

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://drcollege.webdcl.in> 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 side-by-side panels. The left panel, 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. If Parents / Guardians need to fill up more than one admission forms for their children they do not need to register again. Users already registered can log on to the system by providing their Registered Mobile No (User-ID) and Password in the respective fields. First time users can proceed to register themselves by clicking on the 'Register' button.' Below the text is a blue button labeled 'New Registration'. The right panel, titled 'Registered Students' Sign In', features input fields for 'User-Id (Mobile No.)', 'Password', and 'Captcha Image'. The captcha image shows the string '69f0ac'. Below the captcha is a text box with the placeholder 'Enter the string as shown above'. At the bottom of the sign-in panel are two buttons: 'Log in' and 'Forgot Password'.

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.

Renewal Admission Fees

Name of Candidate PRACHITA DAS	Fathers Name CHANDAN DAS	Course HS 2ND YEAR ARTS	Session 2019-2020
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Subject Combination/ Upload Photo

Select Core Combination * ENG\ENVS\ALTE(MIL)	Select Elective Combination * ADAS\HIST\LOPH\POSC		
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Select Applicant's Passport Size Photograph*
(Upload .jpg/ .jpeg files. Size of the file should be between 20kb-50kb)

No file selected.

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 and also Upload Photograph. Then click on the Submit button at the bottom of the page to save the changes made.

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

Renewal Admission Fees

Name of Candidate: PRACHITA DAS Fathers Name: CHANDAN DAS Course: HS 2ND YEAR ARTS Session: 2019-2020 Payable Amount: 3750

FEES NAME	AMOUNT
Admission Fee	400
Co-Curricular Fee	100
Contingency	300
Culture & Music	50
Debating & Literary Fee	50
Development Fee	500
Electricity Fee	500
Establishment Fee	700
Festival Fee	100
Games and Sports Fee	100
ICT Fee	100
ID Card Fee	50
Internal Examination Fee	120
Laboratory General	50
Library Fee	200
Magazine Fee	150
NCC/NSS/SCOUT Fee	30
Student Aid / Welfare Fee	50
Student Union Fee	100
Youth Festival Fee	100
Total	3750

[Pay Fees](#)

6. 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 PAY FEES button to pay the fees online.

7. 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://drcollege.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 : helplinedrcollege@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 :