



OFFICE OF THE PRINCIPAL
CACHAR COLLEGE

TRUNK ROAD, SILCHAR-788001 (ASSAM)

ESTD: 1960

AFFILIATED TO: ASSAM UNIVERSITY, SILCHAR

Phone: 03842-246953 (Office)
03842-247077 (Principal)
Fax: 03842-261842

URL: <http://www.cacharcollege.ac.in>
E-mail: cacharcollege60@gmail.com

Ref: CC/Adm/2025-26/13

Date: 19/06/2025

Standard Operating Procedure (SOP) for Spot Admission
FYUGP 1st Semester Admission: Session 2025-26

1. The applicants have to appraise themselves of the content of the '**Spot Admission Guidelines**' (Annexure 1) notified by the SAMARTH and follow it strictly while filling the application for spot admission.
2. The applications for spot admission will be strictly based on the **dynamic vacant seat matrix** (Annexure 2) available in SAMARTH Portal and website of Cachar College. Therefore, applicants are advised to check the **DSC-wise vacancy** in SAMARTH Portal as well as in the website of Cachar College before locking their choice. The vacancy matrix will help the applicants in choice filling in a judicious manner.
3. Candidates who have applied for spot admission in Cachar College through SAMARTH Portal have to report with their application form (Samarth Application Form) in Cachar College as per the following schedule. **Applications will not be accepted after this deadline.**

Reporting Date and Time	Stream	Cut-off percentage	Publication of Merit list	Offline Verification & Admission
10.30 AM to 12.30 PM, 20.6.2025	Arts, Science, Commerce	60	1.30 PM 20.06.2025	1.30 PM to 4.30 PM 20.06.2025

4. Applications below the declared **cut off percentage** will not be received and considered for preparation of the Merit List.
5. Date-wise as well as DSC-wise Merit List will be prepared based on the **Merit Score** and admission will be offered to the selected candidates on the Reporting date.
6. The Standard **reservation policy** prescribed by Govt. of Assam will be followed while preparing the Merit List.
7. They must **accept the admission offer immediately** and **submit** the following list of Documents* (photocopies) along with the application form for necessary spot verification. Candidates are advised to bring all original documents for spot verification.
8. Candidates have to complete the admission process by paying the required admission fees (non-Fee-waiver: Rs 7180.00 for Arts & Commerce & Rs. 7480.00 for Science) through SAMARTH portal. The Money Receipt auto-generated from the Samarth Portal to be preserved for future reference.
9. **Failure to accept admission offer or complete the admission process on the same day, will not carry his/her candidature to the next day.**
10. Reporting on the scheduled date and time does not guaranty Admission of the candidate in the College on that date. Spot Admission process for a particular DSC Subject will come to halt as soon as all the vacant seats are occupied.
11. In case of any dispute arising out of admission process, the decision of the College Authority and that of the Govt. of Assam are binding and final.



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***LIST of documents-**

1. Print out of filled in Application Form /Acknowledgment Receipt from SAMARTH (One copy to be submitted) & screenshot of offer accepted (to be shown).
2. Admit Card of HSLC and Mark sheet of HSLC & HS Final Examination.
3. Caste certificate, if any [SC/ST(P)/ST(H)/OBC/MOBC]
4. Income Certificate issued by Circle Officer/Ration Card (Only for students availing Fee Waiver Scheme)
- 5 A Declaration/Undertaking showing that neither of the Parents of the Student is an employee of State/Central Govt. Department. (Only for students availing Fee Waiver Scheme)
6. Sapling photo (Only for students availing Fee Waiver Scheme)
7. Front Page of Bank Passbook showing Account number.
8. PRC/Voter ID of Self or Father or Mother /NRC of Self or Parent/ADHAR Card of self or Parent BPL Card Birth Certificate/ Passport of Self or Parent as Proof of Domicile of Assam.
9. NCC/Sports/EWS etc. certificate if any
10. Migration/ Gap/PWD certificate, if any (if required).

(Ratan Kr. Das)
Principal (i/c)
Cachar College, Silchar



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Annexure 2-

DSC wise Vacancy for Spot Admission: Session-2025-26

FYUGP 1st Semester Admission

(As on 10.00 AM, 19.06.2025)

Sl No.	Subject	Vacancy					
		Unreserved	OBC	SC	ST-P	ST-H	Total
1.	Commerce	94	37	09	27	11	178
2.	Botany	15	07	03	05	00	30
3.	Chemistry	18	08	01	05	02	34
4.	Economics (Science)	05	05	01	02	01	14
5.	Mathematics	15	07	03	05	02	32
6.	Physics	16	06	03	04	02	31
7.	Statistics	13	06	00	03	01	23
8.	Zoology	17	11	00	05	01	34
9.	Arabic	07	05	01	02	01	16
10.	Bengali	17	11	02	05	02	37
11.	Economics	11	06	01	05	02	25
12.	English	17	10	02	04	00	33
13.	Hindi	06	04	01	02	01	14
14.	History	11	04	02	03	01	21
15.	Manipuri	05	03	01	02	01	12
16.	Philosophy	11	08	01	03	02	25
17.	Political Science	20	08	03	05	02	38
18.	Sanskrit	07	05	01	02	01	16

Disclaimer- The vacancy seat matrix is dynamic. Candidates are advised to compare with the SAMARTH Portal before applying.

(Ratan Kr. Das)
Principal (i/c)
Cachar College, Silchar