Office of the Principal
Nagaon G.N.D.G. Commerce College
Nagaon : Assam.

ORDER

An **Admission Committee** is formed with the following members of the teaching & Non-teaching staff of Nagaon G.N.D.G. Commerce College for the academic session **2025-2026**.

Members:

1. Dr. Mriganka Saikia, Principal	- Chairman
2. Dr. Kalpendra Das, Asstt. Prof.	- Joint Coordinator
3. Prof. Ram Prasada Patar, Asstt. Prof.	- Joint Coordinator
4. Prof. Mridul Mahanta, Vice Principal.	- Member
5. Dr. Bipin Ch. Goswami, Asso.Professor	- Member
6. Prof. Aranya Jyoti Gayan, Asstt. Prof.	- Member
7. Prof. Umeswar Saikia, Asso. Prof.	- Member
8. Prof. Bhupesh Tumung, Asstt. Prof.	- Member
9. Dr. Satyendra Kr. Pandey, Asso. Prof.	- Member
10. Mrs. R.S. Goswami, Asstt. Prof. & Coordinator BBA	- Member
11. Mr. Mintu Gayan, Asstt. Prof.	- Member
12. Mr. Shekhar Jyoti Das, Accountant.	- Member
13. Mr. Jogen Kr. Saikia, Junior Assistant.	- Member
14. Mr. Rakesh Sarmah, Junior Assistant	- Member
15. Mr. Nayan Jyoti Borah, Jr. Assistant	- Member

(Dr. M. Saikia)
Principal
Nagaon GNDG Commerce College
Nagaon, Assam

PRINCIPAL
NAGAON GNDG
COMMERCE COLLEGE
NAGAON :ASSAM

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GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
DISPUR:::::::GUWAHATI-6
Block-C, Ground Floor, Janata Bhawan, higheredn.assam@assam.gov.in.

No.E-490303/2024/54

OFFICE MEMORANDUM

Sub:-   Scheme for Fee waiver of admission fees, tuition fees etc. for students taking Admission in H.S./Degree and M.A./M.Sc./M. Com Courses.

In continuation of Fee Waiver scheme under Pragyan Bharati for free admission in H.S./ Degree and M.A./ M.Sc./M. Com Courses under Higher Education Department, the scheme will continue for the year 2025-26 for those whose parental income is below Rs. 4.00 lakh (Rupees Four Lakhs) per annum.

Aim: The aim of the scheme is to provide access to the poor students of the State and to help them achieve the benefits of Higher Education.

1. **Scope and Applicability:** The Scheme will be applicable to the students seeking admission into 1st year of H.S./B.A./B.Sc./B.Com and M.A./M.Sc./M.Com courses. Students taking admission in any self-financing course are not eligible under this scheme. In case of H.S. and B.A./B.Sc./B.Com course, those students whose fees were waived earlier will also be eligible to avail the scheme for the second year and third year admission. For M.A./M.Sc./M. Com. the benefit of the scheme is applicable for Final year students for those whose fees were waived earlier.

2. **Institutes incorporated under the scheme:**

   i. All State Universities, Govt. Colleges, Govt. Model Colleges, Govt. Model Women Colleges, PDUAM, and Provincialized Colleges of Assam.
   ii. This scheme will not cover Private Colleges, Private Universities and Central Universities situated in Assam.

4. **Applicability:**

   Category of students eligible under the scheme:
   i. Students whose parental annual income is less than Rs. 4.00 lakh per annum from all sources or will be eligible to avail this scheme.
   ii. If either of the parent (mother or father) of the student is working in the State Govt./Central Govt./Semi Govt./State or Central Govt. undertakings, such students shall not be eligible under this scheme.
   iii. Scheme is only for regular students having minimum 75% of attendance in classes in previous year/semester with no back paper in previous examination to be eligible for Fee Waiver claim in the subsequent year/semesters of study.

5. **Proof of Income/Documents required:**

   i. An Income Certificate from the Local Revenue Circle Officer.
   ii. Ration Card issued by the competent authority.
      a. Either of the Income Certificate, so submitted by the candidate will have to be verified by the Competent Authority within one year and action as per Law will be taken against anyone where submission of false Certificate is established.
      b. The College/University authority may grant admission to the students without examining the original marks sheet. However, the admitted students must produce their original marks sheet otherwise, the admission will be cancelled.
      c. A declaration from the students that neither of the parents (father or mother) of the students is an employee of State Govt., Central Govt. Department or its undertaking.

Such form shall be devised by the concerned Registers/ Principal. If such a declaration is found to be false, the admission shall be cancelled and the admission fee shall be realized from such students.

6. Power of Admission Committees:

a. The Admission Committees of the concerned Colleges and Universities shall have the power to enquire into the income of the family in case of doubt in regard to students and if the committee is of the view that the income of the parents exceed Rs. 4.00 lakh per annum, the committee may recommended cancellation of admission notwithstanding documents submitted by the student. Such enquiry may commence suo-moto by the institute or on a complaint received against any student availing benefit under this scheme. The Category of Institutes coming under the purview of the scheme shall constitute such committees comprising of Senior Faculty members from the Institution. The Principal/Registrar of the Higher Educational Institution shall observe due diligence and will not allow any undeserving candidates.

b. The Admission committees of 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 4.00 lakhs per annum, 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.

c. The Director of Higher Education will make random check of income certificate uploaded in the portal or in hardcopy and disciplinary action may be taken against the student/ official or Principal.

