



Office of the Principal

**RANGAPARA COLLEGE, RANGAPARA**

ৰঙাপৰা মহাবিদ্যালয়, ৰঙাপৰা

(Affiliated to Gauhati University, UGC Recognised under 2(f) & 12 (B)  
P.O.- Rangapara, Dist - Sonitpur 784 505



**Dr. Ranjan Kalita**, M.A. MMC, Ph.D.

Principal

&

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Ref No. RC/ST-1/AD-47/2024/292

Date:02-06-2024

**ADMISSION MERIT LIST PREPARATION POLICY  
RANGAPARA COLLEGE, AMARIBARI, SONITPUR, ASSAM**

1. The Merit List for Admission into BA/BCom/BSc of Rangapara College is prepared on the basis of the preference given by the students. (Directorate of Higher Education Notification No. Ecf No. 473870/18 Dated 1<sup>st</sup> June 2024).

**For example: If Student 1 who secured 95 % opts for the same or different programs in College A and B and has marked first preference in College B and second preference in College A and Student 2 who secured 90 % opts for the same or different programs in College A and B and has marked first preference in College A and second preference in College B then Student 2 despite securing 90 % (which is less than 95 %) will be given preference in offering admission in College A as that is his/her first preference and student 1 who secured 95 %, merely by the virtue of marks will not be offered admission in that program in College A as it was not selected as a first preference by Student 1. However, if Student 1 qualifies on a merit basis in College B, then similarly he/she will be given preference in the offer of admission by publication of the merit list in College B. (DHE Notification, Ecf. No:473870/16 dated: 24<sup>th</sup> May 2024).**

2. The Merit List policy for Admission into BA/BCom/BSc of Rangapara College will be applied to all category of students.
3. Spot admission will be given on the Govt. notified dates subject to the availability of seats.
4. Spot admission will be held on *first come first basis* irrespective of applicants' preference and marks.



  
(Dr. Ranjan Kalita)  
Principal  
Rangapara College  
Principal  
Rangapara College



**GOVT. OF ASSAM**  
**DIRECTORATE OF HIGHER EDUCATION**  
KAHILIPARA:: GUWAHATI

Ecf No: 473870/16

Dated: Kahilipara, 24<sup>th</sup> May, 2024

**NOTIFICATION**

Pursuant to the approval of the Higher Education department, Govt. of Assam, the undersigned is directed to notify the following points to be followed for **FYUGP, FYIMP and FYIPGP admissions to the academic session 2024** by all participating Universities and Colleges.

1. Admission for FYUGP (Four-year Undergraduate Programme), FYIMP (Five-year Integrated Master Programme) and FYIPGP (Five-year Integrated Post Graduate Programme) either through non-CUET mode or CUET mode will be provisioned only through the common admission portal (<https://assamadmission.samarth.ac.in/>) for all Govt/ Pandit Deendayal Upadhyaya Adarsha Mahavidyalaya/ Provincialized/ Govt. Model Colleges/ Autonomous Colleges. Additionally, admissions for FYIMP and FYUGP in State University campuses and Private/ Venture/ Non-Government Colleges affiliated with State Universities and Assam University will also be provisioned only through the common admission portal (<https://assamadmission.samarth.ac.in/>).
2. Students will get six options for program selection either in the same Higher Educational Institution (University/Colleges) or in different Higher Educational Institutions (HEI) (University/Colleges).
3. Students need to mark preferences against the options of programs. HEIs will be indicated of the preference given by the applicants. Autonomous Colleges /Universities shall prepare the merit lists in accordance with their admission rules. However, affiliated Colleges shall prepare their Merit list in accordance to the relevant policy of the concerned Affiliating Universities.

Accordingly, the Merit list may be prepared by the University/Colleges based on the student's preference, subject to the fulfilment of merit criteria required for admission to that University/College.

