

GUIDELINES FOR RENEWAL ADMISSION

Please read the following guidelines carefully before using the web portal for Renewal Admission. For any queries, applicants may kindly contact the college office during working hours.

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SECTION-1 : GENERAL INSTRUCTIONS FOR STUDENTS

1. Students proceeding for Renewal Admission shall have to first login to the system by registering their mobile no. Please keep the mobile instrument with you at the time of online registration as OTP will be received via SMS on your mobile.
2. Candidates are advised to use their own mobile no and email Id for registration and applying online. All further communications shall be made on this mobile no and email id only.
3. Preferred web browsers are updated versions of Firefox and Chrome.
4. We do not recommend using mobile phones for applying online as functionalities are seen to be limited on mobile phones. Any issues that arise are the sole responsibility of the applicant.
5. Applicants shall have to take a printout of the MONEY RECEIPT after payment of the renewal admission fees and get it countersigned by the college preferably within the next working day.
8. Please LOGOUT of the portal before leaving especially if you are using a shared computer.
9. Applicants facing any difficulty in online form fillup are to contact the college helpline no / email id provided on the portal home page.
10. Applicants are advised to apply well in advance before the last to avoid last minute issues. Students facing any difficulty should contact the college office early to sort out any difficulties. Step by step guidelines are provided at each and every step of the online process to help you Applicants may send their queries to the college email address provided on the web-portal or contact the helpline no.

SECTION-2 : HOW TO LOGIN TO THE ONLINE SYSTEM

Steps to Login for existing students doing renewal admission/ exam form fillup:

1. Open the website <http://golaghatcc.webdcl.com> on your computer (preferably on Firefox/ Chrome).
2. The Web-portal home page opens. Click on the Renewal Admission button provided.
3. Existing students shall have to login using their mobile number supplied to the college at the time of admission which is considered to be their registered mobile no.
4. Students shall have to create a password against their registered mobile no for first time login. Please keep this registered mobile no with you during this first time registration as OTP shall be sent to this mobile no by SMS.

The screenshot displays two main sections on a web portal. The left section, titled "Students' Sign Up", contains instructions: "Before you can proceed to fill-up the admission form you need to Register yourself on the website. In order to Register you need to have your Mobile Phone with you for OTP (One time password) verification." It also notes that parents/guardians need to register for multiple forms, and that already-registered users can log in with their mobile number and password. A "New Registration" button is visible at the bottom. The right section, titled "Registered Students' Sign In", features input fields for "User-Id (Mobile No.)", "Password", and a "Captcha Image" showing "69f0ac". Below the captcha is an input field with the placeholder "Enter the string as shown above". "Log in" and "Forgot Password" buttons are located at the bottom of this section.

5. To create a password click on the "Applicant Registration" button on the screen. This opens the Registration Window.

The screenshot shows a "Registration" window with the following fields and buttons: "Mobile No" (input field), "Generate OTP" (green button), "Name of Student" (input field), "Email" (input field), "Enter OTP" (input field), "Enter Password" (input field), "Confirm Password" (input field), and "Submit" (blue button).

6. On the registration window enter your mobile no in respective field and click on the "Generate OTP" button. If this mobile no was supplied by you at the time of admission, it should be associated with your student records in the student database and Name of student should appear on the screen below the OTP link. Also OTP code should come to the registered mobile no by SMS. Otherwise a message "Mobile no is not associated with any student record" is shown. (If your mobile no is not associated then you have to first associate your mobile no by following the steps written in **SECTION-7 : HOW TO ASSOCIATE NEW MOBILE NO**) before going for the registration process.

Registration

Mobile No	<input type="text" value="9678963983"/>
	Resend OTP
Name of Student	ABHIGYAN JYOTI BORA
Email	
Enter OTP	<input type="text"/>
Enter Password	<input type="password"/>
Confirm Password	<input type="password"/>

7. Enter the OTP you received by SMS in the respective field and enter a password of your choice in both the “Enter Password” and “Confirm Password” fields (same password) and click submit. A screen displaying “Successful Registration on the online Admission Portal shall be shown and you may proceed to login next.