7. **Fee to be Waived under the Scheme:**

Year	Category of Admission	Nature of Fees to be Waived
1st Year/ New Admission	Higher Secondary, B.A./ B.Sc./B.Com. and M.A./ M.Sc./ M.Com. session 2025-26	All Fees that a College or University realizes from students in Normal Course rate should not to exceed than the fee realized last year i.e. 2024-25 session.
2nd year and 3rd year admission	For those admitted in HS/ B.A./B.Sc./B.Com with no fees during the session 2023- 24 and 2024-25.	This benefit will accrue to those students who were admitted under this scheme during 2023-24 and 2024-25 session whose parental annual income less than Rs. 4.00 lakh per annum from all sources.
Final year admission	M.A./M.Sc./M.Com for those admitted with no fees during the session 2024-25.	

8. **Responsibility of College and Universities:**

i. All Colleges and Universities will be required to upload the names of students admitted availing fee waiver benefit, in SAMARTH Portal.
ii. The Registrars/ Principals are to ensure that all the student data uploaded in SAMARTH Portal are correct.

9. **Marking at the reverse of Mark sheet of candidate given free admission:**

i. The Universities and Colleges giving free admission under this scheme to give one endorsement at the reverse of relevant mark sheet of the student so that the student does not seek free admission in multiple Colleges.
ii. The Universities and Colleges will devise Rubber seal and use the seal at the reverse of mark sheets of the beneficiary students.

Digitally signed by
NARAYAN KONWAR
Secretary to the Govt. of Assam.
Date: 28-04-2025
Higher Education Department.
12:27:31

Memo No.E- 490303/2024/54-A
Copy forwarded for information and necessary action to:-

1. The P.S. to the Hon'ble Chief Minister, Assam for kind appraisal of Hon'ble Chief Minister.
2. The P.S. to the Hon'ble Minister, Education, Assam for kind appraisal of Hon'ble Minister.
3. P.S. to the Commissioner & Secretary to the Govt. of Assam, Finance Department for kind appraisal.
4. The Director of Higher Education, Assam for necessary action. She will communicate the order/guidelines to all the Principals through posting it in the website.
5. The Director of Information & Public Relations, Assam with a request for wide publicity.
6. Guard file.

(e-Signed)
Secretary to the Govt. of Assam.
Higher Education Department.

OFFICE OF THE PRINCIPAL
NAGAON G.N.D.G. COMMERCE COLLEGE
NAGAON :: ASSAM

Uniform Policy of Admission of Students into Colleges in different streams of Provincialised Colleges of Assam.

Total Seat Capacity: 360 Nos. (Council & other board) (B.Com.)

Sl. No.	Caste & Quota	Percentage	Remarks
1	**OBC/MOBC (Including Tea Tribe)** (As per the letter from Director of Higher Education, Assam, Government of Assam Office Ref. No: DHE/EG/Misc/79/2023/14 Dated: 20-07-2023), the reservation of seats for OBC/MOBC community is being enhanced from existing 15% to 27% and this reservation is applicable for Non-creamy layer candidates of OBC/MOBC community only.)	27%	
2	**SC**	7%	
3	**STP**	10%	
4	**STH**	5%	
5	**Sports (National/State/District)**	2%	
6	**NCC/Scouts/Guides**	1%	
7	**Cultural activities**	1%	
8	**PwD**	2%	
9	**EWS** (As per the Government of Assam Office Memorandum, No. ABP.07/2019/3 Dated 2nd February, 2019)	1%	
10	**College Employees**	1%	

Copy to for information:

1. Vice Principal.
2. **Joint Coordinator, Admission Committee Session-2025-2026.**
3. Coordinator, IQAC.
4. Office File.

Principal
Nagaon G.N.D.G. Commerce College
Nagaon : Assam

PRINCIPAL
NAGAON GNDG
COMMERCE COLLEGE
NAGAON :ASSAM

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Office of the Principal
Nagaon G.N.D.G. Commerce College,
Nagaon : Assam.

FEE WAIVER ADMISSION SCHEME FORM FOR B. COM. FYUGP/CBCS COURSE
(New Admission/Renewal Admission-2025-26.)
(Vide Govt. O.M. No. AHE-354/2021/8, dtd. 06/09/2021 & Memo No.E- 490303/2024/54-A Dated: 28-04-2025)

SESSION 2025-2026

Course applied for (**B.Com.**) ………………..……

1. Name of the Applicant in full (BLOCK CAPITAL)……………………………………

2. Father's Name:………………………………………………………………………

3. Permanent Address of the applicant: ………………………………………………

Village: _____ Circle: _____ P.O.: _____

P.S. : _____ Dist.: _____ State: _____

Pin. : _____ Phone No.: _____

DECLARATION BY THE APPLICANT

I hereby apply for admission under the Fee Waiver Scheme as the annual income of my parents from all sources is below **Rs. 4 (Four) lakhs per annum**. I further declare that none of my Parents (Mother or Father) is working in the State Govt./Central Govt./Semi-Govt./State or Central Govt. Undertaking(s).

