



**OFFICE OF THE PRINCIPAL  
SILAPATHAR COLLEGE**

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NAAC Accredited with CGPA of 2.62 on 15/11/2015 as 'B' Grade


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Date 10/08/2023

## NOTICE

This is for general information to all the newly admitted students into **H.S. 1<sup>st</sup> Year (Arts & Science Stream)** for the academic session 2023-2024, that the date of Institution transfer from one college to another is live from today onwards i.e 10/08/2023 and the last date for the same is 22/10/2023

Those students who want to change their Institution are hereby asked to visit the portal [www.darpan.ahseconline.in](http://www.darpan.ahseconline.in) and do the same as per SOP and guidelines (attached below) mentioned thereon.

  
R (Dr L.N.Pegu)  
Principal  
Silapathar College, Silapathar

Principal  
Silapathar College  
Silapathar



OFFICE OF THE  
ASSAM HIGHER SECONDARY EDUCATION COUNCIL  
BAMUNIMAIDAM, GUWAHATI - 781 021

No-AHSEC/R&A/ADMN/2020/03/01/535

Date- 09<sup>th</sup> August, 2023

NOTIFICATION

It is notified to all the concerned that the facility for the institution transfer of students of HS 1<sup>st</sup> Year Class 2023 who have completed his/her admission on DARPAN portal, is going to be live on DARPAN portal w.e.f. 10<sup>th</sup> August, 2023 to 22<sup>nd</sup> August, 2023. Those students who seek to change their present institution will be able to do so by visiting their profile on DARPAN admission portal and applying for the same. Moreover, the new institution may change the stream and subjects if desired by a student at the time of admission on DARPAN portal.

The applicants/institutions concerned are advised to go through the guidelines/instructions given along with the notification on the official website of Council.

Secretary

Assam Higher Secondary Education Council  
Bamunimaidam :: Guwahati - 781 021

Memo No- AHSEC/R&A/ADMN/2020/03/01/535(A)

Date: 09<sup>th</sup> August, 2023

Copy to-

1. Chairman, AHSEC, for favour of his kind information.
2. The Dy. Secretary (RPR), AHSEC, for information.
3. The Programmer, AHSEC, for necessary communication via E-mail to the concerned institutions and for uploading this information into official website
4. The Registrars/Principals of all the Universities/Degree Colleges/Sr. Sec. Schools/HS Schools, for information & necessary compliance.
5. All officers, AHSEC, for information.
6. Concerned File

Secretary

Assam Higher Secondary Education Council  
Bamunimaidam :: Guwahati - 781 021

**SOP & GUIDELINES**  
**FOR INSTITUTION TRANSFER**  
**IN HS 1<sup>ST</sup> YEAR CLASS THROUGH DARPAN ADMISSION PORTAL**

1. Student will log-in to his/her DARPAN profile and apply by clicking the **Application for Transfer** button.
2. The parent institution will log-in to their institution profile on DARPAN portal and will accept or reject the application submitted by the student at the earliest.
3. If the application is approved / accepted by the parent institution, the **Application-Cum-Recommendation Form** will be generated.
4. The student will have to download and take printout of the **Application-Cum-Recommendation Form** from his/her profile on DARPAN, fill all the required details in the form and submit it to the **New Institution** where the transfer is sought.
5. On receipt of the duly filled in **Application-Cum-Recommendation Form**, the **New Institution** will complete the **Admission** in the **DARPAN Portal** after due verification.
6. Downloading of **Recommendation cum Application Form (ACRF)** does not mean confirmation of **Admission** in other institution on transfer.
7. Generating the **Application-Cum-Recommendation Form** means recommendation of the transfer by the parent institution and the institution will have no objection on the student getting transferred to **New Institution**.
8. The data pertaining to the transferral student will be removed from the admission list of the parent institution only after completion of his / her admission in new institution. The parent institution will not be in a position to remove the data of that particular student unless the student gets admitted in the new institution.
9. The **New Institution** will be able to **Change the stream and subjects** as desired by the student at the time of admission.
10. The whole admission process has to be completed within 3 days from the date of generation of **Application-Cum-Recommendation Form** by the **New Institution**



