

# TANGLA COLLEGE, TANGLA

P.O. Chamuapara, Dist. Udalguri, BTR, Assam



## ADMISSION GUIDELINES FOR APPLICANTS 2025-26

Following admission guidelines have been circulated by the RSSCC, Assam for the admission 2025-26.

### **The Admission Process**

- Step I: Registration and Profile Lock
- Step II: Programme Selection

### **ADMISSION PROCESS (Part-I)**

- The admission process comprises three distinct steps, which applicants must follow diligently after registering on the portal:

**Profile Completion:** Applicants need to fill out their profile information thoroughly.

**Profile submission and Locking:** After completing their profile, applicants must confirm and lock it.

**College Application:** Once the profile is confirmed and locked, applicants can proceed to apply to their desired colleges.

- To commence the admission process, applicants must first register and log in to the portal. Registration is a one-time requirement for all applicants, and the process is outlined below:

### **ADMISSION PROCESS (PART-II)**

#### ❖ APPLICANT DASHBOARD

The applicant dashboard provides a tailored platform for applicants to conveniently monitor their application status, make profile adjustments, and apply to various programs offered by the University. This centralized system simplifies the management of multiple applications within a single interface. Accessing the dashboard requires completion of the registration process followed by logging in to the portal.

#### **LOGIN PROCESS:**

- To initiate your application, please log in. This step ensures the security of your information and customizes your experience. If you're new here, do not worry – you'll need to register first. Once logged in, you'll gain access to all the features necessary for a seamless application process.
- The user needs to fill in their registration number and password to log into their account and view their dashboard.

#### **FORGOT PASSWORD**

- If the user forgets their password, click the "Forgot Password" link. This action will redirect them to the Request Password Page, where they will need to provide their

registered email address. Complete the Captcha verification process and click "Send." A new password will then be sent to your registered email address.

Upon successful login, applicants may start their admission application process, provided they have already completed their registration process and locked their profile. They are prompted to complete their profile details accurately.

***However, if they have not yet completed their registration part then they need to complete it and lock their profile before proceeding with the Programme Selection.***

After locking of the profile, they will see the following options

- APPLY IN COLLEGE – Select College and Subjects
- ENTER BANK ACCOUNT DETAILS - **BANK ACCOUNT DETAILS** are to be mandatorily entered by all applicants for remittances or refund of admission fees in the event of cancellation, if any, especially in case of online payments made through the integrated payment gateway.
- APPLY IN HOSTEL (for Girl Students) - ***If the applicants wish to avail Hostel facility, then they need to mandatorily click on “Add Hostel Details” and select “Yes”.*** This is a pre-requisite to avail Hostel accommodation and they will be allotted Hostel subject to fulfilment of eligibility criteria and relevant hostel allocation rules of the respective Institution.

*However, if an applicant does not wish to opt for Hostel accommodation, then they may choose to leave it and proceed with the programme selection.*

**After entering the BANK ACCOUNT DETAILS and opting for Hostel, the applicants may proceed to programme selection phase by clicking on “APPLY IN COLLEGE”**

### **Steps to complete Programme Selection:**

**Step 1** - Once the user has confirmed and locked their application they will proceed to the selection of the Programmes option which is available on their applicant dashboard >> Users are required to select the “Apply in College/University” option.

**Step 2** - The user is to proceed further with selecting their choice of programs from the drop-down menu and select “Proceed”.

**Step 3** - The user is to proceed further with selecting their choice of course preference and select “Proceed”. The admission scheme will be available according to the programme course selected by the applicant

**Step 4** - The users can check the preview of their selected courses and then user is required to click on “Next” to proceed with the program selection process.

The user will then be proceeded to the personal details section >> The applicant is then required to select the “Next”.

- Step 5** - Under the academic details section the user is to fill out all the necessary education details >> After filling in the details the user is required to click on “Save and Next”. The users can edit their details by selecting the “Update” option.
- Step 6** - The applicant needs to verify the other details section and after successful verification click on “Next”.
- Step 7** - As the user moves ahead to the “Uploads” section they are required to upload their X/XII mark sheets >> then proceed with clicking on “Preview”.
- Step 8** - Once the user has clicked on “Preview” their entire application form will be visible to them. The applicant is then required to scroll down and click on “Submit” to complete their application process.
- Step 9** - Once the user has selected “Submit” they will be taken to the final page where they are required to verify all the details by selecting the check boxes >> then proceed with selecting the “Submit Application” option.
- Step 10** - Once the user has successfully submitted the form they will be redirected to the homepage where they can print their application form by clicking on “Print form”.

**Points to be noted:**

1. An applicant is allowed to apply for a **maximum of 10 combinations** of Institution- Programmes-Disciplines-Admission Scheme.
2. The 10 options can be in **different institutions or in the same Institution**.

