

NOWGONG GIRLS' COLLEGE

INSTRUCTIONS FOR STUDENT APPLICANTS FOR UPCOMING SPOT ADMISSION TO FYUGP ARTS & SCIENCE PROGRAMMES AT NOWGONG GIRLS' COLLEGE

1. Spot Admission will be conducted as per the guidelines of Director of Higher Education, Government of Assam. The DHE Guideline is provided in the subsequent pages.
2. Student applicants are advised to check availability of vacancy under various programmes and courses in the Student Samarth (Admission) website – <https://assamadmission.samarth.ac.in/> (vacancy list for Major courses is also provided below)
3. Students are advised to apply through their Samarth Portal for as many programmes and courses (maximum of 10 programmes/courses) after checking the vacancy list.
4. Spot Admission will start from 10 am from 20th June 2025 onwards.
5. Deserving applicants with proper merit score will be accommodated as far as feasible.
6. Helpline for any clarification –
 - a. Deepak Sarma - 8751985200
 - b. Ranjit Barua – 8812007410
 - c. Dr. Smarajit Ojah - 7002098140
 - d. Dr. Bibhash Deka – 7896241693

VACANCY STATUS (AS ON 19-06-2025, 1.00 PM)

FYUGP ARTS		FYUGP SCIENCE	
Subject	No. of Vacancies	Subject	No. of Vacancies
Assamese	25	Botany	25
Bengali	49	Zoology	23
Economics	43	Chemistry	23
Education	32	Mathematics	40
English	31	Physics	41
Geography	23	Geography	18
Hindi	26	Economics	20
History	30		
Philosophy	25		
Political Science	30		
Sanskrit	49		
Mathematics	60		

GUIDELINES FOR SPOT ADMISSIONS 2025

For Students

1. Who can participate in Spot Admission Round?

1. Those who have not secured admission in the two rounds.
2. Those who did not register on <https://assamadmission.samarth.ac.in/>
3. Those who wish to cancel their admission from any of the two rounds and take admission in another college, subject to the vacancy of seats and policy of the college.

Those who are already registered with <https://assamadmission.samarth.ac.in/> need not register again.

Steps to apply for Spot Round

1. For Those who have not secured admission in the two rounds

1. Check the available vacancies before the Spot Round Admissions on <https://assamadmission.samarth.ac.in/index.php/site/vacancy-list> and identify the university/college and programme where you wish to take admission
2. Login to your account via <https://assamadmission.samarth.ac.in/index.php/site/login>
3. Update your profile (if required) and upload the necessary documents
4. Apply for the programme. Students will be able to apply upto 10 Programme-OU combination where they want to take admission. Students may contact college/university to consult before applying.
5. Contact the College/University for admission.

(The College/University may follow their policy and guidelines for Spot Admission as published in the public domain/ Institutional website by the College/University)

2. For those who have not yet registered on the Assam State Higher Education Admission Portal <https://assamadmission.samarth.ac.in/>

1. Check the available vacancies before the Spot Round Admissions on <https://assamadmission.samarth.ac.in/index.php/site/vacancy-list> and identify the university/college and programme where you wish to take admission
2. Register on <https://assamadmission.samarth.ac.in/index.php>
3. Login to your account
4. Fill your profile and upload all necessary documents
5. Apply for the programme. Students will be able to apply upto 10 Programme-OU combination where they want to take admission. Students may contact college/university to consult before applying.
6. Contact the College/University for admission

(The College/University may follow their policy and guidelines for Spot Admission as published in the public domain/ Institutional website by the College/University)

3. Quota definitions:

The HEIs have to clearly spell out the criteria of selection and document requirements for filling up seats against various quota, for example:

1. Fringe village quota (Fringe/ Local area quota)
2. Co-Curricular Activity quota (Cultural quota)
3. Sports quota
4. Employee/ Ward quota (Son/Daughter of an employee of the College/University)

4. Students who wish to take admission under quota, as per the notified policy of the Institution, they are to follow the following steps:

1. If they have already applied for a particular quota, then they need not update their profile again.
2. They need to update their profile and mark the quota against which they belong to and upload the relevant documentary evidence to ascertain the claim.
3. Based on the policy of the Institution, the student needs to fulfil the criteria, to be admitted under that category.