The information given above is correct and complete to the best of my knowledge. If any of the above information is found to be incorrect, my admission will be cancelled and I shall be liable to disciplinary action as may be decided upon by the **Nagaon G.N.D.G. Commerce College** Admission Authorities.

Countersignature of the Parent/Guardian   **Signature of the Applicant**

Date:…………………………………   **Date:**…………………………..

OFFICE USE

Provisionally approved for admission under Fee Waiver Scheme Admission in B.Com. FYUGP

Course Honours …………………………..…………………… **Roll No.**………………………………

ADMITTED

Signature,
Coordinator, Admission Committee,
College, Nagaon G.N.D.G. Commerce College,
Nagaon : Assam.

Signature,
Principal, Nagaon G.N.D.G. Commerce
Nagaon : Assam.

User Guide
ব্যৱহাৰকাৰীৰ হাতপুথি

Assam State Higher Education Admission Portal 2025-26

অসম ৰাজ্যিক উচ্চ শিক্ষা নামভৰ্তি প'ৰ্টেল

২০২৫-২৬

Part-II
(Programme Selection on UG Admissions Portal)

দ্বিতীয় খণ্ড

(স্নাতক শ্ৰেণীত নামভৰ্তিৰ বাবে প'ৰ্টেলত পাঠ্যক্ৰম নিৰ্বাচন)

Official URL
https://assamadmission.samarth.ac.in/index.php

USER GUIDE for Programme Selection on UG Admissions Portal - applicants

স্নাতক শ্ৰেণীত নামভৰ্তিৰ বাবে প’ৰ্টেলত পাঠ্যক্ৰম নিৰ্বাচন কৰিবলৈ নিৰ্দেশনাযুক্ত আবেদনকাৰীৰ হাতপুথি

❖ **Introduction**

- ❖ The Samarth admission platform seamlessly integrates technology and education delivery. It is tailored for Higher Education Institutions (HEIs) across the country and allows them to deploy a digital framework for planning, management, delivery, and monitoring of services for students, staff, and other stakeholders. Samarth E-Gov Suite is a catalyst in the transformation of Higher Education institutions transitioning towards a future-ready digital campus.

- ❖ This specific document is curated to assist the applicant in the admission process.

- ❖ **ADMISSION PROCESS**
  - ➢ The admission process comprises three distinct steps, which applicants must follow diligently after registering on the portal:
    - ○ **Profile Completion:** Applicants need to fill out their profile information thoroughly.
    - ○ **Profile submission and Locking:** After completing their profile, applicants must confirm and lock it.
    - ○ **College Application:** Once the profile is confirmed and locked, applicants can proceed to apply to their desired colleges.

❖ **নামভৰ্তি প্ৰক্ৰিয়া**

- ➢ নামভৰ্তি প্ৰক্ৰিয়াত তিনিটা সুকীয়া পদক্ষেপ আছে, যিবোৰ আবেদনকাৰীয়ে প’ৰ্টেলত পঞ্জীয়ন কৰাৰ পিছত সাৱধানতাৰে পালন কৰিব লাগিব।

  - ○ **প্ৰ’ফাইল সম্পূৰ্ণকৰণ :** আবেদনকাৰীসকলে নিজৰ প্ৰ’ফাইলৰ তথ্য ভালদৰে পূৰণ কৰিব লাগিব।

  - ○ **প্ৰ’ফাইল জমা দিয়া আৰু বন্ধ (লক) কৰা :** প্ৰ’ফাইল সম্পূৰ্ণ কৰাৰ পাছত আবেদনকাৰীয়ে নিশ্চিতকৰণ আৰু বন্ধ কৰিব।

- ○ **কলেজৰ আবেদন :** এবাৰ প্ৰ'ফাইল নিশ্চিতকৰণ আৰু বন্ধ (লক) কৰাৰ পাছত আবেদনকাৰীয়ে নিজৰ পছন্দৰ কলেজত আবেদনৰ বাবে আগবাঢ়িব পাৰিব।

- ❖ To commence the admission process, applicants must first register and log in to the portal. Registration is a one-time requirement for all applicants, and the process is outlined below:

- ❖ নামভৰ্তি প্ৰক্ৰিয়া আৰম্ভ কৰিবলৈ আবেদনকাৰীয়ে প্ৰথমে পৰ্টেলত পঞ্জীয়ন আৰু লগ-ইন কৰিব লাগিব। পঞ্জীয়ন কৰাটো সকলো আবেদনকাৰীৰ বাবে এককালীন প্ৰয়োজন আৰু নামভৰ্তি প্ৰক্ৰিয়াটোৰ পৰৱৰ্তী পদক্ষেপ সমূহ তলত সংক্ষিপ্তকৈ উল্লেখ কৰা হৈছে :

The Admission Process

নামভৰ্তি প্ৰক্ৰিয়া

Step I: Registration and Profile Lock (*already explained in the earlier manual*)

প্ৰথম স্তৰ : পঞ্জীয়ন আৰু প্ৰ'ফাইল বন্ধ (লক) কৰা *(ইতিমধ্যে আগৰ হাতপুথিত ব্যাখ্যা কৰা হৈছে)*

Step II: Programme Selection

দ্বিতীয় স্তৰ : পাঠ্যক্ৰম নিৰ্বাচন

ADMISSION PROCESS (PART-II)

নামভৰ্তি প্ৰক্ৰিয়া (দ্বিতীয় খণ্ড)

❖ **APPLICANT DASHBOARD**

The applicant dashboard provides a tailored platform for applicants to conveniently monitor their application status, make profile adjustments, and apply to various programs offered by the University. This centralized system simplifies the management of multiple applications within a single interface. Accessing the dashboard requires completion of the registration process followed by logging in to the portal.