8. On the Login screen enter your User ID (registered mobile no), Password you created above and the Captcha text appearing on the screen. You shall be able to see the student details screen containing Student ID, Name, Course, Session, Fathers Name, Date of Admission records.

SECTION- 3 : HOW TO DO RENEWAL ADMISSION

Steps to do renewal admission for existing students :

1. On Login to the system using your User ID (registered mobile no), Password you created above and the Captcha text appearing on the screen, you shall be able to see the student details screen containing Student ID, Name, Course, Session, Fathers Name, Date of Admission records. If your mobile no is registered for all courses / semesters you shall be able to see all the rows.

Student Profile
Click on the **FORM-FILLUP** link of the respective row for appearing in examination for that Course/ Semester
Click on the **RENEWAL-ADMISSION** link of the row representing the current Course/ Session

STUDENT ID	NAME	COURSE	SESSION	FATHERS NAME	DATE OF ADMISSION	VIEW PROFILE		
H2A/RA65/17	SATYAJIT DEY	HS 2ND YEAR ARTS	2017-18	SUBAL DEY	03/01/2018	View	FORM-FILLUP	RENEWAL ADMISSION

Students' Profile

Name	SATYAJIT DEY	Student ID	H2A/RA65/17	Roll No	65
Course	HS 2ND YEAR ARTS	Session	2017-18	Date of Admission	03/01/2018
Date of Birth	02/08/2000	Father's Name	SUBAL DEY	Mother's Name	ASSU DEY
Gender	M	Core Combination	ENGL\MASS(MIL)	Elective Combination	ADAS\ECON\GEOG\POSC

2. To view the students profile for a particular row click on the VIEW link under VIEW PROFILE for that row. The details of the student for that row shall be shown in the student profile.

3. To do Renewal Admission, click on the RENEWAL ADMISSION link on the row for the current Course / Session. For example if HS 1st Year and HS 2nd Year rows are visible then Renewal Admission can be done on for HS 2nd Year only. After that you shall be directed to the Students' Profile Updation page.

Student Profile Updation		Upload Photograph / Signature		Pay Fees	
Personal Details					
Name of Candidate	Course	Session	Student ID	College RollNo	
NIKITA SHARMA	BA 2ND YEAR	2018-2019	T2A/R0001/18	1	
Date Of Birth	Religion	Category	Blood Group	Select Gender	Nationality
11/03/1999	HINDUISM	GENERAL	B+	Female	INDIAN
Father's Name	Father's Occupation	Mother's Name			
GANGA PRASAD UPRETY	SERVICE	KABITA SHARMA			
Subject Preferred					
Select Major Subject	Select Core 1	Select Core 2/MIL			
Select Subject	English	MIL (Assamese)			
Elective Subject					
Select Subject1	Select Subject2	Select Subject3	Select Subject4		
Elective Assamese	Economics	Select Subject			
Last Examination Appeared Details, Registration No of AHSEC for HS Course and of GU for Degree Course					
Last Examination Appeared	Year	Roll	No	Registration No of GU	
BA 1styear	2018	B18776	10	12345	
Permanent Address					
Vill	Post Office	Police Station	District	State	PIN
CHANDAMARI	KACHARI PATHAR	GOHPUR	BISWANATH	ASSAM	784170
Update Your Record					

4. On the Students profile updation page verify your details and fill up the empty fields and /or correct the details that are not valid. Then click on the Update your Record button at the bottom of the page to save the changes made.


5. Thereafter proceed to the next tab Upload Photograph / Signature on top of the page to upload your photograph and signature.

Student Profile Updation Upload Photograph/ Signature Pay Fees

Photo Signature

Select Applicant's Passport Size Photograph*
(Upload .jpg/ .jpeg files. Size of the file should be between 20kb-50kb)

Browse... No file selected.



Select Applicant's Signature*
(Upload scan copy of signature in .jpg/ .jpeg format. Size of the file should be between 10kb-20kb)

Browse... No file selected.

Abinash Saikia

How to Resize Image Files...

To reduce the file size of your photograph, certificate or mark sheet images of any format (e.g. .jpg, .gif etc.) you can use the following website links which reduces the file sizes for free.

