

Admission Procedure

- I. Application for admission into the College should be made in prescribed application form issued by the College Office on payment of `150/-(Rupees one hundred and fifty only). An attested copy of the mark sheet of the qualifying examination must be enclosed with the application form.
- II. Admission into the College is made strictly in order of merit and is governed by the college admission rules. The Principal's decision regarding admission is final.
- III. Any pressure or interference from any quarter for the admission of a particular student will result in forfeiture of the claim.
- IV. Candidates are required to produce at the time of interview the original copies of (a) Mark sheet of the last qualifying examination, (b) Age certificate (c) Character Certificate from the head of the Institution last attended and (d) Caste Certificate wherever necessary. Students passing the qualifying examination earlier than the current year will have to submit a gap certificate from the Head of the Institution last attended or the Office in Charge of nearest Police station testifying to his/her activities during the interim period. Candidates having more than three years study gap will not be eligible for admission.
- V. All candidates must submit attested copies of (a) and (c) above at the time of admission. Students belonging to SC, ST(P), ST(H), OBC or MOBC categories must also submit an attested copy of (d) in addition to (a) and (c). Admission to the college and the hostels takes place on the same day unless otherwise notified. Necessary payment for the purpose will have to be made on the same day as well. Announcement regarding the commencement of regular classes will be made on the date of admission itself.

A. Selection of Candidates for TDC (1st Semester) Class

Candidates will be selected in order of merit for each Major subject separately. For this purpose a separate merit list will be prepared for each Major subject from among the applicants in order of merit, the criteria being the Credit Point.

Calculation of Credit Point

(a) For Science Stream

Percentage (%) of marks secured by a candidate at the HS or equivalent examination in English or MIL/Alt. English whichever is more + % of Marks in 1 st Elective + % of marks in 2 Elective + % of marks in 3 Elective (only best 3 Electives) will be treated as "Total Marks" for the purpose of calculating credit point. While computing total marks on the basis of the best 3 electives, subjects like Physical Education will not be taken into account as such subjects have no bearing on the B.A. & B.Sc. courses offered in this college.

After calculating 'Total Marks' as above % of Marks of the subject in which the candidate desires to offer Major will be added. The marks so arrived at will be treated as "Credit Point" for the purpose of preparing the merit list of candidates against each Major subject.

Example 1 : Say, a candidate has secured the following marks in HS Examination out of 100 in each subject and he/she has shown first preference for Chemistry Major.

Eng	MIL/Alt. Eng	Chem	Phy	Maths	Bio	Grand Total
65	68	85	80	82	75	380
His / He	r Total marks will I	oe 68 + 85 +	80 + 82 =	315		

His / Her Credit Point for Chemistry Major will be 315 + 85 = 400

Note: Where the candidate has not offered the subject in HS examination in which he/she desires Major (only in case of those subjects which are allowed as per GU regulation) his/her Credit Point will be calculated by adding





the aggregate % of marks as shown in the Mark sheet to his/her total marks.

Example 2: Say, the candidate (Ref. Example 1) desires to offer Geology as Major.

His/ Her 'Total Mark' = 315 of the grand total His/ Her aggregate % of marks = 380/5 = 76 His/ Her Credit Point = 315 + 76 = 391

His/her position in the merit list of Geology Major will be determined by this Credit Point.

However, this general rule is not applicable to Statistics and Economics Major.

Calculation Procedure of Credit Point for admission into TDC 1st Semester (Science) for the following Major Subjects, B.Sc (Biotechnology) & BCA:

Major Subject	Minimum requirement	Credit Point
 Anthropology 	HS (Sc.) with Anthropology	Total marks + % of marks in Anthropology
	HS (Sc.) without Anthropology	Total marks + aggregate % of marks
Botany	HS (Sc.) with Biology & Chemistry	Total marks + % of marks in Biology.
Chemistry	HS (Sc.) with Chemistry, Mathematics & Physics	Total marks + % of marks in Chemistry
 Geography 	HS (Sc.) with Geography	Total marks + % of marks in Geography
	or HS (Sc.) without Geography	Total marks + aggregate % of marks
 Geology 	HS (Sc.) with Geology & Chemistry	Total marks + % of marks in Geology
Geology	or	lotal marks + % of marks in Geology
	HS (Sc.) with Chemistry but without Geology	Total marks + aggregate % of marks
 Mathematics 	HS with Mathematics	Total Marks + % of marks in Mathematics
Physics	HS (Sc.) with Physics & Mathematics	Total marks + % of marks in Physics.
1 Trigolog	The (66), Mill Hysios a Mainemaiss	Minimum marks in Mathematics must be 40%.
Statistics	HS (Sc./Arts) with Statistics & Mathematics or	Total marks + % of marks in Statistics
	HS (Sc./Arts) with Mathematics & without Statistics	Total marks + % of marks in Mathematics
 Zoology 	HS (Sc.) with Chemistry & Biology	Total marks + % of marks in Biology.
Economics	HS with Mathematics	Total marks + % of marks in Mathematics
 Computer Science 	HS with Mathematics (atleast 40%)	Total Marks + % of marks in Mathematics
·	& Physics/Computer Science &	
	Application, whichever is more	
B.Sc. (Biotechnology)	HS with Physics, Chemistry & Biology	Total Marks + % of marks in Biology
• BCA	HS with Mathematics (atleast 40%) & Physics/Computer Science & Application (whichever is more)	Total Marks + % of marks in Mathematics

Note: Concerned department may specify from time to time the minimum % of marks required to be eligible for offering any particular subject.

(b) For Arts Stream

% of marks in English + % of marks in MIL/Alt. English + % of marks in 1st Elective + % of marks in 2nd Elective + % of marks in 3rd Elective = Total marks. Credit Point = Total marks so arrived + % of marks of the subject which the candidate desires to offer as major.

Example 3: Say, a candidate secured the following marks in HS out of 100 in each subject. English-70, Alt.





English-75, Political Science-68, Economics-78, History-70 and Education-62.

The candidate has shown preference for English as major. The Credit Point of the candidate for English major will be calculated as follows:

Total Marks = 361

Credit Point = 361 + 70 = 431

His/her position in the merit list for English major will be determined by this Credit Point.

Note: In case the candidate desires to offer major in a subject which he /she did not study in HS (provided GU regulation allows it), his / her Credit Point will be calculated as follows if nothing else is mentioned specifically:

Total Marks = 361 (Ref. Example 3)

Aggregate % of Marks = 361/5 = 72.2 Credit Point = 361 + 72.2 = 433.2

Say, the candidate has shown preference for Geography major. The candidate's position in the merit list of Geography major will be determined by this credit point.

Calculation Procedure of Credit Point for admission into TDC 1st Semester (Arts) for the following Major Subjects:

Major Subject	Minimum requirement	Credit Point
Anthropology	HS with Anthropology or	Total marks + % of marks in Anthropology
	HS without Anthropology	Total marks + aggregate % of marks
Arabic	HS with Arabic or	Total marks + % of marks in Arabic
	HS without Arabic but HSLC with Arabic	Total marks + % of marks in English
Assamese	HS with Assamese MIL	Total marks + % of marks in Assamese MIL/Advance Assamese (whichever is higher)
Bengali	HS with Bengali MIL	Total marks + % of marks in Bengali MIL
Economics	HS with Economics or	Total marks + % of marks in Economics
	HS without Economics but	Total marks + % of marks in Mathematics
	with Mathematics/Statistics	Statistics
Education	HS with Education or	Total marks + % of marks in Education
	HS without Education	Total marks + aggregate % of marks
English	HS (Arts / Sc.)	Total marks + % of marks in English
Geography	HS with Geography or	Total marks + % of marks in Geography
	HS without Geography	Total marks + aggregate % of marks
Hindi	HS with Hindi MIL	Total marks + % of marks in Hindi
History	HS with History or	Total marks + % of marks in History
	HS without History	Total marks + aggregate % of marks
Mathematics	HS with Mathematics	Total marks + % of marks in Mathematics
Persian	HS with Persian or	Total marks + % of marks in Persian
	HS without Persian but HSLC with Persian	Total marks + % of marks in English
Philosophy	HS with Logic or	Total marks + % of marks in Logic