❖ **আবেদনকাৰীৰ ডেচবোৰ্ড**

আবেদনকাৰীৰ ডেচবোৰ্ডে আবেদনৰ অৱস্থান সুবিধাজনকভৰে নিৰীক্ষণ কৰিবলৈ, প্ৰ'ফাইলৰ সালসলনি কৰিবলৈ আৰু বিশ্ববিদ্যালয়ে আগবঢ়োৱা বিভিন্ন পাঠ্যক্ৰমত আবেদন কৰিবলৈ এটা নিৰ্দিষ্ট মঞ্চ প্ৰদান কৰে। এই কেন্দ্ৰীয় ব্যৱস্থাৱলীয়ে এটা প্ৰক্ৰিয়াৰ ভিতৰতে একাধিক আবেদনৰ ব্যৱস্থাপনা সৱল কৰে। ডেচবোৰ্ডত প্ৰৱেশ কৰিবলৈ পঞ্জীয়ন প্ৰক্ৰিয়া সম্পূৰ্ণ কৰিব লাগিব আৰু পুনৰ পৰ্টেলত লগ-ইন কৰিব লাগিব।

❖ Login

LOGIN PROCESS:

➢To initiate your application, please log in. This step ensures the security of your information and customizes your experience. If you're new here, do not worry – you'll need to register first. Once logged in, you'll gain access to all the features necessary for a seamless application process.

➢ The user needs to fill in their registration number and password to log into their account and view their dashboard.

FORGOT PASSWORD

➢ If the user forgets their password, click the "Forgot Password" link. This action will redirect them to the Request Password Page, where they will need to provide their registered email address. Complete the Captcha verification process and click "Send." A new password will then be sent to your registered email address.

❖ লগ-ইন

লগ-ইন প্ৰক্ৰিয়া :

➢আবেদন প্ৰক্ৰিয়া আৰম্ভ কৰিবলৈ লগ-ইন কৰক। লগ-ইন প্ৰক্ৰিয়াই আপুনি জমা দিয়া তথ্যৰ সুৰক্ষা নিশ্চিত কৰে আৰু নামভৰ্তিৰ বিভিন্ন স্তৰবোৰেৰে আপুনি নিজৰ প্ৰয়োজন অনুসাৰে আগবঢ়াত সহায় কৰে। মন কৰিব, পঞ্জীয়ন কৰা আবেদনকাৰীয়েহে লগ-ইন কৰিব পাৰিব। লগ-ইন কৰাৰ পাছত নামভৰ্তি প্ৰক্ৰিয়াটো কোনো খোকোজা নলগাকৈ সম্পূৰ্ণ কৰাৰ সমস্ত আহিলা আপোনাৰ আয়ত্তলৈ আহিব।

পাছৱৰ্ড পাহৰিলে

➢ যদি আপুনি পাছৱৰ্ড পাহৰিছে তেন্তে "Forgot Password" লিংকটো ক্লিক কৰিলে "Request Password Page" খোল খাব। তাৰ নিৰ্দিষ্ট স্থানত আপোনাৰ পঞ্জীয়নৰ সৈতে সংযুক্ত ই-মেইল (registered email address) টাইপ কৰি Captcha সত্যাপন কৰাৰ পাছত "Send" বুটামত ক্লিক কৰিলে পঞ্জীয়নকৃত ই-মেইললৈ এটা নতুন পাছৱৰ্ড প্ৰেৰণ কৰা হ'ব।

Login page:

➢ Upon successful login, applicants may start their admission application process, provided they have already completed their registration process and locked their profile. They are prompted to complete their profile details accurately.

➢ লগ-ইন সফল হোৱাৰ পাছত আবেদনকাৰীয়ে নামভৰ্তিৰ প্ৰক্ৰিয়া আৰম্ভ কৰিব পাৰিব যদিহে তেওঁলোকে ইতিমধ্যে পঞ্জীয়ন প্ৰক্ৰিয়া সম্পূৰ্ণ কৰি নিজৰ প্ৰ'ফাইল লক কৰি থৈছে। প্ৰ'ফাইলৰ সবিশেষ সঠিকভাৱে দাখিল কৰি সম্পূৰ্ণ কৰিবলৈ অৱশ্যে প'ৰ্টেলে জাননী দি থাকে।

➢ *However, if they have not yet completed their registration part then they need to complete it and lock their profile before proceeding with the Programme Selection.*

➢ যদিহে আবেদনকাৰীয়ে পঞ্জীয়ন অংশ সম্পূৰ্ণ কৰা নাই তেন্তে তেওঁলোকে ইয়াক সম্পূৰ্ণ কৰিব লাগিব আৰু পাঠ্যক্ৰম নিৰ্বাচনৰ কাম আগবঢ়াই নিয়াৰ আগেয়ে প্ৰ'ফাইল লক কৰিব লাগিব।

After locking of the profile, they will see the following options

· **APPLY IN COLLEGE**

· **APPLY IN HOSTEL**

· **ENTER BANK ACCOUNT DETAILS**

BANK ACCOUNT DETAILS are to be mandatorily entered by all applicants for remittances or refund of admission fees in the event of cancellation, if any, especially in case of online payments made through the integrated payment gateway.

