Procedure for Renewal Admission.

Renewal admission is for existing students only. Students having a valid record in the online portal database shall be able to do renewal admission by going through the following steps.

Steps:

1. Click on the "Renewal Admission" button on the Web portal (https://wgccguwahati.webdcl.in)

2. Next register your mobile no by clicking on the "Applicant Registration" button. If your mobile no is not associated with your student record you will need to associate your mobile no by clicking on the "Associate Mobileno" link and generating OTP.

3. If your mobile no is already registered, you can login with the mobile no and password and proceed for renewal admission. In case you have forgotten your password you can set a new password from the "Forgot Password" link.

4. After logging in, you should be able to see your profile details on the page. If your record is not displayed on the page, then your mobile no is not associated with your record. Log out and proceed to associate your mobile no as given in Step-2 above.

5. Next click on the "RENEWAL ADMISSION/PRINT RECEIPT" link next to your student record.

6. On the next page, you will be able to see your fees payable amount that you will need to pay for renewal admission. Click on the "Proceed to Pay" button to go to the next page where you will be finally shown the total amount payable.

7. Click on the "Pay Fees" button and the portal will take you to the payment gateway where you shall be able to pay your fees and obtain a receipt.

8. Download/ print the receipt and preserve it safely for all future references. You will need to show it to the college authorities whenever needed at any point of time in future.

9. In case you face any issue in the online process, please send an email to the technical helpline.