(1) <http://www.reduceimages.com/>
(2) <http://www.picresize.com/>

In addition to these links there are a large number of other websites and software tools which can reduce your file size. These can be searched for on the Internet and any one chosen as per your convenience.

Save & Upload Photo

6. After browsing and uploading the photograph and signature files click on the Save & Upload Photo button to Save.

7. Thereafter proceed to the Pay Fees Tab to pay your fees for Renewal Admission.

Student Profile Updation Upload Photograph/ Signature Pay Fees

Pay fees

Name of Candidate: NIKITA SHARMA Course: BA 2ND YEAR Session: 2018-2019 Payable Amount: 701

SUBJECT NAME	TYPE OF SUBJECT	FEES NAME	AMOUNT
ENGLISH	CORE	Admission Fees	701
ASSAMESE SECOND LANGUAGE	ELECTIVE	Total	701
ECONOMICS	ELECTIVE		
ASSAMESE	MIL		

Pay Fees

7. On the Pay Fees tab check your details and confirm whether correct or not. Fees may be different for different category of students like MALE/FEMALE, BPL categories, having subject with Practical etc. Therefore please confirm whether the correct fees are appearing or not. If not correct then get in touch with the college authorities and get the details corrected. After that click on the PROCEED TO PAY button to pay the fees online.

5. After successful payment take a printout of the payment receipt and get it countersigned from the college office before the stipulated date.

SECTION-4 : HOW TO ASSOCIATE NEW MOBILE NO

Steps to Associate new mobile no for existing students :

If your mobile number is different from the one present in your college record you will not be able to register your mobile number to create the password to login. In that case you will have to associate your mobile number with your student record present in the web-portal.

The associate mobile number page also helps you to check which mobile number is presently associated with your student record.

To associate your mobile number in the web-portal perform the following steps -

1. Open the website <http://golaghatcc.webdcl.com> on your computer (preferably on Firefox/ Chrome).
2. Click on 'ASSOCIATE MOBILE NO' on the menu on top. The Associate Mobile No screen appears.

The screenshot shows a web portal interface for associating a mobile number with student records. At the top, there is a title "Associate Your Mobile No with Your Student Records". Below the title, there are two input fields: "Name of Student" with the value "DIPANKA RAJKHOWA" and "Fathers Name" with the value "NOREN RAJKHOWA". A blue "Get Record" button is positioned to the right of the "Fathers Name" field. Below these fields is a table with the following data:

STUDENT ID	NAME	COURSE	SESSION	FATHERS NAME	MOBILE NO
BA1SRA100/17	DIPANKA RAJKHOWA	BA 1ST SEMESTER	2017-18	NOREN RAJKHOWA	9859982956
BA2SRA76/18	DIPANKA RAJKHOWA	BA 2ND SEMESTER	2017-18	NOREN RAJKHOWA	9577274560
BA3S/R116/18	Dipanka Rajkhowa	BA 3RD SEMESTER	2018-19	Noren Rajkhowa	9435548946

Below the table, there are two input fields: "Enter New Mobile No" and "Enter OTP". A green "Generate OTP" button is located between the two input fields, and a green "Update" button is located to the right of the "Enter OTP" field.

3. Enter the Name of the student, & Fathers Name and click the 'GET RECORD'. Your Course/ Semester wise records should appear on the screen along with your (existing) mobile no.
4. If you want to change the (existing) mobile no enter the new mobile no in the respective field and click 'GENERATE OTP'. The OTP should come by SMS to the new mobile no. Enter the OTP and click Update.
5. Now your new mobile no is associated with all your student records and you can use your new Mobile No to login. Proceed to login as written in **SECTION-1 : HOW TO LOGIN TO THE ONLINE SYSTEM**

HELPLINE AND SUPPORT

HELPLINE EMAIL : helplinegolcollege@gmail.com

Please specify your request for support to the above email id in the following format :

1. Name of College applied for :
2. Registered Mobile no and password :
3. Name of applicant / user :
4. Course and session :
5. Details of problem faced/ support required :