■ Political Science

HS without Logic
HS with Political Science (P.Sc.)
or
HS without Political Science
HS without Political Science
HS with Sanskrit
or
HS without Sanskrit but
HSLC with Sanskrit

Total marks + aggregate % of marks
Total marks + aggregate % of marks
Total marks + % of marks in Sanskrit

Total marks + % of marks in English

NO CHANGE OF COMBINATION OF SUBJECTS (BOTH IN ARTS AND SCIENCE STREAM) WILL BE ALLOWED AFTER THE ADMISSION PROCESS IS OVER. HOWEVER, CHANGE OF MAJOR SUBJECT IS ALLOWED ONLY DURING THE PROCESS OF ADMISSION AS PER RULES. IN CASE A STUDENT FAILS TO CONTINUE HIS/HER STUDIES IN A MAJOR COURSE, HE/SHE WILL FORFEIT THE SEAT.

FOR QUALIFIED CANDIDATES, A SUBSEQUENT ADMISSION DURING TDC (3RD SEMESTER) SESSION MAY TAKE PLACE SUBJECT TO THE AVAILABILITY OF VACANT SEATS IN ANY SUBJECT.

B. Selection of Candidates for Post-Graduate Class

In Cotton College, Post-Graduate teaching is imparted in 21 subjects. The admission is given on the basis of merit, keeping in view of the reservation policy of the Govt. of Assam.

C. General Reservation Rules for HS, TDC & PG Admissions

- a. There is a provision for reservation of seats, as per Govt. of Assam rules [OBC/MOBC 15%, SC 7%, ST(P) 10% & ST(H) 5%] for SC, ST(P), ST(H), OBC/MOBC candidates belonging to the State of Assam and in this respect caste certificate issued by the competent authority under Govt. of Assam only shall be valid.
- b. (i) A few seats may be allotted in HS (Day Shift) and TDC (Arts and Science) courses to the students having outstanding performance in the field of Sports, Culture, NCC and Scouts & Guides. A relaxation of 10% is allowed in cut-off marks for HS and cut-off credit point for TDC admission. However, for OBC (MOBC)/SC/ST(P)/ST(H) candidates the relaxation is 15% of cut off mark/Credit Point. Thus, if the cut off mark/ Credit Point for admission in a particular class/ subject is 400 then the maximum relaxation will be 40 marks for general category and 60 marks for caste quota category students.
 - (ii) For each course [HS (Sc.), day shift; HS Arts; TDC (Sc.) and TDC (Arts)] the maximum number of reserved seats are as follows:

Sports = 5, Cultural = 5, NCC = 2, Scouts & Guides = 1

- (iii) Outstanding sports person/cultural activist who represented the country in International meet will be admitted directly without considering the cut off mark/credit point. However the maximum number of reserved seats in a particular field will not be enhanced for inclusion of such candidates.
- (iv) Sports persons will be selected from those disciplines which are recognized by IOC and BCCI and also such sports which are included in the Gauhati University inter-college meets and All India University meets.
- (v) In case of Cultural quota, candidates will be selected for their proficiency in the fields of Music (Vocal), Drama, Debating and Quiz, Fine Arts and Sculpture. In case of music (instrumental) and Dance, candidates will have to produce degree/diploma certificates from recognized institution.





