



# ASSAM UNIVERSITY::SILCHAR

## NOTIFICATION

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, 2017.

1. Like the 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.
2. There will be no offline admission system for PG/UG/Integrated Course applicants in Assam University (both Silchar and Diphu) from this session.
3. The system of online admission is developed by the Computer Center of the University and is monitored by Dr. Anshu Mann Sen, Director, Computer Center, Assam University. The modalities to apply along with Application Form and Prospectus are available in the university website from 26<sup>th</sup> of May, 2017.
4. A help desk to provide necessary support to the students to fill up the online forms is opened at the Computer Centre of the University especially for students not having access to the internet.
5. 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 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.
6. The written test shall be conducted in four days viz. 7<sup>th</sup> to 10<sup>th</sup> July, 2017. In each day exam shall be conducted in two sessions. The exact date and time in which the entrance of a given department shall be held will be decided later, depending on the number of applicants in the different subjects.  
This will be notified in the University website one week before the admission test.
7. 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.

8. Important dates of the admission program shall follow the following schedule:

Sl. No	Phases	Dates
1	Last date of receipt of application form	June 25, 2017 (Sunday)
2	Display the list of eligible candidates in university website and departmental notice board	July 04, 2017 (Tuesday) In the university website.
3	Written Test	7 <sup>th</sup> to 10 <sup>th</sup> July, 2017 (Friday to Monday)
4	Personal Interview (can start before/after the written test or as decided by the department)	7 <sup>th</sup> to 11 <sup>th</sup> July, 2017 (Friday to Tuesday)
5	Display of admission list in university website	13 <sup>th</sup> July, 2017 (Thursday)
6	Admission of selected candidates	13 <sup>th</sup> to 15 <sup>th</sup> July, 2017 (Thursday to Saturday)
7	Declaration of second selection list	17 <sup>th</sup> July, 2017 (Monday)
8	Admission of candidates selected in second list	17 <sup>th</sup> to 19 <sup>th</sup> July, 2017 (Monday to Wednesday)
9	Commencement of Classes	20 <sup>th</sup> July, 2017 (Thursday)

9. The written test shall be of one hour duration and of 50 marks only. The pattern of the written test is preferably multiple choice 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.

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

11. 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

12. For admission to the PG courses of the university, percentage of marks for the applicants completing his/her graduation from institutes affiliated to Assam University shall be increased by 30% of the marks secured in the qualifying examination for the purpose of their selection for admission. It is explained through the following examples:



- a. Suppose a candidate applied for a PG course in department 'X' and has obtained 56% marks in graduation in the honours course which was also in the same subject 'X'. If the applicant has completed his/her graduation from any college affiliated to Assam University, then 30% of 56 i.e. 16.8 shall be added to his/her 56% marks and the marks in graduation shall now become 72.8%. The composite score shall then be calculated as in (11) considering 72.8% for the candidate in the qualifying examination.
  - b. Suppose a candidate applied for a PG course in the department 'X' and has completed his/her graduation from any college affiliated to Assam University, with 'X' as one of his/her pass subject (in case it is permitted). He/She has secured 48% marks in the pass subject 'X'. Then 30% of the marks obtained in the pass course of 'X' i.e. 30% of 48 i.e. 14.4 shall be added to his/her 48% marks and the marks in graduation in pass subject 'X' shall now become 62.4%. The composite score shall then be calculated as in (11) considering 62.4% of the candidate in the qualifying examination.
  - c. Suppose a candidate applied for a PG course in the department 'X' but he/she has not studied the subject 'X' as honours/pass in graduation (in case it is permitted), then the aggregate percentage of marks of both pass and honours (in case of honours student) or aggregate pass marks (in case of pass students) shall be considered for the additional award of 30% for students affiliated to Assam University in the same process as explained in 12a/12b above, as the case may be.
13. In case of students seeking admission to a subject in which he/she studied as honours/major subject at under graduate level, percentage of marks secured by the candidate in the honours/major subject shall increase by 10% for the purpose of his/her selection for admission. For example, suppose a student secured 76% marks in honours/major in subject 'X' (from any university) and has also applied for PG in the same subject 'X'. Then 10% of 76 i.e. 7.6 shall be added to his/her 76% marks and the marks in graduation shall now become 83.6%. The composite score shall then be calculated as in (11) considering 83.6% marks of the candidate in the qualifying examination.
  14. The increase of marks under (12) and (13) can be provided simultaneously if the respective conditions are satisfied. However, the upper limit of the percentage of marks after all additions shall not exceed 100%.
  15. The appearing candidates of the qualifying examinations need to submit their complete result, before the finalization of the admission list.
  16. 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.

17. 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.
18. 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.
19. 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.
20. 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 shall be available online for the applicants and other stakeholders. However, each department shall be provided with two hard copies of the Prospects.
21. 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.
22. 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 3% respectively as per GOI rules. Admission related other details shall be available in the prospectus.
23. 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.
24. 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.



25. 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.


  
(Dr. S. Bhattacharjee) 2/6/17  
Registrar

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Date: 29/05/2017  
02/06/2017

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 Admission Committee, 2017-18
- (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.
- (xi) Assistant Registrar, Assam University, Diphu Campus.
- (xii) P.R.O, Assam University for information
- (xiii) File

  
Assistant Registrar (Academic & Research)  
02/06/17