



राजीव गांधी विश्वविद्यालय RAJIV GANDHI UNIVERSITY
रोनो हिल्स, दोइमुख RONO HILLS, DOIMUKH-791112
अरुणाचल प्रदेश ARUNACHAL PRADESH

फ़ाइल संख्या No.AC-56/RGUCET/2022(Vol-IV)

दिनांक Dated 12th September, 2025

CIRCULAR

This is for information to all the Heads/Directors of the Departments/Institutes that to update the students' details in the Samarth portal, the following information of the students who have been taken On Spot admission for the academic session, 2025-26 are to be furnished mandatorily:

1. Applicant's Name and Father's Name must be written in **capital letters** and **without any spelling mistakes**.
2. Examination Roll Number should be entered as per the **nomenclature** prescribed by the university.
3. **Mobile Number and Email ID** are mandatory and must be entered correctly, as these are essential for receiving OTP during new registration in the **Student Samarth Portal**.
4. **ABC ID** must be a **12-digit number** and should be entered in **numeric format only**.
5. **Date of Birth (DOB)** should be entered in the format: **yy-mm-dd**.
6. **Enrolment Number**: If a student had taken admission in the previous academic session (2024-2025) in any affiliated college under RGU and was issued an enrolment number/card by the University, and is now taking fresh admission in the current academic session (2025-2026) in the University then the previously issued enrolment number must be submitted. Submission of such enrolment numbers is mandatory.
7. All the other information sought in the format should be entered correctly.
8. The filled in excel file should be emailed to jd.cc@rgu.ac.in

Therefore, all the HoDs/Directors of the Depts./Institutes are requested to furnish the said details on or before **18.09.2025**.

Encl: Soft copy of excel format.

(Dr. Nani Tamang Jose)

संयुक्त कुलसचिव (शैक्षणिक एवं सम्मेलन)
Joint Registrar (Acad.&Conf.)

ज्ञापन संख्या Memo No.AC-56/RGUCET/2022(Vol-IV)/605
प्रतिलिपि Copy to:

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1. PS to Vice-Chancellor for information.
2. PS to Registrar/FO/CoE for information.
3. All HoDs/Directors of the Depts./Institutes, RGU for information and necessary action.
4. Joint Director (Computer Centre), RGU for information with a request to upload the Circular in the University website.
5. Office copy.
6. Guard file.

संयुक्त कुलसचिव (शैक्षणिक एवं सम्मेलन)
Joint Registrar (Acad)