প্ৰ'ফাইল লক কৰাৰ পাছত আবেদনকাৰীয়ে তলত দিয়া বিকল্পসমূহ দেখিব।

· **Apply In College**

· **Add Bank Details**

· **Add Hostel Details**

<div style="border:1px solid black; padding:10px;">

বেংক একাউণ্টৰ বিৱৰণ

সকলো আবেদনকাৰীয়ে নামভৰ্তি বাতিলৰ ক্ষেত্ৰত মাছুল ঘূৰাই পাবলৈ হ'লে বেংক একাউণ্টৰ বিৱৰণ দিয়াটো বাধ্যতামূলক, বিশেষকৈ সমৰ্থত অন্তৰ্ভুক্ত অনলাইন পেমেণ্ট গেটৰে ব্যৱহাৰ কৰি নামভৰ্তি মাছুল দিলে।

</div>

হোষ্টেলৰ বাবে আবেদন কৰিবলৈ :

যদি আবেদনকাৰীয়ে হোষ্টেলত থকাৰ সুবিধা লাভ কৰিব বিচাৰে আৰু শিক্ষানুষ্ঠানে সেই সুবিধা প্ৰদান কৰে. তেন্তে তেওঁলোকে বাধ্যতামূলকভাৱে "Add Hostel Details" বুটামত ক্লিক কৰাৰ পাছত "Yes"ত ক্লিক কৰিব। এই পদক্ষেপটো হোষ্টেলত থকাৰ সুবিধা বিচৰা প্ৰাৰ্থীৰ প্ৰাথমিক কৰণীয় কিন্তু শিক্ষানুষ্ঠান ভেদে হোষ্টেলৰ বাবে আবেদনকাৰীৰ যোগ্যতাৰ মাপকাঠী আৰু আৱণ্টনৰ নিয়ম পৃথক পৃথক হব পাৰে।

যদিহে আবেদনকাৰীয়ে হোষ্টেলৰ সুবিধা নিবিচাৰে, তেনেহলে এইটো পদক্ষেপ এৰি থৈ পাঠ্যক্ৰম নিৰ্বাচনৰ বাবে আগবাঢ়িব পাৰে।

APPLY IN HOSTEL:

If the applicants wish to avail Hostel facility, provided the Institution offer hostel accommodation facility, then they need to mandatorily click on "Add Hostel Details" and select "Yes".

This is a pre-requisite to avail Hostel accommodation and they will be allotted Hostel subject to fulfilment of eligibility criteria and relevant hostel allocation rules of the respective Institution.

However, if an applicant does not wish to opt for Hostel accommodation, then they may choose to leave it and proceed with the programme selection.

After entering the BANK ACCOUNT DETAILS and opting for Hostel, the applicants may proceed to programme selection phase by clicking on "APPLY IN COLLEGE"

বেংক একাউণ্টৰ বিৱৰণ তথা হোষ্টেলৰ আবেদনৰ পদক্ষেপ দুটাৰ পাছত আবেদনকাৰীয়ে "APPLY IN COLLEGE" বুটামত ক্লিক কৰি পাঠ্যক্ৰম নিৰ্বাচনৰ পৰ্যায়লৈ আগবাঢ়িব পাৰে।

❖ **Steps to complete Programme Selection:**

❖ **পাঠ্যক্ৰম নিৰ্বাচন সম্পূৰ্ণ কৰাৰ পদক্ষেপসমূহ:**

➢ **Step 1 -** Once the user has confirmed and locked their application they will proceed to the selection of the Programmes option which is available on their applicant dashboard >> Users are required to select the "Apply in College/University" option.

