

ADMISSION POLICY

Chaiduar College is a provincialized college of the Government of Assam with autonomus status – the recognition granted by the UGC vide its letter number F.2 – 10/2023 (AC – Policy), dated 28th March 2025. However, as per the UGC Guidelines, the degree (UG) certificates will be issued by the Gauhati University (the parent university).

The admission into UG courses in Chaiduar College is open to all the eligible students from India but majority of the seats, as per the guidelines and norms of the Government of Assam, are reserved for the students of the state of Assam. Even some students from abroad may be admitted in different courses every year. The entire admission process of the college is supervised by the Admission Committee of the college and done through the Samarth e-Gov Suite (Samarth Portal) which has been run and managed by the Director of Higher Education (DHE), Government of Assam for facilitating admission of all the colleges in a uniform, transparent and time bound manner.

The college offers admission in the following courses with seat capacity mentioned herewith.

Programme Name: CDC FoA: B. A.

Subject	Major	Minor
Assamese	120	150
Bodo	100	100
Economics (Dual Stream)	40	40
Education	120	150
English	50	50
History	70	70
Political Science	120	150
Mathematics	05	05

Programme: CDC FoS: B. Sc.

Subject	Major	Minor
Botany	40	40
Chemistry	30	30
Mathematics	30	30
Physics	30	30
Statistics	---	10
Zoology	40	40

Programme: CDC FoC (Discipline Specific): B. Com.

Subject	Major	Minor
Accountancy	50	----
Marketing Management	25	----
Finance	25	----

Programme: CDC FoV (Discipline Specific): B. Voc.

Subject	Major	Minor
Medical Laboratory Technician	40	----
Mass Media	30	----

Programme: CDC FoE (Discipline Specific): ITEP

Subject	Major	Minor
B. A., B. Ed.	50	----
B. Sc., B. Ed.	50	----

The reservation policy of the Government of Assam is followed while admitting students in different courses in Chaiduar College. The present reservation formula is as follows:

UR	: 51 Percent
OBC/MOBC	: 27 Percent
SC	: 07 Percent
ST (Plains)	: 10 Percent
ST (Hills)	: 05 Percent

- *Please note that if seats remain vacant in any reserved category after the admission given on the basis of merit lists, the remaining seats will be transferred to UR category.*

**ADMISSION UNDER FOUR YEAR UNDER GRADUATE PROGRAMME (FYUGP)
IN B. A., B. SC., B. COM. AND B. VOC.**

All admissions will be done through the Higher Education Department's (Government of Assam) online portal: <https://assamadmission.samarth.ac.in>

A prospective student of Chaiduar College has to follow the following steps to get his/her admission done.

- First of all, students have to check the college website / prospectus to confirm the availability of departments, subject, honours, etc. of choice in the college.
- After that students have to keep checking the admission timeline as given in the Samarth portal by the DHE, Government of Assam which is also uploaded in the college website.
- Once the students complete all the formalities as per the timeline given in the Samarth Portal and the name of the students appear in the merit list, students have to report in the college as per the date notified for the physical verification of the documents and payment of admission fee as fixed by the DHE, Government of Assam (applicable to APL students).

- If a student is entitled to avail the benefit of the Fee Waiver Scheme as per the norms fixed by the Government of Assam for B. A. and B. Sc. Courses only, the student has to produce relevant income certificate/ration card to prove the eligibility to avail the benefit of the Fee Waiver Scheme. **The benefit of the Fee Waiver Scheme of the Government of Assam can be availed only by the students of domicile of Assam.**
- Please note that B. Com, B. Voc. (MLT and Mass Media) are self-financed courses. So student have to pay the stipulated fee as under:
 - **B. Com.** : **₹ 5000/- per semester**
 - **B. Voc. (MLT).** : **₹ 12,500/- per semester**
 - **B. Voc. (Mass Media).** : **₹ 7000/- per semester**
- If the seats remain vacant in any course(s) after the publications of the merit lists as notified in the Samarth Portal, the remaining seats will be filled up through Spot Admission – the date of which will be notified in the college website. **The spot admission will be guided by the Spot Admission Policy of the College.**

ADMISSION UNDER FOUR YEAR INTEGRATED TEACHER EDUCATION PROGRAMME (ITEP) IN B. A., B. Ed. and B. SC., B. Ed.

All admissions will be done through the Higher Education Department's (Government of Assam) online portal: <https://assamadmission.samarth.ac.in>

A prospective student seeking admission in ITEP (B. A., B. Ed. and B. Sc., B. Ed.) in Chaiduar College has to follow the following steps to get his/her admission done.

- Admission will be granted in Secondary Section of the ITEP (B. A., B. Ed. and B. Sc., B. Ed.) with 50 seats each. The admission will be based on the NTA conducted NCET score.
- Once a student appears in the NCET, he or she will have to keep checking the admission timeline as given in the Samarth portal by the DHE, Government of Assam which is also uploaded in the college website.
- Once the students complete all the formalities as per the timeline given in the Samarth Portal and the name of the students appear in the merit list, students have to report in the college as per the date notified for the physical verification of the documents and payment of admission fee as fixed by the DHE, Government of Assam (applicable to APL students). For students from outside the state or long distance students or

students with issued in reporting for physical verification of documents may be given the option of online documents verification and counselling.

