

Checklist for Admission of B. Com 1st Semester (FYUGP) :: 2026-27

To be checked by the Admission Authority at the time of Admission

Documents to Verify

- ✓ Acknowledgement Receipt
- ✓ Student's name and subjects offered
- ✓ ID Proof (Aadhaar Card / PAN Card / Voter ID)
- ✓ Two recent passport-size photographs attached in Annexure-II
- ✓ Ration Card (front page, family members page, and latest transaction page) **or** Income Certificate issued by the competent authority
- ✓ Gap Certificate (if applicable)
- ✓ Migration Certificate (if applicable)
- ✓ Bank Passbook of the student (front page and updated page) – mandatory
- ✓ Original Certificates and Marksheetworks from HSLC onwards verified, including Ration Card/Income Certificate
- ✓ HSLC Admit Card and Certificate verified for Date of Birth
- ✓ One set of photocopies (xerox copies) of all testimonials
- ✓ Original ID Proof (Aadhaar/PAN/Voter ID, etc.) and Bank Passbook submitted for verification

Fee Waiver Scheme

- ✓ Applicable only to students who uploaded a Ration Card/Income Certificate in the portal and are residents of Assam

Plantation Programme

- ✓ Common Day of Plantation for B. Com 1st Semester (FYUGP): **16 June 2025 (Tuesday)**
- ✓ Students must submit Annexure-III to the Nodal Officer, Samarth, along with a photograph after completion of plantation, on the same day

Verification and Approval

- ✓ Annexure-II carefully verified by the Admission Authority
- ✓ Form rejected if not checked by the Technical Expert and approved by the Nodal Officer, Samarth, MCC
- ✓ Any issue faced by the Admission Authority should be referred to the Nodal Officer for a final decision

Admission Status

- ✓ For **FREE Admission**: Stamp “FREE Admission, MCC” on the backside of the original marksheet
- ✓ For **PAID Admission**: Stamp “PAID Admission MCC” on Annexure-II

Sd/-

Dr. Runumoni Lahkar Das
Principal,
Mangaldai Commerce College