➢ **প্ৰথম স্তৰ –** ব্যৱহাৰকাৰীয়ে তেওঁৰ আবেদন নিশ্চিতকৰণ আৰু লক কৰাৰ পাছত ডেচবৰ্ডত উপলব্ধ Programmes শাখাত বিকল্প নিৰ্বাচনলৈ আগবাঢ়িব >> ব্যৱহাৰকাৰীয়ে "Apply in College/University" বিকল্প নিৰ্বাচন কৰিব লাগিব।
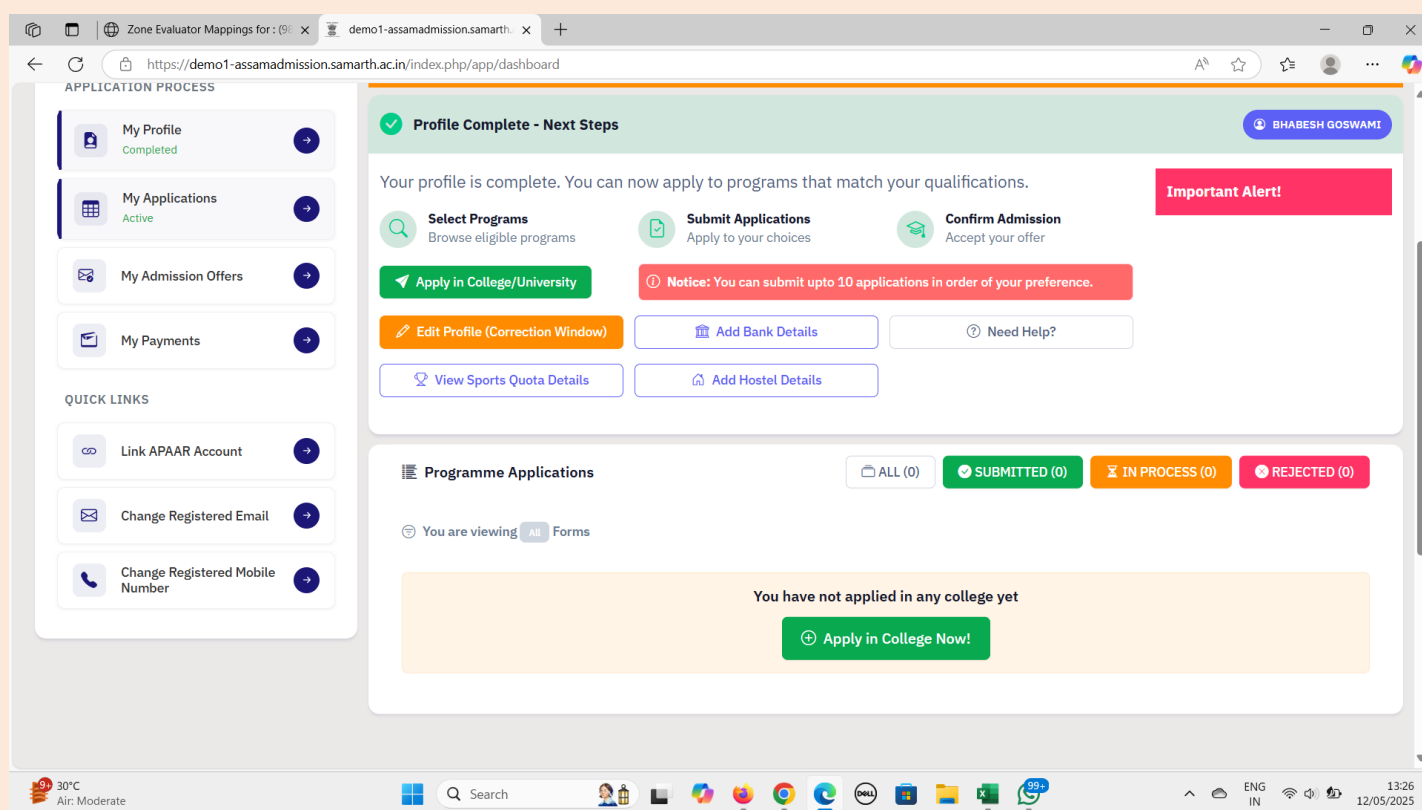
➢ **Step 2 -** The user is to proceed further with selecting their choice of programs from the drop-down menu and select "Proceed".

➢ **দ্বিতীয় স্তৰ -** ব্যৱহাৰকাৰীয়ে drop-down menu-ৰ পৰা তেওঁৰ পছন্দৰ পাঠ্যক্ৰম নিৰ্বাচন কৰাৰ পাছত "Proceed" বুটামত ক্লিক কৰি আগবাঢ়িব।

➢ **Step 3 -** The user is to proceed further with selecting their choice of course preference and select "Proceed". The admission scheme will be available according to the programme course selected by the applicant

➢ **তৃতীয় স্তৰ –** ব্যৱহাৰকাৰীয়ে তেওঁৰ পছন্দৰ বিষয় নিৰ্বাচন কৰি "Proceed" বুটামত ক্লিক কৰি আগবাঢ়িব। আবেদনকাৰীয়ে বাছি লোৱা পাঠ্যক্ৰমৰ বিষয় অনুসৰি নামভৰ্তি আঁচনিখন উপলব্ধ হব।

➢ **Step 4 -** The users can check the preview of their selected courses and then user is required to click on "Next" to proceed with the program selection process.

➢ **চতুৰ্থ স্তৰ –** ব্যৱহাৰকাৰীয়ে তেওঁৰ নিৰ্বাচিত পাঠ্যক্ৰমৰ পূৰ্বদৰ্শন (preview) কৰিব পাৰিব আৰু তাৰ পাছত পাঠ্যক্ৰম নিৰ্বাচন প্ৰক্ৰিয়া আগবঢ়াই নিবলৈ "Next" বুটামত ক্লিক কৰিব।

❖ The user will then be proceeded to the personal details section >> The applicant is then required to select the "Next".

❖ এতিয়া ব্যৱহাৰকাৰীয়ে ব্যক্তিগত বিৱৰণ শিতানটো দেখিব >> আবেদনকাৰীয়ে ইয়াৰ পাছত "Next" বুটামত ক্লিক কৰিব।

➢ **Step 5 -** Under the academic details section the user is to fill out all the necessary education details >> After filling in the details the user is required to click on "Save and Next". The users can edit their details by selecting the "Update" option.