*For example: If **Student 1** who secured 95 % opts for the same or different programs in College A and B and has marked first preference in College B and second preference in College A and **Student 2** who secured 90 % opts for the same or different programs in College A and B and has marked first preference in College A and second preference in College B then **Student 2** despite securing 90 % (which is less than 95 %) will be given preference in offering admission in College A as that is his/her first preference and student 1 who secured 95 %, merely by the virtue of marks will not be offered admission in that program in College A as it was not selected as a first preference by **Student 1**. However, if **Student 1** qualifies on a merit basis in College B then similarly he/she will be given preference in the offer of admission by publication of the merit list in College B.*

4. HEIs will have to do the academic scrutiny (selection of papers based on eligibility for the program/discipline) after auto-fetching of verified marks after entering Board Roll numbers/ CUET registration numbers.
5. After academic scrutiny, the HEIs may choose the range of students for further document verification and preparation of merit lists. The minimum range would be equal to the total seats in that program discipline and the maximum range would be all the applications.
6. The Merit lists, unlike earlier practice, need not be uploaded in Excel or PDF files on the HEI website, rather the HEIs will mark the students considered for offering admission by processing the merit list in the admission portal itself. Once marked and saved by the HEI, the merit list for the programs will be auto-generated and visible to students in the "**merit list section**" of the admission portal (<https://assamadmission.samarth.ac.in/>)
7. **The students will receive an admission offer message with a URL in their registered e-mail and mobile number for further processing.** Only upon acceptance of the admission offer by the applicant by logging into their admission portal, the Universities or Colleges will be able to process the application for grant of admission.
8. In the subsequent merit lists, if an admitted student is offered admission in a program/College in a relatively higher order of their preference, and if they wish to take admission in the other HEI then they need to raise a cancellation request on the first day of publication of subsequent merit

lists till 5 P.M. The HEIs are to manually cancel their admission and refund their fees on the first day until 9 P.M, so that the applicants may take admission on the second day of the merit list. However, if the cancellation is not done by the College/University on the first day, the pending cancellation requests will be auto-cancelled and the refund fee pendency will show in the Institution's profile from where the applicants had cancelled their admissions.

9. The total number of students in the Merit list against each program and discipline will be strictly as per the sanctioned seat matrix for the Major program in that discipline. In the case of Discipline Specific programs, the Merit list against that discipline-specific programme will be as per the sanctioned seat matrix for that discipline-specific programme. Once admission is offered by the College/University to candidates, it is mandatory for the HEIs to give admission to candidates subject to document scrutiny and compliance with college/university policies.
10. Colleges and Universities will have the discretion to check and verify the Income certificates produced by applicants at the time of admission. In case of any doubt, the Institution may ask the candidate to produce further relevant documents to ascertain the validity of the claim regarding the status of income below 2 lakhs, and only after being fully satisfied with the authenticity of the claim they are to be granted admission under the Fee Waiver category. If the Institution is unsatisfied with the claim, they need to inform the applicant in writing with justification and grant admission under the non-fee waiver category.
11. In case, the Ration Card is given as an income document, HEIs are to verify the income, which will be shown in the admission portal through API from the NFSA database at the time of grant of admission, and if satisfied that the income is below 2 lakhs then Fee waiver is to be granted.
12. HEIs will be able to view their Fee status (received either through Cash or Payment gateway) and the net amount (admission minus cancellation) shall be remitted to the HEI's account upon completion of the cycle of admission separately for Non-CUET and CUET.

#### Timelines for FYUGP and FYIMP admissions 2024

Mode of admission	Date	Activities
Non CUET	27 May-02 June	Programme selection
	03- 04 June	Correction window
	05- 09 June	Academic screening by HEIs
	10-Jun	Preparation and publication of 1st merit list
	11-12 June	Admissions of applicants in 1st merit list
	13-Jun	Preparation and publication of 2nd merit list
	14-15 June	Admissions of applicants in 2nd merit list
	16-Jun	Preparation and publication 3rd merit list
	18-19 June	Admissions of applicants in 3rd merit list
	20-22 June	Spot admission
Post-admissions under Non-CUET	24- 29 June	Induction programme
	05- 10 August	Demo class for Core and Common course
	12- 14 August	Paper/course selection in Samarth portal
	16-Aug	Full class resumes
CUET*	01-02July	Programme selection
	03-04July	Correction window
	05-08July	Academic screening by HEIs
	09 July	Preparation and publication of 1st merit list
	10-11July	Admissions of applicants in 1st merit list
	12 July	Preparation and publication of 2nd merit list
	13 & 15 July	Admissions of applicants in 2nd merit list
	16 July	Preparation and publication 3rd merit list
	17-18July	Admissions of applicants in 3rd merit list
	19-20 July	Spot Admission (for CUET)
29-31 July	Final Spot Admission (for both non CUET and CUET)	

