

# GUIDELINES FOR SPOT ADMISSIONS 2024

## 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.

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## 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 only be able to apply for One Programme where they want to take admission. Students may contact the 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)*

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### 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 only be able to apply for One Programme where they want to take admission. Students may contact the 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)*

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### 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 29th June 2024 (10 AM) to 30th June 2024 (3 PM) and can get admission in any program in any institution till 1st July 2024, subject to vacancy of seats in that programme/discipline and college policy.
  - b. The pending "Request for Cancellation" will be auto-cancelled after 9 P.M. of 30th of June, 2024.
  - c. You'll 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 by the College/University.
4. Update your profile (if required) and upload necessary documents
5. Apply for the programme. Students will only be able to apply for One Programme 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)*

## **For Colleges/Universities**

### **1. Processing Cancellation Requests**

2. Institutions are to manually cancel the admission of any candidate on the day of request itself.
3. It is mandatory for colleges to approve cancellation requests raised by candidates.

### **2. 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.

### **3. 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.
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 admission policy, merit criteria, and admission rules followed by the Higher Educational Institutions during the admission process.*