



OFFICE OF THE PRINCIPAL  
**SRIKISHAN SARDA COLLEGE**

NAAC Re-Accredited 'B' grade with a CGPA of 2.32

(Affiliated to Assam University, Silchar)

ESTD – 1950

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Ref : SS/Admission/2026/

Date : 13-06-2026

**STANDARD OPERATING PROCEDURE (SOP)  
FOR  
SPOT ADMISSION(NON-CUET) – 2026**

**I. Mandatory Registration on the Admission Portal for Spot admissions**

Participation in the Spot Admission process shall be subject to the applicant being duly registered on the Assam State Higher Education Admission Portal. In this regard, the following shall apply:

- a. Applicants who have already registered on the admission portal and possess a valid Registration Number are not required to register again.
- b. Applicants who have not yet registered on the admission portal may do so from 13th June onwards till 17th June, 2026 (4 P.M.), prior to participating in the Spot Admission process.

**II. Institution-Specific Spot Admission Policy: -**

**1. Submission of Application Forms**

1.1 Intending students seeking admission under the Spot Admission process must submit the physical copy of their duly filled application form to the respective department on **15th June 2026**.

1.2 The last date and time for submission of application forms shall be **15th June 2026 up to 3:00 PM**.

1.3 **No application form shall be accepted after 3:00 PM under any circumstances.** Applications received after the stipulated deadline will not be considered for admission at any cost.

1.4 Applicants are solely responsible for ensuring timely submission of their application forms to the concerned department.

**2. Preparation of Merit List**

2.1 The respective departments shall prepare and publish a merit list through the notice board of the college for Spot Admission against the vacant seats available in each programme.

2.2 Out of the total vacant seats available in a department:

- **50% of the vacant seats shall be reserved for candidates who have passed the Higher Secondary Final Examination from Srikishan Sarda College.**
- The remaining **50% of the vacant seats shall be open to all eligible candidates**, irrespective of the institution from which they passed their Higher Secondary Examination.

2.3 Merit lists shall be prepared strictly on the basis of merit and applicable admission rules of the institution.

### **3. Acceptance of Additional Applications**

3.1 If any department receives a lesser number of applications than the number of vacant seats available, the concerned department may accept additional applications during the subsequent **two days of the Spot Admission process.**

3.2 After receiving such additional applications, the department shall prepare and publish a fresh/subsequent merit list based on the applications received.

3.3 Admission against the remaining vacant seats shall be carried out on the basis of the subsequently published merit list and in accordance with the admission rules of the institution.

### **4. General Provision**

4.1 The decision of the Admission Committee and the concerned department regarding eligibility, merit list preparation, and admission shall be final and binding on all applicants.

4.2 Submission of an application form does not guarantee admission. Admission shall be granted strictly on the basis of merit, seat availability, and fulfillment of all prescribed eligibility criteria.



[Dr. Ratan Kumar]  
Principal

Srikishan Sarda College, Hailakandi