00 PM)

Gita Narzary & Rama Rabha - Room no 19 & 20 (Timing 9:00 AM to 4:00 PM)

Dipak Chetry, Parbey Chetry, Bipasha Daimari - Room no. 15, 16 & 17 (Timing 9:00 AM to 4:00 PM)

Pradip Das & Jenny Basumatary - Room no 24 & 36 (Timing 9:00 AM to 4:00 PM)

Sujata Borgoyari & Sabita Boro - Room no12 & 13 (Timing 9:30 AM to 5:00 PM)

Raju Baral Chetry, & Mintu Raj Brahma- Office (Timing 9:30 AM to 5:00 PM)

