

Admission Procedure

- I. Application for admission into the College should be made in prescribed application form issued by the College Office on payment of Rs. 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 Year) 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 1st Elective + % of marks in 2nd Elective + % of marks in 3rd 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.

EngMIL/Alt. 65	Eng 68	Chem. 85	Phy. 80	Maths 82	Bio 75	Grand Total 380
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His / Her Total marks will be $68 + 85 + 80 + 82 = 315$

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 year (Science) for the following Major Subjects, B.Sc (Biotechnology) & BCA:

Major Subject	Minimum requirement	Credit Point
Anthropology	HS (Sc.) with Anthropology HS (Sc.) without Anthropology	Total marks + % of marks in 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 or HS (Sc.) without Geography	Total marks + % of marks in Geography Total marks + aggregate % of marks
Geology	HS (Sc.) with Geology & Chemistry HS (Sc.) with Chemistry but without Geology	Total marks + % of marks in 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. Minimum marks in Mathematics must be 40%.
Statistics	HS (Sc./Arts) with Statistics & Mathematics or 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 (at least 40%) & Physics/Computer Science & Application, whichever is more	Total Marks + % of marks in Mathematics
B.Sc. (Biotechnology)	HS with Physics, Chemistry & Biology	Total Marks + % of marks in Biology
BCA	HS with Mathematics (at least 40%) & Physics/Computer Science & Application (<i>whichever is more</i>)	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: 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 year (Arts) for the following Major Subjects:

Major Subject	Minimum requirement	Credit Point
Anthropology	HS with Anthropology or without Anthropology	Total marks + % of marks in Anthropology Total marks + aggregate % of marks
Arabic	HS with Arabic or HS without Arabic but HSLC with Arabic	Total marks + % of marks in Arabic Total marks + % of marks in English
Assamese	HS with Assamese MIL	Total marks + % of marks in Assamese (<i>whichever is higher</i>)
Bengali	HS with Bengali MIL	Total marks + % of marks in Bengali MIL
Economics	HS with Economics or HS without Economics but with Mathematics/Statistics	Total marks + % of marks in Economics Total marks + % of marks in Mathematics/ Statistics
Education	HS with Education HS without Education	Total marks + % of marks in Education Total marks + aggregate % of marks
English	HS (Arts / Sc.)	Total marks + % of marks in English

Geography	HS with Geography or HS without Geography	Total marks + % of marks in Geography Total marks + aggregate % of marks
Hindi	HS with Hindi MIL	Total marks + % of marks in Hindi
History	HS with History or HS without History	Total marks + % of marks in History Total marks + aggregate % of marks
Mathematics	HS with Mathematics	Total marks + % of marks in Mathematics
Persian	HS with Persian or HS without Persian but HSLC with Persian	Total marks + % of marks in Persian Total marks + % of marks in English
Philosophy	HS with Logic or HS without Logic	Total marks + % of marks in Logic Total marks + aggregate % of marks
Political Science	HS with Political Science (P.Sc.) or HS without Political Science	Total marks + % of marks in P.Sc. Total marks + aggregate % of marks
Sanskrit	HS with Sanskrit or HS with Sanskrit HSLC with Sanskrit	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 (2ND YEAR) 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 above-mentioned 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.