No. AHSEC/R&A/ADMN/2020/3/1/970   **Date: 06th April, 2024**

NOTIFICATION

In reference to this office notification issued vide No- AHSEC/ R&A/ ADMN/ 2020/ 03/ 01/ 968 dated 01/04/2024, this is to inform all the concerned Head of Institutions that the online admission portal "DARPAN" will be live from *08/04/2024 to 19/04/2024*, for registration of New institutions and updating the institution profile by the registered institutions.

As such, all such Institutions registered on "DARPAN" portal are directed to visit www.darpan.ahseconline.in or www.ahsec.assam.gov.in to update their institution profile using their existing login credentials from *08/04/2024 to 19/04/2024,* in order to process the Admission of students into HS 1st Year Class for the session 2024-25.

However, those institutions which have not yet registered on the "DARPAN" portal but have obtained Academic Permission from AHSEC or applied for Academic Permission in AHSEC's office are requested to submit application to the Registration & Admission Branch of the Council in order to process registration of such institution on the "DARPAN" portal for processing admissions for the session 2024-25.

All concerned institution must follow the aforesaid instruction to process admission of the students.

Further, offline admission shall not be entertained under any circumstances.

Secretary,
Assam Higher Secondary Education Council,
Bamunimaidam, Guwahati- 781021

No. AHSEC/R&A/ADMN/2020/3/1/970 (A)   **Date: 06th April, 2024**
Copy to: -

1. The Secretary to the Govt. of Assam, Department of School Education, for favour of kind information.
2. The Chairman, AHSEC for favour of kind information.
3. The Secretary, SEBA, for favour of kind information.
4. The Director of Higher Education, Assam, Kahilipara, Guwahati-19, for favour of kind information.
5. The Director of Secondary Education, Assam, Kahilipara, Guwahati-19, for favour of kind information.
6. The Inspector of Schools, All districts for information.
7. The Deputy Secretary (RPR), AHSEC for information.
8. The Programmer, AHSEC, for uploading this notification into the official website of AHSEC and necessary communication via E-mail to the concerned institutions/Inspector of Schools, All districts.
9. The Registrars/Principals of all Universities/Degree Colleges/Senior Secondary Schools/Higher Secondary Schools for information and necessary compliance.
10. Concerned File.

Secretary,
Assam Higher Secondary Education Council,
Bamunimaidam, Guwahati- 781021

GUIDELINES FOR TOKEN GENERATION

ELIGIBLE INSTITUTION FOR NEW REGISTRATION ON DARPAN PORTAL -

    1. OBTAINED THE ACADEMIC PERMISSION FROM AHSEC.

    2. APPLIED FOR ACADEMIC PERMISSION IN AHSEC.

❖ **DOCUMENTS REQUIRED FOR GETTING THE TOKEN NUMBER -**

ELIGIBLE INSTITUTIONS	DOCUMENTS REQUIRED FOR TOKEN
1. OBTAINED THE ACADEMIC PERMISSION FROM AHSEC	1. FILLED UP STANDARD APPLICATION FORM FOR TOKEN GENERATION (ANNEXURE-A). 2. ORDER COPY OF ACADEMIC PERMISSION FROM AHSEC.
2. APPLIED FOR ACADEMIC PERMISSION FROM AHSEC	1. FILLED UP STANDARD APPLICATION FORM FOR TOKEN GENERATION. 2. PRIOR PERMISSION COPY FROM DSE/COUNCIL. 3. COPY OF FEE PAYMENT RECIEPT FORACADMIC PERMISSION FROM AHSEC. 4. LABORATORY PHOTOGRAPHS. -(In Case Of Applied For Institutions Having Science Stream).

N.B:

1. THE ABOVE INSTITUTIONS CAN REGISTER ON DARPAN PORTAL FOR ADMISSION ONLY AFTER GETTING THE TOKEN NUMBER.

2. PLEASE SUBMIT THE APPLICATION FOR TOKEN WITH RELEVANT DOCUEMNTS AT THE R&A BRANCH, AHSEC.

3. TOKEN NUMBER WILL BE SHARED WITH THE PRINCIPAL OF ELIGIBLE INSTITUTION ON HIS / HER MOBILE NUMBER.

STANDARD FORM OF APPLICATION FOR TOKEN GENERATION

To,

    The Secretary,
    Assam Higher Secondary Education Council
    Bamunimaidam, Guwahati-21

Subject- Prayer for generating Token Number for Registration of Institution on "DARPAN" Portal.

Sir,

    Referring to the subject cited above I request you to kindly facilitate to generate the Token number to be able to register my institution on "DARPAN" portal.

SL NO	PARTICULARS	
1.	DISTRICT	
2.	INSTITUTION'S NAME	
3.	PRINCIPAL'S MOBILE NO	
4.	OFFICIAL E-MAIL ID	
5.	AFFILIATION STATUS OF THE INSTITUTION (PLEASE TICK)	APPLIED FOR / HS 1ST YR. PERMITTED
6.	CATEGORY OF THE INSTITUTION (PLEASE TICK)	HS SR. SEC. DEGREE COLLEGE
7.	SUB-CATEGORY OF THE INSTITUTION (PLEASE TICK)	GOVT PROVINCIALISED PRIVATE
8.	STREAM & PERMISSION STATUS	

	STREAM	PERMISSION STATUS (PLEASE TICK)	SEAT CAPACITY
9.	ARTS	APPLIED FOR / HS 1ST YEAR PERMITTED	
10.	SCIENCE	APPLIED FOR / HS 1ST YEAR PERMITTED	
11.	COMMERCE	APPLIED FOR / HS 1ST YEAR PERMITTED	

SIGNATURE & SEAL OF THE PRINCIPAL

ENCLOUSERS-
1. Copy of Prior Permission/ NOC from DSE/Council.
2. Order Copy of Academic Permission from AHSEC. (Applicable for permitted institutions).
3. Receipt Copy of Fee payment for Academic Permission from AHSEC.
4. Laboratory Photographs (Applicable to applied for institutions having Science Stream).

Note: Token number will be shared with the Principal of eligible institution on his/her mobile number.