

# **GUIDELINES FOR FORM FILL-UP / NEW ADMISSION**

Please read the following guidelines carefully before using the Web Portal for obtaining, fill-up and submission of Application form. For any queries, applicants may kindly contact the college office during working hours.

## **Contents**

	Page
1. Helpline & Support.	2
2. Section-1 : Instructions for new applicants.	3
3. Section-2 : How to login to the online system.	4
4. Section-3 : How to obtain forms & do online form fill-up	5
5. Section-4 : Guidelines for scanning and uploading photograph and documents	7
6. Section-5 : Guidelines for Admission	8

## **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: [helplinedrcollege@gmail.com](mailto:helplinedrcollege@gmail.com)**

**For any information related to admission matters, applicants may contact the college admission committee on the numbers provided on the login page of the portal.**

**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 fill-up :

1. New applicants applying for online form fill-up 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. Applicants are required to preserve their User ID (Mobile No) and Password details carefully as it will be required at the time of admission as well as throughout college life.
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. Admit Card.
  - d. Caste certificate if other than General category.
  - e. Gap certificate if applicable
  - f. Bank passbook front page

GAP certificate for applicants who passed out previous to the current year/ session.

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. As and when the college calls for physical verification of the documents, students shall have to take a printout of the admission form (obtained after final submission is made) and carry it to the college along with all original copies (plus one set of Photostat copies) of all mark sheets and certificates and relevant documents.
8. Incomplete application forms and forms where **Final Submission** has not been made shall not be considered for admission.
9. Please LOGOUT of the portal before leaving especially if you are using a shared computer.
10. Applicants facing any difficulty in online form fill-up are to contact the college helpline no / email id provided on the portal home page.
11. 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 helpline numbers 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.

12. As per latest notification received from the Govt. of Assam, for the session 2020-21, Applicants will need to obtain a Unique ID from the web-portal of the Directorate of Higher Education, Govt. of Assam – <https://directorateofhighereducation.assam.gov.in> and provide the same to the college. Unique ID is compulsory for the admission process.

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

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

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 <https://drcollege.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 OBTAIN FORMS & DO ONLINE FORM FILL-UP

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 Obtain Admission Form page containing Name of candidate, Course & Session.

**Obtain Admission Form**

Name of Candidate\*

Course\*

Session

Application Form has been obtained. ([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	RECEIPT_NO	PAYMENT RECEIPT
Abinash Saikia	HS 1ST YR COMMERCE	2020-21	<a href="#">10049</a>	SUBMITTED	FREE	<a href="#">Payment Receipt</a>
PRANAB SARMA	HS 1ST YR COMMERCE	2020-21	<a href="#">10050</a>	NOT-SUBMITTED	FREE	<a href="#">Payment Receipt</a>
Abinash Saikia	HS 1ST YR COMMERCE	2020-21	<a href="#">99999</a>	SUBMITTED	10000	<a href="#">Payment Receipt</a>

2. Fill-up the fields to obtain the online admission form shall show on the respective field.
3. Click on the 'OBTAIN ADMISSION FORM BUTTON'.
4. A Download Prospectus and Application Form Link shall appear in the form below.
5. 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* <input type="text" value="Abinash Saikia"/>	Application No* <input type="text" value="99999"/>	Course Name* <input type="text" value="HS 1ST YR COMMERCE"/>	Session* <input type="text" value="2020-21"/>		
Date Of Birth* <input type="text" value="05/06/2020"/>	Nationality* <input type="text" value="Indian"/>	Religion* <input type="text" value="Hindu"/>	Category* <input type="text" value="ST PLAINS"/>		
Select Gender* <input type="text" value="Male"/>	Applicant Mobile No* <input type="text" value="9854043065"/>	Blood Group <input type="text" value="B+"/>	Family Annual Income* <input type="text" value="1 to 2 Lakhs"/>		
Mother's Name* <input type="text" value="Kunja Saikia"/>	Mother's Educational Qualification <input type="text" value="HSLC"/>	Mother's Occupation <input type="text" value="Housewife"/>	Mother's Mobile No <input type="text" value="9854043065"/>		
Father's Name* <input type="text" value="Lt Kamal Saikia"/>	Father's Educational Qualification <input type="text" value="BA"/>	Father's Occupation <input type="text" value="Teacher"/>	Father's Mobile No <input type="text" value="9854043065"/>		
Legal/Local Guardians Name <input type="text" value="Pranab Sarma"/>	Address <input type="text" value="Kharghuli"/>	Occupation <input type="text" value="SE"/>	Relation to the Applicant <input type="text" value="Brother"/>	Mobile No <input type="text" value="985404305"/>	
Specially Abled (Yes/No)* <input type="text" value="No"/>	Hostel Accommodation <input type="text" value="No"/>				
For candidates who desire to apply under Extra Curricular (EC) Quota only - Proficiency in Other Activities/ Quota <input type="text" value="Sports"/>					
Level of Proficiency <input type="text" value="National"/>					
<input type="button" value="Save Personal Details"/> <span style="margin-left: 200px;">Please click 'Save Personal Details' before click on 'Next' <a href="#">Next &gt;&gt;</a></span>					

6. 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.
7. 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.
8. Upload your passport size photograph, admit card, qualifying mark-sheet, caste certificate(not required for General category), Gap certificate if applicable, bank passbook front page, by clicking on the respective buttons. Photograph, Caste Certificate & Marksheet should be in (.jpg/.jpeg) format. 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.
9. 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.
10. 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.
11. **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.
12. 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 at the time of verification of the forms along with all supporting documents in original.
13. Watch the college website for the merit list / waiting list that will be uploaded prior to the date of admission.
14. 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.
15. 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 helpline 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) 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, caste certificate etc each should be of maximum size 1 MB or below.

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.

## **SECTION-5 : GUIDELINES FOR ADMISSION**

### **Steps to take new admission for applicants :**

New applicants who have successfully submitted their application forms before the last date of submission and who desires to take admission shall have to view the college website for the dates of online admission that will be declared by the college. The college will publish the merit lists on the college website along with the date of admission for the applicants in the list.

The applicants will have to follow the procedure defined by the college which will be published in the notice board and take admission within the stipulated period of admission failing which their seats will be given to the next deserving candidate. Once the admission period for the applicant is over no claim for seats will be entertained by the college authorities. The decision of the college shall be final and binding in all respects.

As per latest notification received from the Govt. of Assam, for the session 2020-21, Applicants will need to obtain a Unique ID from the web-portal of the Directorate of Higher Education, Govt. of Assam – <https://directorateofhighereducation.assam.gov.in> and provide the same to the college. Unique ID is compulsory for the admission process.

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