5. For those who wish to cancel their admission from any of the two rounds and take admission in another college subject to the vacancy and policy of college.

1. Check the available vacancies before the Spot Round Admissions on <https://assamadmission.samarth.ac.in/index.php/site/vacancy-list> and identify the university/college and programme where you wish to take admission
2. Login to your account via <https://assamadmission.samarth.ac.in/index.php/site/login>
3. Select the “Request for Cancellation” option for the admission that was previously granted. Contact the concerned university/college if required.
 - a. A candidate who has already been admitted to a particular program can raise a “Request for Cancellation” from that program from 19th June 2025 (10 AM) to 24th June 2025 (12 PM) and will be auto-cancelled instantly. Thereafter, they can get admission in any program in any institution from 19th June 2025 till 24th June 2025, subject to vacancy of seats in that programme/discipline and college policy.
 - b. Applicants will only be able to proceed on the next steps to update your profile and apply for a spot admission round after the existing admission is cancelled.
4. Update your profile (if required) and upload necessary documents
5. Apply for the programme. Students will be able to apply upto 10 Programme-OU combination where they want to take admission. Students may contact college/university to consult before applying.
6. Contact the College/University for admission

(The College/University may follow their policy and guidelines for Spot Admission as published in the public domain/ Institutional website by the College/University)

EXPLANATION on CANCELLATION

1. Cancellation needs to be done by already admitted students before taking admission in the spot round when they are assured of a seat in the College/ University of their preference. No restoration will be allowed once the admission is cancelled by the student. Such students can use their existing login on assamadmission.samarth.ac.in and need not register again.
2. Students who could secure an admission in either of the rounds but still wish to take admission in another college or even in the same college under a different programme or major discipline, may also apply for more options in the spot round.
3. Students who have not secured admissions in the first and second round can participate in the spot admission round. All of their applications submitted prior to Spot admissions against which admissions are not yet granted in either of the Merit admission rounds shall be considered for spot round as well. If the students want to make any changes to their application or apply in more colleges/programme they may either edit their existing applications or freshly apply for more colleges/programmes, provided they have not exhausted all ten options. Such students can use their existing login on assamadmission.samarth.ac.in and need not register again.
4. **Students can apply upto ten options. In case they have already filled all ten forms, they may discard any of the application and fill out a new application/form for the college/programme/major of their choice.**

For Colleges/Universities

1. Processing Admissions

1. The college/University will adhere to the established procedures for academic scrutiny.
2. They can grant admission to students only after thoroughly reviewing the applications and marking them as “Accepted” at both the Academic Scrutiny and Final Scrutiny levels.
3. Colleges/Universities are not required to “Process Merit List” for the Spot Admission Round.
4. College/University may “Process Admissions” in the same manner as they did in previous rounds subject to seat availability.
5. In case of applications under Local quota (Fringe Village quota)/ CCA (Co-Curricular Activity quota)/ Sports quota/ Ward (Employee quota), the Institution will follow their notified policy, for granting admissions.
6. Upon grant of admission, if the Colleges/Universities have collected the notified admission fees outside the integrated payment gateway, then upon cancellation of admission granted, they should mandatorily refund the full amount to the applicant, so that the candidate does not face any difficulty in taking admission in the other Institution.
7. All relevant rules and University guidelines followed during Merit round admissions are to be followed in due Academic Scrutiny and Document verification.
8. Deserving applicants with proper merit score are to be accommodated as far as feasible.

2. It is mandatory for the Universities/Colleges to ensure the following:

1. Publication of the Spot admission policy on the Institution’s website.
2. Compliance with the Institutional Spot admission policy, as notified.
3. Publish a helpline number for Spot admission
4. Set up an admission and counselling help desk for subject (Major and Minor discipline) change post-admission.
5. Wide publicity of the College/University’s Spot admission policy amongst students.
6. To ensure that Spot Admissions are done smoothly and transparently.

DISCLAIMER:

Neither the Higher Education Department, Assam nor SAMARTH e-Gov suite shall be responsible for any grievances from candidates regarding the Spot admission policy of the Institution, merit criteria, and admission rules followed by the Higher Educational Institutions during the admission process.