➢ **পঞ্চম স্তৰ –** শৈক্ষিক বিৱৰণ থকা অংশৰ অধীনত ব্যৱহাৰকাৰীয়ে প্ৰয়োজনীয় সকলো শিক্ষাৰ বিৱৰণ পূৰণ কৰিব লাগিব >> বিৱৰণ পূৰণ কৰাৰ পাছত ব্যৱহাৰকাৰীয়ে "Save and Next" বুটামত ক্লিক কৰিব। ব্যৱহাৰকাৰীয়ে "Update" বুটামত বিকল্প নিৰ্বাচন কৰি বিৱৰণ সম্পাদনা কৰিব পাৰিব।

➢ **Step 6 -**The applicant needs to verify the other details section and after successful verification click on "Next".

➢ **ষষ্ঠ স্তৰ -** ব্যৱহাৰকাৰীয়ে অন্য বিৱৰণ অংশটো পৰীক্ষা কৰিব লাগিব আৰু সফল সত্যাপনৰ পাছত "Next" বুটামত ক্লিক কৰি আগবাঢ়িব লাগিব।

➢ **Step 7 -** As the user moves ahead to the "Uploads" section they are required to upload their X/XII mark sheets >> then proceed with clicking on "Preview".

➢ **সপ্তম স্তৰ -** ব্যৱহাৰকাৰীয়ে "Uploads" অংশলৈ আগবাঢ়ি যোৱাৰ লগে লগে তেওঁলোকে দশম নাইবা দ্বাদশ (X/XII) শ্ৰেণীৰ নম্বৰ তালিকা (mark sheets) আপলোড কৰিব লাগিব >> তাৰ পাছত "Preview" বুটামত ক্লিক কৰি আগবাঢ়িব।

➢ **Step 8 -** Once the user has clicked on "Preview" their entire application form will be visible to them. The applicant is then required to scroll down and click on "Submit" to complete their application process.

➢ **অষ্টম স্তৰ -** ব্যৱহাৰকাৰীয়ে 'Preview' বুটামত ক্লিক কৰিলে তেওঁলোকৰ সম্পূৰ্ণ আবেদনখন দেখা পাব। তাৰ পাছত আবেদনকাৰীয়ে তললৈ স্ক্ৰ'ল (scroll down) কৰি 'Submit' বুটামত ক্লিক কৰি আবেদন প্ৰক্ৰিয়া সম্পূৰ্ণ কৰিব লাগিব।

Supporting Document in case you are Son/Daughter of an existing employee of university/college which you are applying for	Uploaded
Upload Transfer Certificate	Uploaded
Certificate of candidates who have obtained an 'NCC B' or 'C' certificate	Uploaded
Certificate of attended National Service Scheme camp	Uploaded
Upload Supporting Document for belonging to Fringe Village	Uploaded
Upload Supporting Document for belonging to Moran Community	Uploaded
Class X (Scan your marksheet in a single file and upload)]	Uploaded
Class XII (Scan your marksheet in a single file and upload)	Uploaded

Form Declaration

"I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if i am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled."Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks if failing, I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."

[Previous]   [Submit]

➢ **Step 9 -** Once the user has selected "Submit" they will be taken to the final page where they are required to verify all the details by selecting the check boxes >> then proceed with selecting the "Submit Application" option.

➢ **নৱম স্তৱ -** ব্যৱহাৰকাৰীয়ে 'Submit' বুটামত ক্লিক কৰাৰ পাছত তেওঁক চূড়ান্ত পৃষ্ঠালৈ লৈ যোৱা হ'ব য'ত তেওঁলোকে প্ৰতিটো check box ক্লিক কৰি সকলো বিৱৰণ পৰীক্ষা কৰিব লাগিব। >> এতিয়া 'Submit Application' বুটাম ক্লিক কৰি আবেদন প্ৰক্ৰিয়া সম্পূৰ্ণ কৰিব।

Bachelor of Arts(TF1)

✅ Programme Selection (1) ✅ Personal Details (2) ✅ Academic Details (3) ✅ Other Details (4) ✅ Uploads (5) ✅ Preview (6) ✅ Confirmation (7)

Verify Details

Registration No.	240296137
Name	Mohsin Ali
Gender	Male
Category	Schedule Tribe (Hills)
PwD Category	Not Applicable
Programme	Bachelor of Arts(TF1)
Amount To be Paid	

VERIFY THE DETAILS BY CLICKING ON THE CHECKBOXES

☐ My Name is **MOHSIN ALI** as per the Xth Marksheet/Certificate.

☐ My Date of Birth is **6-October-2001** as per the Xth Marksheet/Certificate.

☐ My Category is **Schedule Tribe (Hills)**, Category changes claims will not be entertained in future

☐ My Gender is **Male**.

☐ My Mother name is **MN**.

☐ Father's / Guardian's Name **FN**,

☐ My address for correspondence is correct, which is **Add1, Add2, BARPETA, Assam -110002 - -, India**

☐ I have rechecked all the information in the application form and upload fields.

☐ I have read all the guidelines and other related information about the admission.

☐ I Agree That, The candidate who has been punished by the court on charges of moral corruption or violence will not be given admission in any course/class. If after admission, he is punished by the court on charges of moral corruption or violence, then his admission will be canceled by the concerned college/university-campus and it will be mandatory to send written information to the university along with facts as soon as possible.

➢ **Step 10 -** Once the user has successfully submitted the form they will be redirected to the homepage where they can print their application form by clicking on "Print form".

