



**OFFICE OF THE PRINCIPAL :: HANDIQUE GIRLS' COLLEGE**  
**Guwahati-781001, Assam**


**INSTRUCTIONS FOR ADMISSION 2024-25**

This is for general information of candidates and parents that -

- The Merit Lists that have been declared are provisional and the College reserves the right to make any corrections, which at any point of time are found necessary.
- **All admissions will be made from the merit list and statutory reservations will be maintained.**
- Candidates will arrive in the College premises on the day and time given in the admission schedule. They will carry with them a **hard copy** of the application form(s) submitted to the Admission Portal (DARPAN/SAMARTH) and all documents in original.
- Candidates will have to produce Caste Certificate, EWS, Domicile and Income Certificate in **ORIGINAL** wherever required.
- **All applicants belonging to the OBC category must produce the original Non-Creamy Layer certificate on the day of admission.**
- Selected candidates will be invited to the dais for counselling on the date of the admission. Candidates, who are not present, will forfeit their claim for admission.
- Admission into the BCA (self financing) course will also be held simultaneously with B.Sc. honours and regular courses as mentioned below.
- Candidates seeking admission under the EWS quota must produce the Income Certificate in the prescribed format and duly signed by the authorised signatory. The EWS certificate must be valid for the **current year** (i.e. 2024-25).
- Admission fees are to be deposited immediately after confirmation of the seat, following which the candidate will be allotted the Roll No. To complete the admission process. **The fee will be collected through cashless mode.** Failure to deposit the fee will lead to forfeiture of the seat.
- Candidates seeking admission under the EC Quota need to submit the original copies of their respective certificates to the EC Quota selection committee on the date of admission.
- Hostel seats will be allotted on the day of admission. Candidate allotted a hostel seat will have to take admission on the same day.
- Please note that appearance of name in the provisional merit list does not guarantee admission into the College.

**Fee Waiver:**

- Income and Domicile Certificates are needed to be produced by candidates who opt for Fee Waiver scheme/EWS quota of seats.
- Candidates seeking waiver of fees, must present the Income Certificate of their parents. Income certificate from the **Circle Officer** only will be accepted. No other documents will be accepted in support of income of the parents.
- Candidates allowed Fee Waiver will have to provide an undertaking, in the prescribed format, to the effect that none of her parents is a Government servant.
- A photograph of the sapling planted by the claimant for FEE WAIVER is also required to be submitted at the time of admission. In keeping with the directive of the Government of Assam, the original marksheet, without lamination, must be presented for stamping on its reverse side for approval of free admission.

  
Principal  
Handique Girls' College  
Guwahati-01