



## GUIDANCE DOCUMENT

**Topic : AUS Guideline for Admission.**

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# ASSAM UNIVERSITY: SILCHAR

## Guidelines on Admission Procedure, 2018-19

It is notified for information of all concerned that the following guidelines will be followed for conducting the Admission Process of UG/PG/Integrated Courses, to be offered by the university from the academic session commencing from July, 2018.

1. Like previous year all matters relating to the admission of the students in PG/UG/Integrated course will be conducted online. This shall include submission of forms, payment of fees, downloading of prospectus, attachments of certificates and so on. There will be no offline admission system for PG/UG/Integrated Courses.
2. The admission test shall be conducted only in the two campuses of Assam University viz. Silchar and Diphu. The candidates who want to study in Silchar Campus shall appear in entrance test in Silchar campus only and those who want to study in Diphu Campus shall appear in entrance test at Diphu campus only. A student shall not apply simultaneously in departments of two different campuses.
3. The written test shall be conducted as per schedule and sitting plan already circulated to all concerned and also uploaded in the university website.
4. The applicants claiming to belong to reserved category need to submit their Caste Certificate released by the Govt. of India. Candidates claiming to belong to the OBC category are also required to submit Non-creamy Layer Certificate as per the Govt. of India format valid for the Current Financial year.
5. The written test shall be of one hour duration and of 50 marks only. The pattern of the written test is preferably multiple choices with one correct response out of four options for each question. The respective departments of both the campuses shall set their own question papers for the Admission Test.

The personal interview shall also be evaluated with a maximum mark of 25.

The weightage allocated to the marks obtained by a candidate in the Qualifying Examination (Graduation or 10+2 as the case may be) and Entrance Examination (comprising of written test and personal interview) is as follows:

Qualifying Examination: Written Test: Personal Interview = 25: 50: 25

3. The appearing candidates of the qualifying examinations need to submit their complete result, before the finalization of the admission list.

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At the time of personal interview all candidates are to produce all their testimonials in original. Also they need to submit self attested photocopies of all such testimonials during the personal interview. Both the aforesaid clauses are mandatory, failing of which may even lead to rejection of the candidature of the applicant.

After downloading of Admission Form, the respective departments shall conduct the Entrance Test and all related activities like Short-listing of Candidates for Entrance, Printing of Question Papers, Evaluation of Answer Scripts of the Entrance Examination, conducting of Personal Interview, Computing of Composite Score of the Applicants and uploading them in the HoD panel etc.

The expenditure of conducting the Entrance Examination shall be from the Application Fees collected from the Candidates and not from the Departmental Course Fee. For the said purpose, the HoD may claim Rs. 4000/- or (number of applicants) × Rs. 50/-, whichever is maximum, from the competent authority, along with the detailed budget.

A student can apply maximum in two courses either in the same department or in different departments. However he/ she has to apply in separate application forms, and submit application fees separately. A student shall not apply simultaneously in departments belonging to two different campuses.

The fee to be submitted along with the application form is Rs. 300/- for SC/ST/PWD and Rs. 500/- for others. Soft copy of the prospectus for admission is available online for the applicants and other stakeholders. However, each department shall be provided with one hard copy of the Prospectus for departmental use when it will be available at the academic section.

The submitted forms will appear in the HoD's panel in the website dedicated for online admission. Once the Departmental Admission Committee/ HOD is satisfied with the candidature, the form shall be approved. Instant information/Admit Card will reach the candidate. A copy of the application form shall be printed and kept in the department for necessary record. In case the candidature is rejected HoD may write in the panel the reason of his/her rejection. The information will in that case reach the candidate. In case of any confusion in this regard Director, Computer Center may be contacted.

Reservation of seats for SC, ST, OBC (non-creamy layer with valid certificate for the current financial year) and PWD students shall be 15%, 7.5%, 27% and 5% respectively as per GOI rules. Admission related other details are available in the prospectus.

A Departmental Admission Committee shall be formed in each department and approval of the same may be taken from the competent authority. One faculty member belonging to SC/ST category is to be included in the departmental admission committee. In case there is no faculty member of SC/ST category in a given department any faculty member belonging to the SC/ST category from the same school may be included in the Departmental Admission Committee.

17. The Departmental Admission Committee shall finalize the composite score of each candidate in the presence of the SC/ST representative, and enter the score against each candidate in the HoD panel. The software shall prepare the list of selected candidates and display it in the website as well as send email to the applicant.
18. Dr. L N Sethi, Liaison Officer, SC/ST Cell, Assam University with the help of SC/ST representatives of the different Departmental Admission Committees shall look into the overall implementation of reservation policy of GOI in the matter of Admission into UG/PG/Integrated courses of all the departments of the university.
19. The system of online admission is developed by the Computer Center of the University and is monitored by Dr. Angshu Mann Sen, Director, Computer Center, Assam University. So, for any technical problem in operation of the admission software, he may be contacted for guidance.
20. The matter regarding extra weightage to be given to the candidates on the marks obtained in the qualifying examinations for completing his/her graduation from institutes affiliated to Assam University and students who studied honours / major at under graduate level will be intimated in due course of time separately.



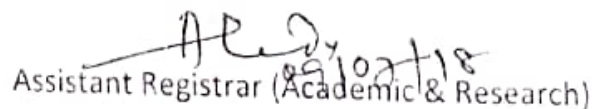
Registrar

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Date: 09/07/2018

Copy to:

- (i) P.S to Vice Chancellor for kind information to the Vice Chancellor
- (ii) Pro- Vice Chancellor, Diphu Campus
- (iii) All Deans of Schools, AUS
- (iv) All Statutory Officers, AUS
- (v) Chairman and members of the Central Admission Committee, 2018-19
- (vi) All Heads of Departments, Silchar and Diphu Campus.
- (vii) All Officers of Assam University
- (viii) Director, IQAC, AUS
- (ix) Dean Students' Welfare, AUS
- (x) Director, Computer Center, AUS for information and necessary action to upload the same in the university website.
- (xi) Deputy Registrar/ Assistant Registrar, Assam University, Diphu Campus.
- (xii) P.R.O, Assam University for information and necessary action.
- (Xiii) File



Assistant Registrar (Academic & Research)