\*Depending on declaration of CUET result, there may be modification to the schedule of CUET admissions

Timelines for commencement of classes after completion of admissions	
01 – 03 August, 2024	<b>Induction programme</b> <i>for students admitted in the second phase of admission</i>

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<b>05- 10 August, 2024</b>	<b>Demo class for Common courses</b> <i>For students to attend and understand the papers under AEC, SEC, VAC, IDC/MDC/G.E</i>
<b>12- 14 August, 2024</b>	<b>Paper/course selection in the Samarth portal</b>
<b>16- August, 2024</b>	Paper-wise/ Course-wise/ Discipline-wise student list will be generated which shall be downloaded by the HEIs and circulated to each department for conduct of classes accordingly
<b>16-August, 2024</b>	<b>Full classes for all courses resumes for the first semester across all HEIs</b>

This is for necessary compliance of all concerned and it comes into force with immediate effect.

*This has the approval of the Higher Authority.*

Signed by

Pomi Baruah

Date: 24-05-2024 10:25:48

Director of Higher Education, Assam

Kahilipara, Guwahati

Memo Ecf No: 473870/16-A

Dated: Kahilipara, 24<sup>th</sup> May, 2024

Copy to:

1. The Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6 for kind information.
2. The P.S. to Hon'ble Education Minister, Assam for kind appraisal of the Education Minister, Assam.
3. The Registrar, Assam University, and all State Universities of Assam for kind information and necessary action.
4. The Principal, all Govt/Provincialized/PDUAM/Private/Venture/Govt. Model Colleges of Assam for kind information and necessary action.
5. Dr. Pranjal Protim Barua, OSD, DHE and Nodal Officer, Samarth e-Gov suite, Assam for information and necessary action.

*e-signed*

Director of Higher Education, Assam

Kahilipara, Guwahati



**GOVT. OF ASSAM**  
**DIRECTORATE OF HIGHER EDUCATION**  
KAHILIPARA:: GUWAHATI

**NOTIFICATION**

Ecf No: 473870/18

Dated: Kahilipara, 1<sup>st</sup> June, 2024

In view of the natural calamities in many parts of the state of Assam in the aftermath of the Cyclone "Remal", the undersigned is directed to communicate that the Govt. of Assam in Higher Education Department has decided to extend the timelines for filling applications in Assam State Higher Education Portal for admission to FYUGP (Four-year Undergraduate Programme), FYIPGP (Five-year Integrated Post Graduate Programme) and FYIMP (Five-year Integrated Master Programme).

The modified timelines, as mentioned below, apply to both the modes of admission either through non-CUET mode or CUET mode, provisioned through the common admission portal (<https://assamadmission.samarth.ac.in/>), for all State Universities and participating Private University campuses in Assam, Govt/ Pandit Deendayal Upadhyaya Adarsha Mahavidyalaya/ Provincialized/ Govt. Model Colleges/ Autonomous Colleges/ Private/ Venture/ Non-Government Colleges affiliated with State Universities and Assam University.

<b>MODIFIED TIMELINES</b>		
Mode of admission	Date	Activities
<b>Non CUET</b>	27 May-5 June	Application and Programme selection
	06- 07 June	Correction window
	08- 12 June	Academic screening by HEIs
	13-Jun	Preparation and publication of 1st merit list
	14-15 June	Admissions of applicants in 1st merit list
	18 Jun	Preparation and publication of 2nd merit list
	19-20 June	Admissions of applicants in 2nd merit list
	21-Jun	Preparation and publication of 3rd merit list
	22-24 June	Admissions of applicants in 3rd merit list
<b>Post-admissions under Non-CUET</b>	25-27 June	Spot admission
	01 - 03 August	Induction programme
	05- 10 August	Demo class for Core and Common course
	12- 14 August	Paper/course selection in Samarth portal
<b>CUET*</b>	16-Aug	Full class resumes
	01-02July	Programme selection
	03-04July	Correction window
	05-08July	Academic screening by HEIs
	09 July	Preparation and publication of 1st merit list
	10-11July	Admissions of applicants in 1st merit list
	12 July	Preparation and publication of 2nd merit list
	13 & 15 July	Admissions of applicants in 2nd merit list
	16 July	Preparation and publication 3rd merit list
	17-18July	Admissions of applicants in 3rd merit list
19-20 July	Spot Admission (for CUET)	
29-31 July	Final Spot Admission (for both non CUET and CUET)	