**For example:**

*Applicant A can apply in ‘XYZ University’ ‘ABC College’ for B.Sc with Physics and Chemistry under 1 Major 1 Minor scheme which will be counted as one combination. Applicant A can apply in the same combination ‘in XYZ University’ ‘ABC College’ for B.Sc with Physics and Chemistry under 2 Minor scheme which will be counted as a different combination.*

*Similarly, Applicant A may choose to apply in other combinations within the same programme in the same College/University campus or may also choose to apply for different combinations in the same or different Institutions.*

3. All incomplete forms shall not be counted under the maximum 10 application forms limit. Only the submitted forms shall be counted. It should also be noted that **once submitted, such forms cannot be discarded but can only be edited** for change of disciplines or admission scheme or programme change during the correction window.
4. The submitted applications shall be sequentially placed as order of preference in order of their submission. However, **if the applicant wishes to reorder the preference, they may click on the “Reorder Preferences”** button to enter the correct serial number against each form for rearrangement in order of her/his preferences.

### **Preparation of Merit Lists:**

1. The Merit lists will be prepared on the basis of marks of HS final Examinations taking best 4 including Major subject opted by the applicants. Merit lists will be published in 2 (two) parts – Merit list 1 and Merit list 2. Merit list-1 of all Major Course and some 2 Minor applicants will be published on **2<sup>nd</sup> June 2025**. Merit list 2 of rest of the applicants, including pending cases, will be published on **7<sup>th</sup> June 2025**. Merit lists will be visible to students in both the “**merit list section**” of the admission portal (<https://assamadmission.samarth.ac.in/>) and <https://tanglacollege.ac.in>.
2. Applicants enlisted in the Merits Lists will receive an admission offer message with a URL in their registered e-mail and mobile number for further processing. They will have to select **Accept** button for further process. Only upon **acceptance** of the admission offer by the applicant by logging into their admission portal, the college will be able to process the application for grant of admission.
3. In the subsequent merit lists, if an admitted student is offered admission in a program/College in a relatively higher order of their preference, and if they wish to take admission in the other HEI then they need to raise a cancellation request on the first day of publication of subsequent merit lists till 5 P.M.
4. The total number of students in the Merit list against each program and discipline will be strictly as per the sanctioned seat matrix for the Major program in that discipline. In the case of Discipline Specific programs-**BCA**, the Merit list will be as per the sanctioned seat matrix for that discipline-specific programme.
5. Applicants desiring to avail Fee Waiver Scheme and whose Annual Family Income is not more than 4 lakh, will have to submit Income Certificate issued by the **Revenue Circle Officer only/Ration Card**, issued by a competent authority, which may be of his/her own or parents or of legal guardian. Our college will verify the Income Certificates/Ration Cards produced by applicants at the time of admission. In case of any doubt, the officials on scrutiny duty may ask the candidate to produce further relevant documents to ascertain the validity of the claim regarding the status of income below 4 lakhs, and only after being fully satisfied with the authenticity of the claim they will be granted admission under the **Fee Waiver** category. If the officials are unsatisfied with the claim, they will inform the applicant in writing with justification and grant admission under the non-fee waiver category.
6. Non-fee waiver applicants will have to click **Accept** when they receive the admission offer message after which our college will send them Pay Admission Fee option. They will have to pay the fee at [www.tanglacollege.ac.in](http://www.tanglacollege.ac.in) Quick Pay option and tendering the specified amount mentioned below:

BA & BCom 1<sup>st</sup> Semester = Rs. 7180/-  
B.Sc 1<sup>st</sup> Semester = Rs. 7480/-  
BCA 1<sup>st</sup> Semester = Rs. 6000/-

**Only after the payment of admission fee, the applicant's admission process will complete, otherwise the admission will be incomplete.**

## ORIENTATION PROGRAMME :

An Orientation Programme for the applicants will be organised on 23-05-2025 to assist the applicants on the upcoming admission process in our college.

## Physical Verification of Documents :

Documents of the applicants will be verified physically as per the schedule given below. All the applicants will have to remain present physically on the dates as mentioned below with their **ORIGINALS** and a Printout copy of the Application Form along with a set of photocopy of documents (**Submitted in the Samarth Portal**).

Candidates are advised to come prepared with all the necessary documents so that, the verifying officials do not have put their applications in pending mode. Otherwise their admission process will be delayed and, as the scheduled time is very short, they may face difficulty in getting admission in the college.

Sl. No	Date of Physical Verification	Streams/ Subjects	Course	Remarks
01	27-05-2025	Arts	All Major courses	Merit lists will be published in <a href="http://www.tanglacollege.ac.in">www.tanglacollege.ac.in</a> on <b>23-05-2025</b>
02		Commerce	All Applicants	
03		Science	All Applicants	
04		BCA	All Applicants	
05	28-05-2025	ARTS	Rest of the 2 Minor Courses	Merit serial numbers will be notified in : <a href="http://www.tanglacollege.ac.in">www.tanglacollege.ac.in</a> on <b>24-05-2025</b>

**Note:** Applicants are instructed to visit our college website ([www.tanglacollege.ac.in](http://www.tanglacollege.ac.in)) regularly for updated information on admission.

Principal  
Tangla College, Tangla