

Standard Operating Procedure (SOP) for SPOT

Admission into FYUGP First Semester, 2026-2027

Hojai Girls' College, Hojai

Objective:-

To fill vacant seats after regular admission rounds through a transparent, first-come-first-served process, ensuring compliance with government guidelines and subject combination matrix of One Major + One Minor.

Eligibility Criteria :-

Applicant: Must have registered in SAMARTH portal for FYUGP 2026 and not admitted in any college yet. 2. Documents Required: •

SAMARTH Application Form • HS Marksheet & Pass Certificate (Original + 2 photocopies) • Caste/PWD/EWS Certificate if applicable • Gap Certificate if required • Recent Passport Photo - 3 copies 3.

Subject Combination: Only combinations listed in HGC' s One Major + One Minor Subjects Matrix 2026 will be allowed. Seat availability is combination-specific. 3. Subject Combination Matrix - One Major + One Minor(**See Annexure 1**)

Admission Procedure:-

First-Come-First-Served

Step 1:- Notification

• Vacant seat matrix + subject combinations will be displayed

on college notice board & website www.hojaigirlscollege.edu.in by 10:00 AM daily during spot admission window.

Step 2: Physical Reporting

1. Candidates must report physically to Admission Cell, Hall No.G-4,Hojai Girls' College between 10:00 AM to 4:00 PM on working days. 2. Token will be issued on arrival. Token number = priority for same subject combination. 3. Candidates without complete documents will not be issued tokens.

Step 3: Document Verification & Seat Allotment

1. Admission Committee will verify documents as per token order. 2. If seats available for chosen Major-Minor combo: Spot allotment letter issued immediately. 3. If chosen combo full: Candidate may opt for other available combo or exit.

Step 4: Fee Payment

1. Allotted candidates must pay fees via UPI/Cash at college counter within 1 hour of allotment(other than fee waiver candidates)
2. Failure to pay = seat cancelled and offered to next candidate.

Step 5: Admission Confirmation

Data will be updated on SAMARTH portal same day.

General Guidelines

No Reservation in Spot Round: All vacant seats treated as unreserved, per DHE norms for spot admission. *No Change

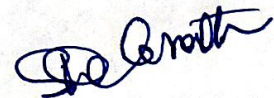
Allowed: Major-Minor once allotted in spot admission cannot be changed later.

Transparency: Daily admitted list + remaining vacancy will be published by 5:00 PM.

Grievance: Any dispute to be reported to Principal/Chairperson, Admission Committee. Decision of Principal is final.

Validity: This SOP is valid only for Spot Admission Phase 2026 and subject to any new DHE notification. 6. Admission

Committee for Spot Admission 1. Chairperson: Principal, Hojai Girls' College 2. Convenor: Academic in charge 3. Members: HoDs and all regular faculties of all departments and Office Staff,



Principal I/c

Hojai Girls' College
Principal i/c
Hojai Girls' College
Hojai, Assam

HOJAI GIRLS' COLLEGE, HOJAI

VACANT SEATS POSITION FOR ADMISSION INTO FYUGP FIRST SEMESTER CLASS THROUGH SPOT ADMISSION TO BE HELD ON 15,16 AND 17TH JUNE 2026

ASSAMESE MAJOR

ASM+EDU	ASM+POL	ASM+HIS	ASM+ ECO	ASM+PHI
15	09	14	10	03

BENGALI MAJOR

BEN+EDU	BEN+POL	BEN+HIS	BEN+ ECO	BEN+PHI
12	04	03	05	03

ENGLISH MAJOR

ENG + EDU	ENG + POL	ENG + HIS	ENG + ECO	ENG + PHIL
10	16	17	07	05

HINDI MAJOR

HIN + EDU	HIN + POL	HIN + HIS	HIN + ECO	HIN + PHIL
12	00	07	03	05

MANIPURI MAJOR

MAN + POL	MAN + EDU	MAN + HIS	MAN + ECO	MAN + PHIL
10	07	04	03	02

EDUCATION MAJOR

EDU + POL	EDU + HIS	EDU + ECO	EDU + PHIL	EDU+ASM	EDU+BEN	EDU+HIN	EDU+ENG	EDU+MAN
10	09	10	06	00	06	05	04	03

POLITICAL SCIENCE MAJOR

POL+EDU	POL + HIS	POL + ECO	POL + PHIL	POL +ASM	POL +BEN	POL +HIN	POL +ENG	POL +MAN
14	20	08	08	00	00	04	00	04

PHILOSOPHY MAJOR

PHIL + POL	PHIL + EDU	PHIL + HIS	PHIL + ECO	PHIL +ASM	PHIL +BEN	PHIL HIN	PHIL +ENG	PHIL +MAN
05	06	10	05	04	03	02	00	02

ECONOMICS MAJOR

ECO + POL	ECO + EDU	ECO + HIS	ECO + PHIL	ECO +ASM	ECO +BEN	ECO +HIN	ECO +ENG	ECO +MAN
15	15	10	02	02	02	02	02	xxx

HISTORY MAJOR

HIS + POL	HIS + EDU	HIS + ECO	HIS + PHIL	HIS+ASM	HIS+BEN	HIS+HIN	HIS+ENG	HIS +MAN
08	10	02	04	03	00	04	03	02

S. Debnath
Principal i/c
Hojai Girls' College::: Hojai

Principal i/c
Hojai Girls' College