

## **GUIDELINES FOR TOKEN GENERATION**

**ONLY THOSE INSTITUTIONS ARE ELIGIBLE FOR NEW REGISTRATION IN DARPAN PORTAL WHO HAVE-**

1. OBTAINED THE ACADEMIC PERMISSION FROM AHSEC.
2. APPLIED FOR ACADEMIC PERMISSION IN AHSEC.

*NOTE: The above institutions can register in DARPAN for admission only after getting the **token number**.*

**PLEASE GO THROUGH THE BELOW MENTIONED LIST OF DOCUMENTS REQUIRED FOR GETTING THE TOKEN-**

<b>ELIGIBLE INSTITUTIONS</b>	<b>DOCUEMNTS REQUIRED FOR TOKEN</b>
1. INSTITUTIONS WHO HAVE <b>OBTAINED</b> THE ACADEMIC PERMISSION FROM AHSEC	<ol style="list-style-type: none"><li>1. FILLED UP STANDARD APPLICATION FORM FOR TOKEN GENERATION</li><li>2. ORDER COPY OF ACADEMIC PERMISSION FROM AHSEC</li></ol>
2. INSTITUTIONS WHO HAVE <b>APPLIED FOR</b> ACADEMIC PERMISSION IN AHSEC	<ol style="list-style-type: none"><li>1. FILLED UP STANDARD APPLICATION FORM FOR TOKEN GENERATION</li><li>2. PRIOR PERMISSION COPY FROM DSE/COUNCIL</li><li>3. COPY OF FEE PAYMENT RECIEPT FOR ACADMIC PERMISSION FROM AHSEC</li><li>4. TAGGING FORM FOR REGISTRATION OF STUDENTS.</li></ol>

**NOTE: PLEASE SUBMIT THE APPLICATION FOR TOKEN WITH RELEVANT DOCUEMNTS AT THE AHSEC.**

## STANDARD APPLICATION FORM FOR TOKEN GENERATION

To,

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

Subject- Prayer for generating Token Number for Registration of Institution in “DARPAN” Portal.

Sir,

Referring to the subject cited above, I have the honor to request you to kindly facilitate the below mentioned institution to generate the Token number for registering the institution on “DARPAN” portal.

SL NO	PARTICULARS		
1.	DISTRICT		
2.	INSTITUTION NAME		
3.	PRINCIPAL'S MOBILE NO		
4.	OFFICIAL E-MAIL ID		
5.	AFFILIATION STATUS OF THE INSTITUTION (PLEASE TICK)	<input type="checkbox"/> APPLIED FOR	<input type="checkbox"/> HS 1 <sup>ST</sup> YEAR PERMITTED
6.	CATEGORY OF THE INSTITUTION (PLEASE TICK)	<input type="checkbox"/> HS	<input type="checkbox"/> SR. SEC. <input type="checkbox"/> DEGREE COLLEGE
7.	SUB-CATEGORY OF THE INSTITUTION (PLEASE TICK)	<input type="checkbox"/> GOVT	<input type="checkbox"/> PROVINCIALISED <input type="checkbox"/> PRIVATE
8.	<b>STREAM &amp; PERMISSION STATUS (PLEASE TICK)</b>		
	<b>STREAM</b>	<b>PERMISSION STATUS</b>	<b>SEAT CAPACITY</b>
10.		APPLIED FOR / HS 1 <sup>ST</sup> YEAR PERMITTED	
11.		APPLIED FOR / HS 1 <sup>ST</sup> YEAR PERMITTED	
12.		APPLIED FOR / HS 1 <sup>ST</sup> YEAR PERMITTED	

SIGNATURE & SEAL OF THE PRINCIPAL

**ENCLOSURES-**

1. Copy of Prior Permission/ NOC from DSE/Council.
2. Receipt Copy of Fee payment for Academic Permission from AHSEC.
3. Tagging form for Registration of Students (As applicable)

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



**ASSAM HIGHER SECONDARY EDUCATION COUNCIL  
BAMUNIMAIDAM, GUWAHATI-781021**

**APPLICATION FORM FOR REGISTRATION OF STUDENTS OF NON PERMITTED TAGGED INSTITUTIONS**

1. Name of the Institution :

Institution (DARPAN) Code:

Address :

District:

2. Year of Establishment

3. A) Type of the Institution : (Please, Tick the appropriate Box)

Degree College       Higher Secondary School       Senior Secondary School

B) Status of the Institution: (Please, Tick the appropriate Box)

Government       Provincialised       Private

C) If private institution, Please specify whether prior permission/registration/Administrative Recognition obtained from Govt/D.S.E. Assam/Autonomous Council:

4. Name & Code of the nearest Recognized/Permitted institution with which tag is sought.

5. Stream(s) available in the Recognized/Permitted Institution: (Please, Tick the appropriate Box)

Arts       Science       Commerce       Vocational

6. Distance from Parent Institution:

7. Stream(s) available in the Institution:

8. Stream wise Subjects:

9. Area of land in the name of the institution:

10. Type of building :

11. Teachers' details (Subject wise):

(To be submitted in a separate sheet)

12. Principal's Contact No with Email-ID:

13. Whether Govt. NOC is obtained (Yes/No):

A) If No, what is the status as on date:

B) If Yes, whether applied for academic permission (Yes/No) :

14. Enrolment with results for last three years:

Particulars	2018	2019	2020	Remarks
Enrolment				
Appeared				
Passed				
% of Pass				

15. State reasons, as to why permission was not taken from competent authority by the institution, before opening the institution:

**Declaration**

Certified that the above facts/information are true to the best of my knowledge and belief. In this regard I undertake to the effect that I shall apply for academic permission as per Regulation of the Council within three month and that I shall strictly comply with the rules and regulation of the Council, failing which I shall be liable for any action as per rule.

Countersigned by  
Head of Recognized/Permitted institution  
With seal.

Signature of the Head of Institution  
(Non-Permitted) With Seal.