

# **GUIDELINES FOR FORM PURCHASE / NEW ADMISSION**

Please read the following guidelines carefully before using the Web Portal for purchase of Application form or Payment of Admission Fees. For any queries, applicants may kindly contact the college office during working hours.

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## **HELPLINE & SUPPORT**

Applicants / Students using the Online Admission System are advised to go through these Guidelines first before contacting the Online Portal Helpline.

Users **facing any difficulty and unable to resolve the issues themselves may send an email to the helpline Email: [helplinewgcollege@gmail.com](mailto:helplinewgcollege@gmail.com)**, Alternatively, users may contact the college office during working hours or on the numbers provided on the main website.

**For any technical queries users may contact the technical helpdesk at +919859982956 during office hours.**

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 :**

## **SECTION-1 : INSTRUCTIONS FOR NEW APPLICANTS**

### **Instructions for New Applicants proceeding for online form-fillup :**

1. New applicants applying for online form-fillup shall have to first login to the system by registering their mobile no. Please keep the mobile no with you at the time of online registration.
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 are to upload the following documents for applying online -
  - a. One passport size photograph.
  - b. Qualifying marksheet.
  - c. Caste certificate if other than General category.

Extra-Curricular Certificates if applying under EC quota are to be submitted to the college directly.

6. For uploading your photograph use passport size photograph between 20KB to 50KB size in JPG/ JPEG format. Selfies taken using smartphones are not allowed and shall be rejected.
7. Applicants shall have to take a printout of the admission form after final submission is made and carry it to the college on the date of admission along with all original copies (plus one set of Photostat copies) of all mark sheets and certificates and relevant documents.
8. Please LOGOUT of the portal before leaving especially if you are using a shared computer.
9. Applicants facing any difficulty in online form fill-up 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 of submission to avoid last minute issues. Since printed forms are not used, 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 easily procure and submit your application form. Applicants may send their queries to the college email address provided on the website or contact the helpline no.

## [SECTION-2 : HOW TO LOGIN TO THE ONLINE SYSTEM](#)

### Steps to Login for New Applicants proceeding for online form-fillup :

New applicants who desires to do form fill-up shall have to first login to the system by registering their mobile no. Candidates are advised to use their own mobile no and email Id for registration and applying online. The following steps are to be followed for logging in to the portal.

1. Open the website <http://wgccguwahati.webdcl.in/> on your computer (preferably on Firefox/ Chrome). On the portal homepage / welcome screen click on the Form Purchase / New Admission Button.
2. The login cum registration page opens.

**Applicant /Students' Sign Up**

Before you can proceed to log into the system 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.

If Parents / Guardians need to login for their children they do not need to register again.

Students already registered can log on to the system by providing their Registered Mobile No (User-ID) and Password in the respective fields.

First time student users can proceed to register themselves by clicking on the 'Register' button.

[Applicant Registration](#)

**Registered Applicant/ Students' Sign In**

User-Id (Mobile No) :

Password :

Captcha Image : **838eb3**

[Log in](#) [Forgot Password](#)

3. Click on the "APPLICANT REGISTRATION' button below the 'APPLICANT/ STUDENT SIGN IN' section.
4. The Registration page opens.

**Registration**

Name

Email

Mobile No

[Generate OTP](#)

Enter OTP

Enter Password

Confirm Password

[Submit](#)

5. Fill up the Name, Email and Mobile No fields on the registration form and click 'GENERATE OTP' button. A One-Time-Password (OTP) is sent by SMS to the mobile no, which you specified in the form. If the OTP is not received in your mobile immediately, wait for a minute or two and click on the RESEND OTP link.
6. Enter the OTP number you received in the mobile phone in the respective field and enter a new password of your choice in both the fields – ENTER PASSWORD and CONFIRM PASSWORD.
7. Click on the submit button. A message of successful registration shall show and you will now be able to log into the portal using your mobile no and password you specified above.

## SECTION-3 : HOW TO PURCHASE FORMS & DO ONLINE FORM-FILLUP

1. After 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 Purchase Admission Form page containing Name of candidate, Course, Session, & Amount.