- (vi) There is a provision of reservation of 3% of the total seats for 'Differently Abled' candidates.
- (vii) A Candidate seeking admission in any of the above categories (i to vi), must hand over personally to the Convener of the admission committee concerned, a photocopy of his/her original application, submitted to the office. Attested copies of the supporting documents as regards to his/her eligibility for consideration under the concerned quota must be enclosed with this SEPARATE APPLICATION, which should be submitted in a cover on which "APPLICATION FOR ADMISSION TO HS/TDC COURSE UNDER SPORTS/ CULTURAL/NCC/ SCOUTS & GUIDES/ DIFFERENTLY ABLED QUOTA SEATS"- must be clearly written. However, if the candidates, selected under abovementioned quota (except Differently Abled), do not participate in the respective events/activities on behalf of Cotton College, they may forfeit their seats. They will have to give written undertakings in this regard.
- (viii) Interview/ Selection trial of such candidates will be held on date and time notified on the College notice board. Candidates must appear and submit the original documents at the time of interview/ selection trial/ Medical check up (in case of Differently Abled Quota seats).
- (ix) There is no reserved seat for extra-curricular activities in case of admission into Post-Graduate courses.
- (x) Students who have graduated from recognized universities situated outside Assam may also apply for admission into Post-Graduate courses. However, the number of seats for such students will be restricted to 1,2 and 3 according to the total number of seats is 20 (or less), more than 20 but less than (or equal to) 40 and more than 40 respectively.





D. General Information

There are various committees viz. Admission committee, Examination committee etc. headed by conveners to advise the Principal in the matter of admission, examination etc. respectively in the college.

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HS 1 st Year	:	Students who do not attend at least 75% of the total number of classes held in 1 st year will not
		be allowed to appear in the annual examination held by AHSEC.
HS 2 nd Year	:	Students who do not attend at least 75% of the total number of classes held in 2 nd year will
		not be allowed to fill up the forms for HS Final Examination held by AHSEC. The attendance
		in the HS 1 st year classes will not be taken into account in HS 2 st year classes.
TDC 1st & 2nd Sem	:	Students who do not attend at least 75% of the total number of classes held in 1 st & 2 ⁿ
		semesters will not be allowed to appear in the selection test held by the College. This applies
		to all the subjects (major and subsidiary).
TDC 3 rd & 4 th Sem	:	Students who do not attend at least 75% of the total number of classes held in 3 rd & 4 th
		semesters will not be allowed to appear in the selection test of the College. This applies to all
		the subjects (compulsory, major and subsidiary).
TDC 5 th & 6 th Sem	:	Students who do not attend at least 75% of the total number of classes held in 5 % 6 %
		semesters will not be allowed to appear in selection test of the College. Attendance in a
		particular semester will not be taken into account in the subsequent semester.
PG COURSE	:	Students who do not attend at least 75% of the total number of classes held in Semester I,
		Semester II, Semester III and Semester IV will not be sent up for appearing in the corresponding
		University Examination. Attendance in a particular semester will not be taken into account
		in the subsequent semester.

- The 75% class attendance is also applicable to all the self financing and/or add-on courses mentioned in the Prospectus.
- Students who fail to attend their classes for a certain period of time at a stretch on genuine, reasonable, and acceptable grounds such as serious diseases or accidents and related treatment involving themselves and members of their family, death of near and dear ones, academic/ sports/ cultural activities approved by the College etc. must apply, in writing to the Head of the Department concerned for consideration of exemption of the absence for the period, immediately after such absence. Application must be supported with testimonials/ documents wherever necessary. However, such applications will be considered if and only if the student has the requisite 75% class attendance till the last date he/she has attended classes. Even for such cases the actual attendance must not fall short of 50%.
- a. Students failing to attend classes for 15 (fifteen) days at a stretch in the first month of commencement of classes will forfeit their seats.

The College Examination Branch Conducts all the College Examinations.

1. All students must appear in all the examinations conducted by the College during an academic year and attend their classes regularly - the minimum attendance must be 75% of the classes held. Sick bed will be provided to the sick students during all college examinations.

lege during an academic year:

	Class	Examination
a)	H.S. 1 st Year	Test Examination
b)	H.S. 2 nd Year	Test Examination
c)	T.D.C. 1 st & 2 nd Sem	Unit Tests and One/Two Sessional Examinations per Semester as per GU norms
d)	T.D.C. 3 rd & 4 th Sem	Unit Tests and One/Two Sessional Examinations per Semester as per GU norms
e)	T.D.C. 5 th & 6 th Sem	Unit Tests and One/Two Sessional Examinations per Semester as per GU norms

