



ৰবীন্দ্রনাথ ঠাকুর বিশ্ববিদ্যালয়

RABINDRANATH THAKUR VISHWAVIDYALAY

(A STATE GOVT. UNIVERSITY RECOGNISED UNDER 2(F) OF UGC)

Hojai-782436, Assam, India

Phone – 7002418574, 7086031120 (M)

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Ref No. **RTU/ACA/MISC/2024/973**

Date: **13/06/2026**

STANDARD OPERATING PROCEDURE (SOP) FOR SPOT ADMISSION

Four Year Undergraduate Programme (FYUGP), Academic Session 2026–27

Rabindranath Thakur Vishwavidyalaya (RTV), Hojai, Assam

In pursuance of the admission guidelines issued through the Assam State Higher Education Admission Portal (SAMARTH), the following Standard Operating Procedure (SOP) shall be followed for Spot Admission to various Undergraduate Programmes of RTV, Hojai for the Academic Session 2026–27.

1. Eligibility for Spot Admission

Spot Admission shall be subject to the applicant being duly registered on the Assam State Higher Education Admission Portal (SAMARTH).

2. Registration Requirement

Applicants who have already registered on the SAMARTH Admission Portal and possess a valid Registration Number are not required to register again.

3. Fresh Registration

Applicants who have not yet registered on the Admission Portal may complete their registration from **13 June 2026 to 17 June 2026** before participating in the Spot Admission process.

4. Vacancy Matrix and Choice Filling

The Spot Admission process shall be conducted strictly based on the dynamic vacant seat matrix (Annexure-I) available on the SAMARTH Portal and the University website.

Applicants are advised to carefully examine the subject-wise vacancy position available on both platforms before submitting their choices. The vacancy matrix shall assist applicants in making informed and judicious choices during the admission process.

5. Submission of Applications

Candidates seeking Spot Admission to RTV through the SAMARTH Portal must report to the University Campus (Old Campus) with a printed copy of their SAMARTH Application Form as per the schedule notified by the University.

Reporting Date and Time	Streams	Publication of Merit List	Document Verification and Admission
15/06/2026 9.00 am to 11.00 am	Arts, BBA	12.30 pm	1.30 pm
	Science & Commerce	12.30 pm	1.30 pm

No application shall be accepted after the stipulated reporting deadline.

যত্ন বিশ্বম্ ভবত্যেক নীড়ম্



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6. Minimum Cut-off Marks

Applications from candidates securing less than the following minimum marks in the qualifying examination shall not be considered:

- Arts, Commerce and BBA Programmes: Minimum 45% aggregate marks.
- Science Programmes: Minimum 50% aggregate marks.

7. Preparation of Merit List

The Merit List shall be prepared on the basis of the Merit Score generated as per the admission guidelines and subject to seat availability.

Admission offers shall be made to the selected candidates on the scheduled reporting date.

8. Reservation Policy

The standard reservation policy prescribed by the Government of Assam shall be strictly followed while preparing the Merit List and offering admissions.

9. Document Verification

Candidates receiving admission offers must accept the offer immediately and submit self-attested photocopies of the following documents along with the application form for verification:

1. SAMARTH Application Form.
2. HSLC Admit Card/Birth Certificate (for age proof).
3. HSLC Mark Sheet and Certificate.
4. Higher Secondary (HS) Mark Sheet and Certificate.
5. Caste Certificate (if applicable).
6. EWS Certificate (if applicable).
7. Disability Certificate (for PwD candidates, if applicable).
8. Ration Card/Income Certificate/Free Admission supporting documents (if applicable).
9. Aadhaar Card or any valid Photo Identity Proof.
10. Migration Certificate (if applicable).
11. Gap Certificate (if applicable).

Candidates are advised to bring all original documents for spot verification.

10. Admission Not Guaranteed

Reporting at the University on the scheduled date and time shall not guarantee admission. Admission shall be offered strictly on the basis of merit, reservation norms, seat availability, verification of documents, and fulfillment of all eligibility criteria.



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11. Supernumerary Seats

In addition to the sanctioned intake capacity, up to 10% supernumerary seats may be considered, subject to availability and approval of the competent authority, in accordance with applicable University and Government guidelines.

12. Authority of the University

The University reserves the right to modify, amend, or cancel any provision of this SOP in accordance with directives issued by the Government of Assam, or the University administration.

(Dr. Sandip Ratna)

Academic Registrar

Rabindranath Thakur Vishwavidyalaya

Hojai, Assam

Academic Registrar

Rabindranath Thakur Vishwavidyalaya



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ANNEXURE-I

SL No	Stream	Subject	Seat Vacancy	
			RTV (Main Campus)	Jugijan
1.	Commerce	Accountancy	33	Not Applicable
		Management	26	Not Applicable
2.	Arts	Assamese	NIL	40
		Bengali	43	Not Applicable
		Economics	NIL	41
		Education	14	50
		English	NIL	48
		Hindi	13	50
		History	NIL	53
		Manipuri	12	Not Applicable
		Political Science	NIL	29
3.	Science	Botany	16	Not Applicable
		Chemistry	10	Not Applicable
		Mathematics	20	Not Applicable
		Physics	07	Not Applicable
		Zoology	25	Not Applicable
4.	BBA-MBA		39	

(Dr. Sandip Ratna)

Academic Registrar

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