**Purchase Prospectus / Admission Form**

Name of Candidate\*  Course\*  Session  Amount

**Purchase Prospectus/Admission Form**

Application Form & Prospectus has been purchased. ([Download Prospectus Here](#))

(1) Please click on the 'Payment Receipt' link below, to download / print your payment receipt.  
(2) Please click on the 'Download Prospectus' link below, to download the prospectus.  
(3) Please click on the 'Application No' below, to open the application form for filling up online.

NAME OF APPLICANT	COURSE NAME	SESSION	APPLICATION NO	STATUS	PAYMENT RECEIPT
Abinash Saikia	HS 1ST YEAR ARTS	2018-19	<a href="#">10000</a>	SUBMITTED	<a href="#">Payment Receipt</a>

2. Fill-up up the fields and the amount you have to pay to purchase the online admission form shall show on the respective field.

3. Click on the 'PURCHASE ADMISSION FORM BUTTON'. You will be directed to the Payment Gateway where you shall be able to pay the amount using various modes of your choice like Debit / Credit cards, Net Banking etc.

4. **DO NOT** click on the **REFRESH** or **CANCEL** buttons on the payment gateway.

5. On successful payment you shall be redirected back to the same page and a Application Form, Payment Receipt and Download Prospectus Link shall appear.

6. Please read the prospectus carefully and proceed to fill up the form online by clicking on the application no. The online form shall appear.

**Personal Details** | Address | Edu. Qualification | Upload Photograph | Upload Documents | Subject Desired

Name of Applicant \*  Application No \*  Course Name \*  Session \*

Date Of Birth \*  Nationality \*  Religion \*  Category \*  Mother Tongue \*

Select Gender \*  Applicant Mobile No \*  Blood Group  Family Annual Income \*

Mother's Name \*  Mother's Educational Qualification  Mother's Occupation  Mother's Mobile No

Father's Name \*  Father's Educational Qualification  Father's Occupation  Father's Mobile No

Legal/Local Guardians Name  Address  Occupation  Relation to the Applicant  Mobile No

For candidates who desire to apply under Extra Curricular (EC) Quota only -  
Proficiency in Other Activities/ Quota

[Save Personal Details](#) Please click 'Save Personal Details' before click on 'Next' [Next >>](#)

Activate Windows  
Go to Settings to activate

7. You can see a number of sections in the online application form like Personal Details, Address, Educational Qualifications, Upload Photograph, Upload Documents and subjects desired etc. You have to fill up the fields of each section and click on the SAVE button in the bottom of the section before clicking Next to go to the next section.
8. All Fields marked with a star mark (\*) are compulsory fields and have to be filled up. Otherwise the system shall not allow you to save.
9. Upload your passport size photograph, qualifying mark-sheet, caste certificate(not required for General category), Co-Curricular (highest certificates only), Gap certificate if applicable, by clicking on the respective buttons. Photograph,Caste Certificate & Marksheet should be in (.jpg/.jpeg) format. CC documents and gap certificate may be in either (.jpg/.jpeg) or (.pdf) formats. Use lower resolution files for reduced file sizes. You can reduce the size of the files if required by following the links provided on the upload page.
10. After filling up all the sections one after another click on the FINAL SUBMISSION button present on the last section to Submit the application form. Before final submission however please review that all information you have filled up is correct. You can preview the application form and uploaded documents from the links provided just above the FINAL SUBMISSION button.
11. No changes in the application form is possible after the FINAL SUBMISSION button has been clicked. Do not provide any false information as you shall be straightway rejected on scrutiny.
12. **Your application shall be considered for admission by the college authorities only after you click the FINAL SUBMISSION button.** Final submission has to be done on or before the last date of submission after which no submission shall be possible.
13. Download and take a printout of the filled up application form by clicking on the Application Form No. You will need to take it with you to the college on the date of admission along with the supporting documents.
14. Watch the college website for the merit list / waiting list that will be uploaded prior to the date of admission.
15. If you face any error while saving data on the form, check whether any field has been left blank. Also try reducing the typed text in any field if it is too long.
16. Applicants are advised to apply well in advance before the last of submission to avoid last minute issues. Since printed forms are not used, 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 easily procure and submit your application form. Applicants may send their queries to the college email address provided on the website or contact the helpline no.