## HOW TO APPLY

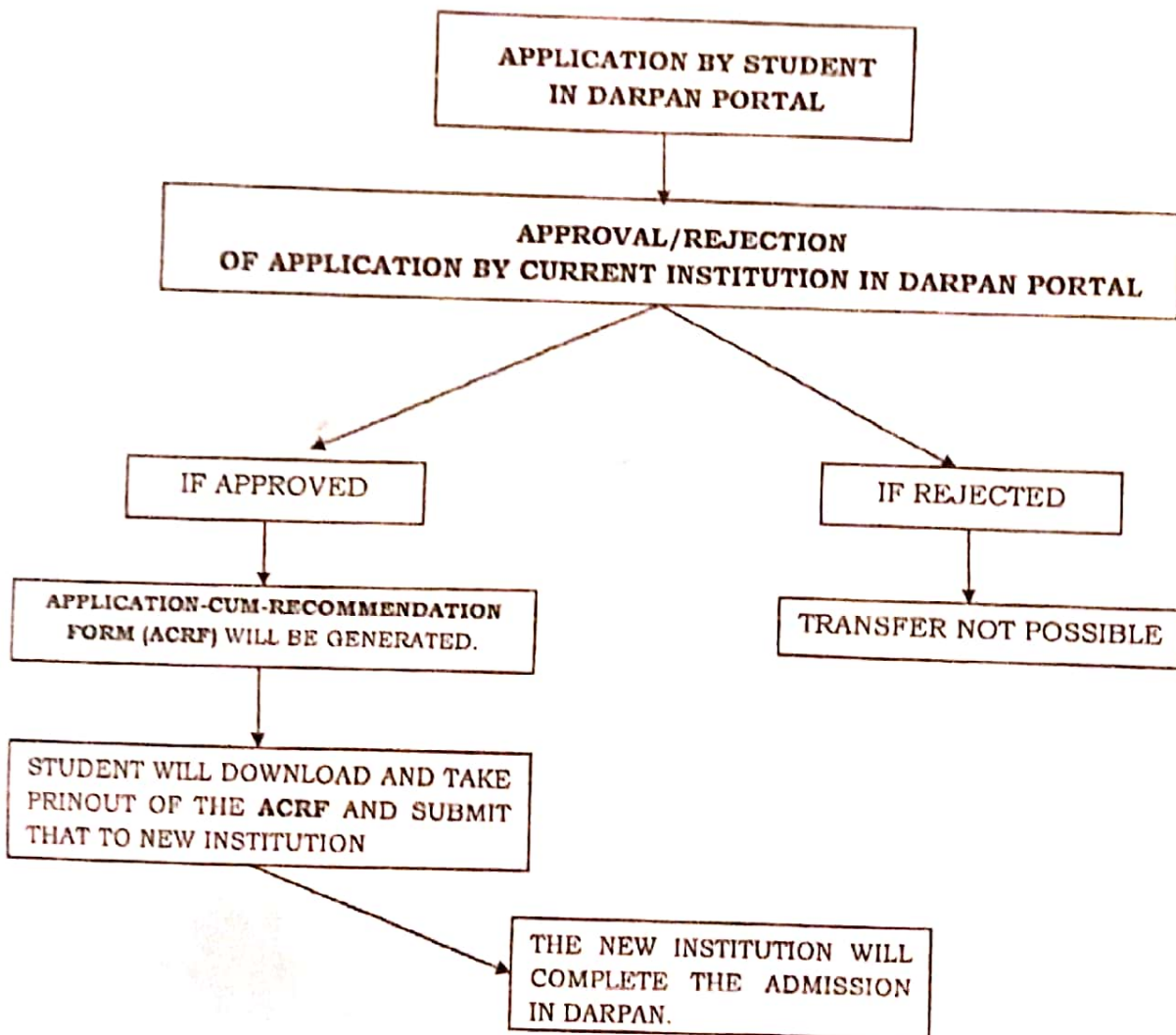
### FOR STUDENT

STEP-1	Student has to log in to their profile in DARPAN and apply for institution change
STEP-2	Download and Print the Hard copy of Application Cum Recommendation Letter after recommendation from the present institution.
STEP-3	Submit the printed copy of Application Cum Recommendation Letter to the New Institution where the admission on transfer is sought.

### FOR INSTITUTION

Approve or Reject the application for change of institution by a student.  
If rejected, proper justification for rejection is to be provided.

### FLOW PROCESS OF THE CHANGE OF INSTITUTION FOR HS 1<sup>ST</sup> YEAR CLASS 2023



OK