



**OFFICE OF THE REGISTRAR**

**মহাপুৰুষ শ্ৰীমন্ত শঙ্কৰদেৱ বিশ্ববিদ্যালয়**  
**MAHAPURUSHA SRIMANTA SANKARADEVA VISWAVIDYALAYA**

[Recognised Under Section 2(f) of UGC Act, 1956]  
Srimanta Sankaradeva Sangha Complex, Haladhar Bhuyan Path,  
Kalongpar, Nagaon, PIN-782001, Assam, India

Ref No.: MSSV/DR(Ac)/14/2021/

Date: 19.06.2025

**NOTIFICATION**

**DATES OF SPOT ADMISSION &**  
**GUIDELINES FOR SPOT ADMISSION TO FYUGP**

As per information received from Assam State Higher Education Admission Portal, dated 19<sup>th</sup> June, 2025, the Guidelines for Spot Admissions 2025 is as below and **dates for Spot Admission** into **B.A./B.Sc./BCA/B.Com.** programmes offered by **MSSV** are: **20<sup>th</sup>, 21<sup>st</sup>, 23<sup>rd</sup> and 24<sup>th</sup> June, 2025.** (*Interested students may visit MSSV Nagaon Office or MSSV Guwahati Campus Office for admission.*)

**GUIDELINES FOR SPOT ADMISSIONS 2025 (As received)**

**For Students**

**1. Who can participate in Spot Admission Round?**

1. Those who have not secured admission in the two rounds.
2. Those who did not register on <https://assamadmission.samarth.ac.in/>
3. Those who wish to cancel their admission from any of the two rounds and take admission in another college, subject to the vacancy of seats and policy of the college.

Those who are already registered with <https://assamadmission.samarth.ac.in/> need not register again.

**Steps to apply for Spot Round**

**1. For Those who have not secured admission in the two rounds**

1. Check the available vacancies before the Spot Round Admissions on <https://assamadmission.samarth.ac.in/index.php/site/vacancy-list> and identify the university/college and programme where you wish to take admission
2. Login to your account via <https://assamadmission.samarth.ac.in/index.php/site/login>
3. Update your profile (if required) and upload the necessary documents
4. Apply for the programme. Students will only be able to apply for One Programme where they want to take admission. Students may contact the college/university to consult before applying.
5. Contact the College/University for admission.

(The College/University may follow their policy and guidelines for Spot Admission as published in the public domain/ Institutional website by the College/University)

**2. For those who have not yet registered on the Assam State Higher Education Admission Portal <https://assamadmission.samarth.ac.in/>**

1. Check the available vacancies before the Spot Round Admissions on <https://assamadmission.samarth.ac.in/index.php/site/vacancy-list> and identify the university/college and programme where you wish to take admission



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2. Register on <https://assamadmission.samarth.ac.in/index.php>
3. Login to your account
4. Fill your profile and upload all necessary documents
5. Apply for the programme. Students will only be able to apply for One Programme where they want to take admission. Students may contact the college/university to consult before applying.
6. Contact the College/University for admission  
(The College/University may follow their policy and guidelines for Spot Admission as published in the public domain/ Institutional website by the College/University)

**3. Quota definitions:**

The HEIs have to clearly spell out the criteria of selection and document requirements for filling up seats against various quota, for example:

1. Fringe village quota (Fringe/ Local area quota)
2. Co-Curricular Activity quota (Cultural quota)
3. Sports quota
4. Employee/ Ward quota (Son/Daughter of an employee of the College/University)
4. Students who wish to take admission under quota, as per the notified policy of the Institution, they are to follow the following steps:
  1. If they have already applied for a particular quota, then they need not update their profile again.
  2. They need to update their profile and mark the quota against which they belong to and upload the relevant documentary evidence to ascertain the claim.
  3. Based on the policy of the Institution, the student needs to fulfil the criteria, to be admitted under that category.
5. **For those who wish to cancel their admission from any of the two rounds and take admission in another college subject to the vacancy and policy of college.**
  1. Check the available vacancies before the Spot Round Admissions on <https://assamadmission.samarth.ac.in/index.php/site/vacancy-list> and identify the university/college and programme where you wish to take admission
  2. Login to your account via <https://assamadmission.samarth.ac.in/index.php/site/login>
  3. Select the “Request for Cancellation” option for the admission that was previously granted. Contact the concerned university/college if required.
    - a. A candidate who has already been admitted to a particular program can raise a “Request for Cancellation” from that program from 19th June 2025 (10 AM) to 24th June 2025 (12 PM) and will be auto-cancelled instantly. Thereafter, they can get admission in any program in any institution from 19th June 2025 till 24th June 2025, subject to vacancy of seats in that programme/discipline and college policy.
    - b. Applicants will only be able to proceed on the next steps to update your profile and apply for a spot admission round after the existing admission is cancelled.
  4. Update your profile (if required) and upload necessary documents



