



OFFICE OF THE PRINCIPAL
MANGALDAI COLLEGE

"AUTONOMOUS"

(Accredited with 'A' Grade by NAAC)

Estd. 1951 MANGALDAI, DIST.: DARRANG, ASSAM-784125

Phone: 6000793842, 7002501577; E-mail: principalmangaldaicollege@gmail.com

Memo No.:MC/2026/

Date:03/07/2026

From: Dr. Kamala Kanta Borah, M.Sc., Ph.D.

Principal

Mangaldai College (Autonomous).

FYUGP 1st Semester (Batch 2026–27) | Identity Card Application

All newly admitted students of the **Four-Year Undergraduate Programme (FYUGP) 1st Semester Batch 2026** are hereby informed that the digital registration and submission process for Student Identity Cards opens on **July 4, 2026** after **01:00 A.M.**

Please complete both the digital application and physical document verification within the strict timeline below.

Timeline

- Window Opens: **July 4, 2026**
- Deadline for Submission: **July 13, 2026**

Strict Deadline:

The portal will close and physical collection counters **will stop accepting forms at 4:00 PM on July 13, 2026**. Late submissions will not be accommodated.

Action Required

Step 1: Digital Application

1. Log in to the official college student portal.
2. Complete the ID Card application form with your accurate personal and academic details.
3. Upload a high-resolution, recent passport-sized photograph (clear background, formal attire recommended).
4. Download and print the finalized application form.

Step 2: Document Submission

Submit your printed application form along with a copy of your admission fee receipt to the Administrative Department. Drop-off locations are organized by stream:

Program / Stream	Verification Officers	Help-Desk Number
FYUGP – BA	Mr. Arijit Baruah & Ms. Pujasingh Bay	6000793842 (Contact during office hours)
FYUGP – B.Sc.	Mr. Madhurjya Hazarika & Mr. Punyabrat Kumar	
FYUGP – BCA/MDT/FPT	Ms. Anindita Sahariah	

Key Reminders

- Double-check your spelling, blood group, and contact information before hitting submit.
- Your physical ID card cannot be processed until the hard copy is verified by your designated stream officers.

For any portal errors or login issues, please contact Administrative Office, Mangaldai College (Autonomous).

A Detailed Manual for Applying ID-Card and Submission of application form is attached below

(Dr. Kamala Kanta Borah)

Principal
Mangaldai College, Autonomous





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STUDENT GUIDE: MANGALDAI COLLEGE ID CARD APPLICATION

Please follow these four sequential phases carefully to complete your ID card application process successfully.

PHASE 1: ANTI-RAGGING UNDERTAKING

Before applying for your ID card, you must first register and complete your anti-ragging affidavit.

Step 1.1: Fill Out the Affidavit (Online Form)

Go to the official portal: https://antiragging.in/affidavit_affiliated_form.php and enter all requested details accurately.

Step 1.2: Print the Form (Physical Copy)

Once submitted, download and print out the generated **Anti-Ragging Undertaking Form**. You will need this for physical submission later.

PHASE 2: ONLINE APPLICATION FORM

Once you have your anti-ragging form ready, you can proceed to the Mangaldai College portal to fill out the actual ID card application.

Step 2.1: Access the Portal

Visit the college application page: https://mgcoffice.in/apply_instruction

Step 2.2: Student Verification

Enter your **Admission Granted Form Number** to verify your identity as an active student of Mangaldai College (Autonomous).

- *Note: If successfully verified, you will automatically be redirected to the application page. If verification fails, you will be sent back to the instruction page.*

Step 2.3: Fill the Form

Once redirected, select your appropriate **Admission Batch** and **Course**, then accurately fill out all remaining required fields in the application form.

PHASE 3: UPLOAD SECTION

During the online application, you will be prompted to upload digital copies of your academic and personal records. Ensure these files are clear and legible before uploading.

- **Admission Receipt** (Serving as your proof of enrolment)
- **Passport Size Photograph** (Must be clear, recent, and have a formal background)
- **Signature** (Done clearly with a black or blue pen on plain white paper)

PHASE 4: HARD COPY DOCUMENT SUBMISSION

After completing the online process, you must submit physical copies of your documents to the college to finalize your ID card processing.

Required Documents for Submission

Gather the following three documents and hand them over to the **Assigned Officers** on campus:

- **Generated Application Receipt** (Obtained from the online portal after completing Phase 3)
- **Anti-Ragging Undertaking Form** (The hard copy printed during Phase 1)
- **Admission Receipt** (A clear photocopy of your college admission fee receipt)

TRACKING YOUR ID CARD

After you have submitted all physical documents to the assigned officers, you can track the production and issuance status of your ID card at any time by visiting:

👉 https://mgcoffice.in/track_idcard

