



OFFICE OF THE PRINCIPAL
CACHAR COLLEGE

REACCREDITED BY NAAC WITH "B" GRADE
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/FYUGP/2026/

Date: - 03/08/2026

STANDARD OPERATING PROCEDURE (SOP) FOR SPOT ADMISSION

FYUGP 1ST SEMESTER ADMISSION: SESSION 2026-27

1. The applicants have to apprise themselves of the rules and regulations of the Spot Admission notified by the SAMARTH Portal time to time 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 1) 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) and HS Mark sheet (Xerox Copy) in Cachar College as per the following schedule. **Applications received after this deadline will not be accepted.**

REPORTING DATE, TIME & VENUE	STREAM	DSC SUBJECT	PUBLICATION OF MERIT LIST	OFFLINE VERIFICATION & GRANT OF ADMISSION
04/08/2026 To 07/08/2026 11 A.M -12 NOON DEPARTMENT OF COMMERCE	COMMERCE	• COMMERCE	12.30 PM	12.30 PM TO 03.00 PM DEPARTMENT OF COMMERCE
04/08/2026 To 07/08/2026 11 A.M – 12 NOON CONFERENCE HALL	SCIENCE	• BOTANY • ZOOLOGY • PHYSICS • CHEMISTRY • MATHEMATICS • STATISTICS	12.30 PM	CONFERENCE HALL 12.30 PM TO 03.00 PM
	ARTS	• POLITICAL SCIENCE • ENGLISH • ECONOMICS (ARTS) • PHILOSOPHY • HISTORY • BENGALI • ARABIC • MANIPURI • SANSKRIT • HINDI		



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4. 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.
5. Applications below the declared cut-off percentage will not be received and considered for preparation of Merit List.
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.

***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).


Dr. Apratim Nag
Principal
Cachar College, Silchar
Principal
Cachar College, Silchar-