



OFFICE OF THE PRINCIPAL  
**SIPAJHAR COLLEGE**

Phone : (03713) 291124  
70860 13660

P.O. - Sipajhar, Dist. - Darrang (Assam) :: Pin-784 145  
E-mail : sipajharcollege2010@rediffmail.com

Memo No. ....

Date .....

### ADMISSION POLICY

Sipajhar College adheres to an admission policy for the intake of students to the different courses it offers. By providing all pertinent information about the applicant's academic and non-academic abilities, the policy assists in determining whether the applicant will be qualified for the course. The institution is committed to enforcing the admissions process, ensuring that it will be transparent throughout. Admission information is provided in the website and notice board of the college. To oversee the admission process the Principal forms an admission committee with both teaching and non teaching staff as its members.

### ADMISSION PROCEDURE

- Application forms for B.A./ B.Sc. 1st Semester and H.S. 1st year Arts will be available in the online admission portal of the college.
- Students can apply online at the Online Admission link shared in the College Website.
- The mandatory requirements for admission are: Bank Account of the Applicant, Valid Email ID of the applicant, Mobile Number of the Applicant linked to the Bank A/C
- While submitting the forms online, students must upload the documents as mentioned in the online application form.
- All Students are eligible to avail of the scheme for Free Admission as announced by the Govt. of Assam.
- All Government grants will be directly credited to the account of the applicant.
- After completion of the application process, the Merit List and the Cut Offs for each subject is displayed in the online admission portal.
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- Selection of the candidates for admission is done by the Selection Committee. The Committee also reserves the right to modify the subjects chosen by the candidates depending on the availability of seats.
- The allotment of Major Subjects is decided by Heads of respective Departments based on Merit and seats are filled on a first-come-first-served basis.
- Admission is given based on merit but a few seats are reserved for physically challenged students and those belonging to SC/ST as per Govt. rules.
- A few seats are also earmarked for students having extraordinary competence in Sports, culture, and community service

**Documents to be uploaded along with the application form.**

- Mark Sheet of last qualifying examination.
- Admit card and original Pass Certificate from the Head of the Institution last attended.
- Certificate related to extracurricular activities.
- Gap certificate with Affidavit (if required but not exceeding a gap of 2 years).
- Recent passport-size photograph (two copies).
- Relevant certificates for physically challenged students issued by competent authority like the Social Welfare Department, Govt. of Assam.
- Proof of Age.
- Caste Certificate if applicable.
- Income certificate from appropriate authority for candidates applying for the Fee waiver scheme



  
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