## **SECTION-4 : GUIDELINES FOR SCANNING AND UPLOADING DOCUMENTS**

**Before applying online for admission, a candidate will be required to have a scanned (digital) image of his/her photograph and certificates as per the specifications given below:**

### **Photograph Image:**

Photograph must be a recent passport size colour picture. Dimensions 200 x 230 pixels (preferred) Size of the file should be between 20kb-50kb. Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning. The file should be saved and uploaded in .jpg / .jpeg format. **NO SELFIES ARE ALLOWED.**

### **Certificates & Marksheet Files :**

The applicant has to upload a scanned copy of his qualifying marksheet (the HSLC marksheet for HS course and HS marksheet for graduate degree courses). Additionally other certificates like caste certificate (for other categories except General), Extra Curricular (EC) certificate and any other certificate mentioned in the website may be required to be scanned and uploaded.

Certificate / Marksheet files may be saved and uploaded in any one format out of .jpg / .jpeg. The scanned file of the qualifying marksheet and caste certificate each should be of maximum size 1 MB or below. EC certificates should preferably be saved as a single .pdf file having multiple pages containing different certificates of achievements. The file size of EC certificate should be maximum of 5 MB or below.

Candidates who are applying for EC category may have a number of certificates of different achievements. While scanning, 'Multiple page .pdf' file have to be chosen on the scanner software while scanning all the certificates so that a single .pdf file is created. Candidates of EC category who finds it difficult to scan and upload documents in this manner may take a printout of the online application form and photocopies of the documents after completing the online submission process and submit the same to the college office manually before the last date of submission.

To reduce the size of the scanned documents the scanner resolution has to be set at a lower dpi (below 150 dpi). Alternatively, there are a number of software utilities and websites which reduce the file sizes for free. We have mentioned a few file reducing websites in our upload pages.

**You will not be able to click the final submission for the Online Application unless you upload your photograph, marksheets and certificates as specified. Note :**

- (1) In case the photograph/ documents are not clear, the candidate's application may be rejected.
- (2) After registering online, candidates are advised to take a printout of their system generated online application forms which has to be signed manually and taken by them to the college (along with the copies of the documents mentioned in the printed application form) on the date of admission.
- (3) After uploading the photograph, marksheet and certificates in the online application form, candidates should check that the images are clear and have been uploaded correctly from the 'CLICK TO VIEW' links in the 'REVIEW' section before clicking on the 'FINAL SUBMISSION' button. In case the photograph or documents are not prominently visible or wrongly uploaded, the candidate may browse and re-upload his/ her photograph or documents, prior to submitting the form.

## GUIDELINES FOR PAYMENTS

Please read the following guidelines carefully before making payments on the Web-portal. For any queries, applicants may kindly email us at the technical helpline email address given on the portal home page.

### PAYMENT ISSUES

#### How To Pay -

Payments have to be done on the web-portal for different activities like Purchase of Prospectus / Application form, Payment of Fees, Alumni registration fees etc. For making the payment, you will have to click on the respective payment button provided on section after login to the portal.

On clicking on the payment button, you will be directed to the payment gateway where you shall get to select different payment options like Debit Card, Credit Card, Net Banking, Wallets from the bank where you hold your account. You may choose the respective payment option from the list provided and make your payment. Standard charges as per RBI guidelines shall be deducted from payer. **Do not click the 'Refresh' or 'Cancel' buttons on the payment Gateway.**

