ASSAM HIGHER SECONDARY EDUCATON COUNCIL
BAMUNIMAIDAM :: GUWAHATI-781021

GUIDELINES FOR THE APPLICANTS/STUDENTS FOR USING DARPAN PORTAL

A. AN APPLICANT MUST KEEP THE FOLLOWING DOCUMENTS READY BEFORE APPLYING – (The size of the documents is max 1 MB)

1. Passport sized photo.
2. Class 10th's Mark sheet.
3. Extra-curricular certificate in Sports/Cultural/NCC Certificate, as applicable.
4. Specially-Abled Certificate, as applicable.
5. Caste Certificate, as applicable.
6. EWS Certificate, as applicable.
7. Gap Certificate/Undertaking/Affidavit, as applicable.

B. HOW TO APPLY –

STEP-1 : Visit The Darpan Portal By URL – **www.darpan.ahseconline.in**

STEP-2 : Click On **STUDENT ADMISSION** OR APPLY

STEP-3 : Click On **CLICK HERE** To Register A New Account.

STEP-4 : Fill Up All The Details In The Form And Click On **PROCEED TO NEXT** Button.

STEP-5 : Verify The Admission Form And Click On **NEXT** Button.

STEP-6 : Click On **COLLEGES** Tab To View The List Of Schools/Colleges.

STEP-7 : Select The School/College Of Your Choice And Click On **APPLY** Button.

STEP-8 : Details Of The School/College Will Appear. Click On **CLICK HERE TO APPLY** Button.

STEP-9 : **SELECT THE STREAM OF YOUR CHOICE AND APPLY**.

C. IMPORTANT INSTRUCTIONS TO APPLICANTS

1. A new applicant has to register before loging in to the Admission portal.

2. A student can login again using its Mobile No, Date of Birth and the Four Digit PIN.

3. To recover the forgot login details, a student can click on the **FORGOT LOG IN DETAILS**.

4. To edit profile of a student, he/she can visit the **PROFILE TAB** in the student dashboard.

5. In the Student Dashboard, a student can view his/her admission status in Admission Offered Tab, Total no of Applications Submitted in Application Submitted Tab and view remaining applications in Application Left Tab.

6. Filter and Search options can be used to view or sort the Colleges/Schools.

7. **A STUDENT CAN APPLY UP TO MAXIMUM OF FIVE (5) APPLICATIONS.**

8. A student can visit the **MY APPLICATIONS** Tab to view the status of his/her applications.

9. Acknowledgement receipt can be downloaded from the My Application tab as well.

10. A student will be able to change their preferred subject(s) at the time of admission.

11. Selection List and Waiting List for admission into HS first year will be prepared by the institutions in due course of time and will be be made available in the DARPAN portal for the students. The candidates will be notified of their selection through SMS.

12. **AFTER PUBLICATION OF SELECTION LIST, CANDIDATES WILL BE ALLOWED TO APPROVE ONLY ONE INSTITUTION FOR ADMISSION USING THEIR LOGIN ID IN THE PORTAL**. After approval, there will no option for a candidate to change the institution. The candidate must take admission in the institution concerned within the stipulated time period to complete the admission process.

13. **"DARPAN"** portal may be reopened to facilitate admission for the left out candidates.