- This course is a self-financed course and, hence, students have to pay the admission fee and other fees as prescribed from time to time by the college authority. The fee details and other details of the programme are available in the Chaiduar College ITEP website (<https://itep.chaiduarcollege.ac.in>).
- If the seats remain vacant in any course(s) after the publications of the merit lists as notified in the Samarth Portal, the remaining seats will be filled up through Spot Admission – the date of which will be notified in the college website. **The spot admission will be guided by the Spot Admission Policy of the College.**

ADMISSION IN COLLEGE HOSTEL (BOYS AND GIRLS)

Once admission is granted in any course of the college, then the students can apply for hostel accommodation in the college. The college, at present, has around 100 seats in the girls hostel and around 40 total seats in the boys hostel – out of which seats will be allotted as per the vacancy in both the hostels. The hostel admission will be given in a transparent mechanism on merit basis. The distance between the college and place of residence will also be taken while allotting hostel seats in the college.

SPOT ADMISSION POLICY

- 1) The spot admission will be done on the basis of number of seats available in various courses / departments subject to the following adjustments:
 - (a) Admission under employee quota (only for the children of the serving employee).
 - (b) Admission under PWD quota.
 - (c) Admission under sports quota (State Level in Selected Events).
 - (d) Admission under cultural quota.
 - (e) Admission under NCC quota (those who passed out from Chaiduar College).
 - (f) Admission under Adopted Village Quota
- 2) The admission will be done on the basis of merit, i.e., aggregate percentage obtained in H. S. in English + Best 4 Subjects.
- 3) For spot admission, samarth admission forms along with all requisite documents will be collected from the students present in the auditorium of the college on the date(s) as notified in the Samarth Portal and then students will be called one by one, on the

basis of their aggregate percentage, till the seats remain vacant subject to the above adjustments.

- 4) 5 percent of the seats in each course / department will be reserved for admission through CUET route.

Please Note:

- If students fail to submit the original documents at the time of spot admission, their applications may be rejected. However, the admission committee reserves the right to grant additional time to the students on valid ground.
- The decision of the Core Admission Committee will be final and binding on all admission related matters.



Government of Assam Higher Education Department

The UG Admission Portal will be live for registration starting from 11th April 2025 (04:00PM). This portal covers admissions for Four-Year UG Courses and Five-Year Integrated Masters Programmes across all Government, Private, Provincialized, PDUAM, Government Model Colleges and State Universities in Assam.

Key Dates & Process

- **Portal Opens:** 11th April 2025 (04:00 P.M.)
- Registration & Profile
- Completion – Begins on 11th April 2025
- Selection of Institutions & Programmes – Starts after the announcement of Class 12/HS 2nd Year results

Admission Process

The admission process is divided into two steps:

Step 1: Students are required to register and complete their profiles starting from 11th April 2025, 04:00 PM onwards.

Step 2: After Class 12th results are declared, students will select their preferred institutions and programs. (Step 1 will remain open even after commencement of Step 2)

Mandatory Document Upload:

Students should ensure that government-issued documents required for admission, are ready at hand for uploading in the portal. Those who have the necessary documents ready can complete their profiles early.

Responsibilities of Higher Education Institutions

- Institutions must prepare and upload their prospectus in PDF format by 5th May 2025 on the admission portal.
- Merit lists must be processed within the SAMARTH admission portal and uploaded on institutional websites as well.
- All official admission notifications will be published on the admission portal and must be shared on institutional websites and social media handles of HEIs for wider dissemination.

Key Information for Students

- **No Registration Fees:** Accessing prospectus on the portal or websites will not require any additional fees. There is no registration fee for admission via the Samarth portal or institutional websites.
- **Students will only pay the prescribed admission fees, as per the uniform fee structure approved by the Government of Assam, for regular courses and shall pay actual fee amount for the self-financed courses as applicable.**
- **Students eligible for Fee waiver** will apply accordingly.
- Institutions are strictly prohibited from operating separate admission portals or imposing additional charges.
- Dates of admission will be notified in due course of time in the SAMARTH portal/website of Higher Educational Institutions.

Official Admission Portal

<https://assamadmission.samarth.ac.in/index.php/notifications/index>

- For any queries, students and institutions are advised to follow updates from the Higher Education Department, Government of Assam, Directorate of Higher Education, Assam as well as notifications issued by concerned Universities and Colleges/Institutions.
- All Higher Educational Institutions will ensure timely and effective dissemination of information through their college websites/ social media handles etc.
- For grievance redressal, students may approach the Colleges/Universities concerned.

This initiative ensures a streamlined, accessible, and transparent admission process for undergraduate courses in Assam. Stay informed by following the official announcements and updates!

Issued by:

Higher Education Department,
Government of Assam



**GOVERNMENT OF ASSAM
HIGHER EDUCATION DEPARTMENT
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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 Pragyani 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 3 rd 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.