➢ **দশম স্তৰ -** ব্যৱহাৰকাৰীৰ আবেদন দাখিল সফল হ'লে তেওঁক মূল পৃষ্ঠালৈ (homepage) পুনৰ নিৰ্দেশিত কৰা হ'ব য'ত তেওঁলোকে 'Print form' বুটামত ক্লিক কৰি নিজৰ আবেদনখনৰ ছপা কপি উলিয়াব পাৰিব।

Programme Applications

FORM NUMBER	PROGRAMME	STATUS	ACTION	RECEIPTS
630114122	University: KU: Demo University College: KU050: LAL SHASHTRI GOVT. P.G. COLLEGE Programme: Bachelor of Arts (B.A.)	Application Submitted		Print Form

Points to be noted:

1. An applicant is allowed to apply for a **maximum of 10 combinations** of Institution- Programmes-Disciplines-Admission Scheme.
2. The 10 options can be in **different institutions or in the same Institution**.

    For example:

    Applicant A can apply in 'XYZ University' 'ABC College' for B.Sc with Physics and Chemistry under 1 Major 1 Minor scheme which will be counted as one combination.

    Applicant A can apply in the same combination 'in XYZ University' 'ABC College' for B.Sc with Physics and Chemistry under 2 Minor scheme which will be counted as a different combination.

    Similarly, Applicant A may choose to apply in other combinations within the same programme in the same College/University campus or may also choose to apply for different combinations in the same or different Institutions.

3. All incomplete forms shall not be counted under the maximum 10 application forms limit. Only the submitted forms shall be counted. It should also be noted that **once submitted, such forms cannot be discarded but can only be edited** for change of disciplines or admission scheme or programme change during the correction window.

The submitted applications shall be sequentially placed as order of preference in order of their submission. However, **if the applicant wishes to reorder the preference, they may click on the "Reorder Preferences"** button to enter the correct serial number against each form for rearrangement in order of her/his preferences.

মন কৰিবলগীয়া

1. এগৰাকী আবেদনকাৰীয়ে সৰ্বাধিক ১০ টা বিভিন্ন কম্বিনেশ্বনত নামভৰ্তিৰ আবেদন কৰিব পাৰে।
2. এই ১০ টা বিকল্প বেলেগ বেলেগ অথবা একেখনেই অনুষ্ঠানৰ বাবে হব পাৰে।

উদাহৰণ

আবেদনকাৰী 'ক'ই পদাৰ্থ বিজ্ঞান আৰু ৰসায়ন বিজ্ঞান লৈ *XYZ* বিশ্ববিদ্যালয়ৰ *ABC* মহাবিদ্যালয়ত ১ মেজৰ ১ মাইনৰ আঁচনিৰ B.Sc ত আবেদন কৰিলে এটা বিকল্প হিচাপে ধৰা হ'ব।

'ক'ই পদাৰ্থ বিজ্ঞান আৰু ৰসায়ন বিজ্ঞান লৈ *XYZ* বিশ্ববিদ্যালয়ৰ *ABC* মহাবিদ্যালয়ত ২ মাইনৰ আঁচনিত আবেদন কৰিলে আন এটা বিকল্প হিচাপে ধৰা হ'ব।

তেনেদৰে, 'ক'ই একেখন মহাবিদ্যালয়ত আন কোনো বিষয় লৈ নাইবা অইন কোনো অনুষ্ঠানত একেই বিষয়তে বা অন্য বিষয়ত আবেদন কৰিব পাৰিব আৰু সেইমতে তেওঁৰ আবেদন পত্ৰৰ সংখ্যা বৰ্দ্ধিত হ'ব।

3. অসম্পূৰ্ণ প্ৰপত্ৰসমূহ আবেদনপত্ৰৰ ১০খনৰ উৰ্দ্ধসীমা গণনাৰ বাবে বিবেচিত নহয়। সম্পূৰ্ণ তথা সফলতাৰে দাখিল কৰা হোৱা প্ৰপত্ৰবোৰহে গণনা কৰা হ'ব। মন কৰিবলগীয়া যে এবাৰ দাখিল কৰা হোৱা প্ৰপত্ৰ এখন আবেদনকাৰীয়ে বৰ্জন কৰিব নোৱাৰিব কিন্তু নামভৰ্তিৰ আঁচনি, প্ৰগ্ৰেম বা বিষয় সালসলনি কৰাৰ বাবে সংশোধন সুৰুঙা (correction window)মুকলি হোৱাৰ সময়ত প্ৰপত্ৰখন সম্পাদনা কৰাৰ সুযোগ পাব।

4. পৰ্টেলত দাখিল হোৱা সময়ৰ ক্ৰম অনুসৰি একোজন আবেদনকাৰীৰ প্ৰপত্ৰসমূহ তেওঁৰ পছন্দৰ বিকল্পসমূহৰো ক্ৰম হিচাপে গণ্য কৰা হ'ব। যদি আবেদনকাৰীজনে প্ৰকৃততে বিচৰা পছন্দৰ ক্ৰম বেলেগ হয় তেন্তে তেওঁ **"Reorder Preferences"** বুটাম ক্লিক কৰি প্ৰতিখন প্ৰপত্ৰৰ ক্ৰমাংক নিজে বিচৰা ক্ৰম অনুসৰি সলনি কৰি লব পাৰিব।

<center>-------------End of Document-------------</center>