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5. Apply for the programme. Students will only be able to apply for One Programme where they want to take admission. Students may contact college/university to consult before applying.
6. Contact the College/University for admission

(The College/University may follow their policy and guidelines for Spot Admission as published in the public domain/ Institutional website by the College/University)

### **EXPLANATION on CANCELLATION**

1. Cancellation needs to be done by already admitted students before taking admission in the spot round when they are assured of a seat in the College/ University of their preference. No restoration will be allowed once the admission is cancelled by the student. Such students can use their existing login on [assamadmission.samarth.ac.in](http://assamadmission.samarth.ac.in) and need not register again.
2. Students who could secure an admission in either of the rounds but still wish to take admission in another college or even in the same college under a different programme or major discipline, may also apply for more options in the spot round.
3. Students who have not secured admissions in the first and second round can participate in the spot admission round. All of their applications submitted prior to Spot admissions against which admissions are not yet granted in either of the Merit admission rounds shall be considered for spot round as well. If the students want to make any changes to their application or apply in more colleges/programme they may either edit their existing applications or freshly apply for more colleges/programmes, provided they have not exhausted all ten options. Such students can use their existing login on [assamadmission.samarth.ac.in](http://assamadmission.samarth.ac.in) and need not register again.
4. Students can apply for ten options. In case they have already filled all ten forms, they may discard any of the application and fill out a new application/form for the college/programme/major of their choice.

### **For Colleges/Universities**

#### **1. Processing Admissions**

1. The college/University will adhere to the established procedures for academic scrutiny.
2. They can grant admission to students only after thoroughly reviewing the applications and marking them as “Accepted” at both the Academic Scrutiny and Final Scrutiny levels.
3. Colleges/Universities are not required to “Process Merit List” for the Spot Admission Round.
4. College/University may “Process Admissions” in the same manner as they did in previous rounds subject to seat availability.



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5. In case of applications under Local quota (Fringe Village quota)/ CCA (Co-Curricular Activity quota)/ Sports quota/ Ward (Employee quota), the Institution will follow their notified policy, for granting admissions.
6. Upon grant of admission, if the Colleges/Universities have collected the notified admission fees outside the integrated payment gateway, then upon cancellation of admission granted, they should mandatorily refund the full amount to the applicant, so that the candidate does not face any difficulty in taking admission in the other Institution.
7. All relevant rules and University guidelines followed during Merit round admissions are to be followed in due Academic Scrutiny and Document verification. There should not be any deviation whatsoever from the University guidelines, as applicable.
8. No deserving applicants with higher merit score are to be denied admission on account of filling up of seats by the applicants with lower merit score.

**2. It is mandatory for the Universities/Colleges to ensure the following:**

1. Publication of the Spot admission policy on the Institution's website.
2. Compliance with the Institutional Spot admission policy, as notified.
3. Publish a helpline number for Spot admission
4. Set up an admission and counselling help desk for subject (Major and Minor discipline) change post-admission.
5. Wide publicity of the College/University's Spot admission policy amongst students.
6. To ensure that Spot Admissions are done smoothly and transparently.

**DISCLAIMER:**

Neither the Higher Education Department, Assam nor SAMARTH e-Gov suite shall be responsible for any grievances from candidates regarding the admission policy, merit criteria, and admission rules followed by the Higher Educational Institutions during the admission process.

Issued with due approval.

**Sd/-**

(Dr. Bichitra Bikash)  
Deputy Registrar (Academic)  
& Chairperson, Admission Committee

Memo No. MSSV/DR(Ac)/14/2021/4761-4777

Dated: 19/06/2025

**Copy to:**

1. The Secretary to Hon'ble Vice-Chancellor, MSSV for information.
2. The Registrar, MSSV for favour of information.
3. The Coordinator, MSSV for favour of information.
4. The Dean, Dhubri Unit, MSSV for favour of information.
5. The Dean, Faculty of Law, MSSV for favour of information.
6. The Deputy Controller of Examinations, MSSV for favour of information.
7. The Director (i/c), IQAC, MSSV for favour of information
8. All Head/Head (i/c) of the Departments for favour of information and necessary action.
9. The Assistant Registrar, Guwahati Unit, MSSV for information and necessary action.



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10. The Assistant Registrars, Nagaon Campus, MSSV for information and necessary action.
11. The Assistant Librarian, MSSV for information.
12. The Accounts Officer, MSSV for information and necessary action.
13. The Assistant Public Relation Officer, MSSV for information and necessary action.
14. Mr. Dipankar Dutta, Astt. Professor, Jorhat Unit for information and necessary action.
15. Dr. Biman Kumar Nath, Convenor, Admission Committee & Astt. Professor, Dept. of Economics, MSSV, for information and necessary action.
16. The Admission Committee Members, MSSV for information and necessary action.
17. The Head (i/c), Department of Computer Application, MSSV with a request to upload in the University website.
18. Notice Board.
19. Office file.

(Dr. Bichitra Bikash)  
Deputy Registrar (Academic)  
& Chairperson, Admission Committee