\*Depending on declaration of CUET result, there may be modification to the schedule of CUET admission

<b>Timelines for commencement of classes after completion of admissions</b>	
<b>01 - 03 August, 2024</b>	<b>Induction programme</b> <i>for students admitted both through CUET and Non-CUET mode</i>
<b>05- 10 August, 2024</b>	<b>Demo class for Common courses</b> <i>For students to attend and understand the papers under AEC, SEC, VAC, IDC/MDC/G.E</i>
<b>12- 14 August, 2024</b>	<b>Paper/course selection in the Samarth portal</b>

16- August, 2024	Paper-wise/ Course-wise/ Discipline-wise student list will be generated which shall be downloaded by the HEIs and circulated to each department for conduct of classes accordingly
16-August, 2024	<b>Full classes for all courses resumes for the first semester across all HEIs</b>

In reference to **Point no. 2, 3 and 6** of the earlier notification from DHE, Assam vide Ecf No: 473870/16 dated 24-05-2024, the following explanations may be noted:

<b>Pt. no. 2</b>	<i>Students will get six options for program selection either in the same Higher Educational Institution (University/Colleges) or in different Higher Educational Institutions (HEI) (University/Colleges).</i>
<b>Explanation</b>	<b>Six options may be exercised by the applicant in the Non-CUET category separately. In case, an applicant exhausts all six options, they may discard their application and apply afresh within the correction window, as mentioned above. Six option limit is applicable only for the Non-CUET admissions. Exhausting the six option limit in Non-CUET shall not block the applicants to apply in CUET based admission process.</b>  <b>However, for CUET category, the options will be as per the CUET norms.</b>
<b>Pt. no. 3</b>	<i>Students need to mark preferences against the options of programs. HEIs will be indicated of the preference given by the applicants. Autonomous Colleges /Universities shall prepare the merit lists in accordance with their admission rules. However, affiliated Colleges shall prepare their Merit list in accordance to the relevant policy of the concerned Affiliating Universities.</i>  <i>Accordingly, the Merit list may be prepared by the University/Colleges based on the student's preference, subject to the fulfilment of merit criteria required for admission to that University/College.</i>
<b>Explanation</b>	<b>Universities/Colleges may prepare the merit-list, as per their admission policy and criteria, either based on marks or preference. It is not mandatory for the HEIs to prepare the Merit list on the basis of preference only.</b>
<b>Pt. no. 6</b>	<i>The Merit lists, unlike earlier practice, need not be uploaded in Excel or PDF files on the HEI website, rather the HEIs will mark the students considered for offering admission by processing the merit list in the admission portal itself. Once marked and saved by the HEI, the merit list for the programs will be auto-generated and visible to students in the "merit list section" of the admission portal (<a href="https://assamadmission.samarth.ac.in/">https://assamadmission.samarth.ac.in/</a>)</i>
<b>Explanation</b>	<b>Merit lists are to be prepared, finalized and uploaded on or before 5 P.M. on the dates of merit list publication, as mentioned in the timeline above.</b> <b>If Merit lists are uploaded before 5 P.M. and if there is any mistake, then modifications can be done till 5 P.M after which it will be frozen.</b>  <b>All entries will be processed between 5-6 P.M.</b>  <b>At 6 P.M, all applicants selected in the Merit list by the HEIs will be notified about admission offers through mail and SMS. The admission offer will also be available to students directly in the applicant dashboard.</b>

*This has approval of the competent authority.*

Signed by

Pomi Baruah

Date: 02-06-2024 11:32:04

Director of Higher Education, Assam  
Kahilipara, Guwahati

Memo Ecf No: 473870/18-A

Dated: Kahilipara, 1st June, 2024

Copy to:

1. The Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6 for kind information.
2. The P.S. to Hon'ble Education Minister, Assam for kind appraisal of the Education Minister, Assam.
3. The Registrar, Assam University, all State Universities, and participating Private Universities of Assam for kind information and necessary action.
4. The Principal, all Govt/Provincialized/PDUAM/Private/Venture/Govt. Model Colleges of Assam for kind information and necessary action.
5. Dr. Pranjal Protim Barua, OSD, DHE and Nodal Officer, Samarth e-Gov suite, Assam for information and necessary action.

*e-signed*

Director of Higher Education, Assam  
Kahilipara, Guwahati