The screenshot displays the 'Pay by Credit Card' payment gateway. On the left, a sidebar lists payment methods: Credit Card (selected), Debit Card, Debit Card + ATM PIN, Internet Banking, Wallet/ Cash Cards, QR, and UPI. The main area is titled 'Pay by Credit Card' and features logos for VISA, Mastercard, and Diners Club. It contains the following fields: 'Card Number' (with a placeholder 'Enter card number'), 'Expiration Date' (split into 'Month' and 'Year' fields), 'CVV/CVC', and 'Card Holder Name' (with a placeholder 'Enter card holder name'). A yellow note box states: 'Please note: If your credit or debit card has not been used for ecommerce transactions, it will be blocked by your bank for all online transactions as per RBI notification effective March 16, 2020. In case your transaction is failing, please contact your card issuing bank to enable your card for online transactions.' On the right, a summary box shows 'Merchant Name' and 'Payment Amount: ₹'. At the bottom, there is a large orange 'Make Payment' button and a 'Cancel' link.

After Successful payment a payment receipt shall be generated which may be downloaded or printed. Please get the receipt countersigned from the college office.



Payment Status	
Course Name	BCOM 3RD SEMESTER
Session	2018-2019
Transaction Reference No	NHMP6345567261
Bank Reference No	035756
Fees Amount	1.00
Status	Success
Bank Response	PGS10001-Success
Receipt No	10001
<a href="#">Print Receipt</a>	<a href="#">Complete</a>

If successful payment is not showing due to any reason like error in Internet connectivity or any other reason, please confirm with your bank account whether the amount has been deducted from your account. **Do not pay again immediately if there is any doubt and check your bank account first, otherwise double payment may be made.** If payment has been deducted from your account but receipt is not generated please write an eMail to the college mail or contact the college authorities specifying your registered mobile no, name, course and date of payment.

If you desire to avail the services offered by the Online Payment System of the college you must agree to the following terms and conditions.

Please read the terms and conditions carefully. Your using the online payment system constitutes your acceptance to the terms and conditions written in this document as well as any change or modification of the same by the college at any subsequent times.

## PAYMENT TERMS & CONDITIONS -

1. Amount is to be paid in Indian Rupees.
2. Online payment on the payment gateway can be made using any of the available modes of online payment (Debit Card / Credit Card/ Net Banking/ Wallet/ UPI etc.) as per your convenience.
3. It is the sole responsibility of the applicants to ensure that payment for forms / fees are deposited within the stipulated time. The college shall not be responsible for any delay in receipt of payment due to any reason. Applicants are to apply well in time to avoid any last minute issues.
4. After successful payment a link to download the payment receipt shall be generated and applicants / students may download or take a printout of the same.
5. Payment gateway transaction charges are to be borne by the payee.
6. In no event the college shall be liable for any damages whatsoever arising out of the use or the inability to use the Online Payment System.
7. Payment once paid will not be refunded under any circumstances, however if there is any excess payment or multiple payment for any reason, the payer may file a claim for refund with the College Accounts Branch with adequate proof of evidence. The final decision of settlement of any such claim shall rest with the college authorities.
8. The college reserves the right to add or modify any of the above terms & conditions subsequently.

## **WHAT TO DO IF PAYMENT IS MULTIPLE PAYMENT IS MADE OR RECEIPT IS NOT OBTAINED -**

9. Students / Applicants are advised to kindly check with their bank account in case of any doubt before making a second payment. Do not pay immediately the second time if you have already done an online transaction and you are unclear regarding the status of the payment.
10. If the payment is successful but no receipt is obtained or if by mistake a second or multiple payment has been made, the student / applicant has to send a mail to the technical helpline email in the following format -
  1. Name of college :
  2. Web portal UserID (Mobile No) :
  3. Web portal Password :
  4. Name of Course / Payment made for :
  5. Amount Paid :
  6. Date of Payment :
  7. Name of Bank :
  8. Transaction Reference no received from bank :
11. Refund in case of multiple payment shall be done only after proper verification and a decision has been taken by the authorities regarding whether the payment is legitimately refundable.
12. In case of a refund the amount underlying the transaction shall be internally processed to be refunded to the bank account of the payee from where the payment was originally made in case of the online transaction. The payee can expect the amount in their bank account in 2 weeks time.

The college remains committed to providing the users a satisfying and safe online experience.