



OFFICE OF THE PRINCIPAL
MANGALDAI COLLEGE

"AUTONOMOUS"

(Accredited with 'A' Grade by NAAC)

MANGALDAI, DIST.: DARRANG, ASSAM-784125

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Memo No.:MC/2025/

Date:10/11/2025

From: Dr. Kamala Kanta Borah, M.Sc., Ph.D.
Principal
Mangaldai College (Autonomous).

NOTICE

Mandatory Process for Requesting Corrections/Updates in Academic Records and Samarth Portal Data

This is to notify all students of Mangaldai College (Autonomous) regarding the unified and mandatory process for requesting specific corrections, changes, and updates across their academic records and the Samarth Portal. For all the administrative tasks listed below, students **must** submit a formal, written application to the designated authority.

Designated Authority:

**Member Secretary, Academic Council
Mangaldai College (Autonomous), Mangaldai**

Upon submission of the complete application, the **request will be reviewed and necessary steps will be taken**. No direct approach to departmental or examination sections for these issues will be entertained.

Administrative Tasks Covered by this Process

The written application process applies to the following requests:

Sl. No.	Type of Request (Issue)	Portal
1.	To change/correct Email-ID and Mobile Phone Number .	Samarth Portal Data
2.	To correct a subject filled wrongly by the student in a particular Semester Form (Post-submission).	Examination Record
3.	To correct a subject filled wrongly by the student during Course Registration .	Course Registration Data
4.	To correct a subject filled wrongly by the student in the Examination Form .	Examination Record
5.	To Add/Update Permanent/Corresponding Address details.	Samarth Portal Data
6.	To Add/Update Personal Information (e.g., Parent's Name, Date of Birth, etc.).	Samarth Portal Data
7.	Request for Rechecking of Results (Applicable only to students admitted from the 2025-26 Academic Batch onwards).	Examination Record
8.	Correction In Examination Form	Examination Record

Students are strictly advised to adhere to the attached standard application format and clearly mention the specific reason and supporting documents (if any) in their submission.

(Dr. Kamala Kanta Borah)

Principal
Mangaldai College, Autonomous

**Principal -
Mangaldai College
(AUTONOMOUS)**

