

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: collegeadmission1.help@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 7099488224/7002752673 (From 10 AM to 5PM, Monday to Saturday).

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

SECTION-1 : INSTRUCTIONS FOR NEW APPLICANTS

Instructions' for New Applicants proceeding for online form-fill up :

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 100KB size in JPG/ JPEG format. Photograph must be in colour and must be in white background, Selfies taken using smart phones 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-fill up :

New applicants who desire 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 on your computer (preferably on Firefox/ Chrome). On the portal homepage / welcome screen read the instructions carefully and click on the **“New Applicant Register”** link.

The screenshot shows the 'INSTRUCTIONS' page of the Assamese online registration portal. At the top, there is a blue header with 'INSTRUCTIONS' on the left, 'Already Registered ?' in an orange box in the center, and 'Assamese' with a gear icon on the right. Below the header, the page is titled 'Steps to be Followed' and lists four main steps:

- Register by providing required fields.
- Generate OTP and Verify Mobile No.
- Fill up the Application Form.
- Preview and Submit your Application Form.

Below the steps, there is a section for browser recommendations: 'For best performance use' followed by icons for Chrome, Firefox, and Opera. The instructions are numbered 1 through 4:

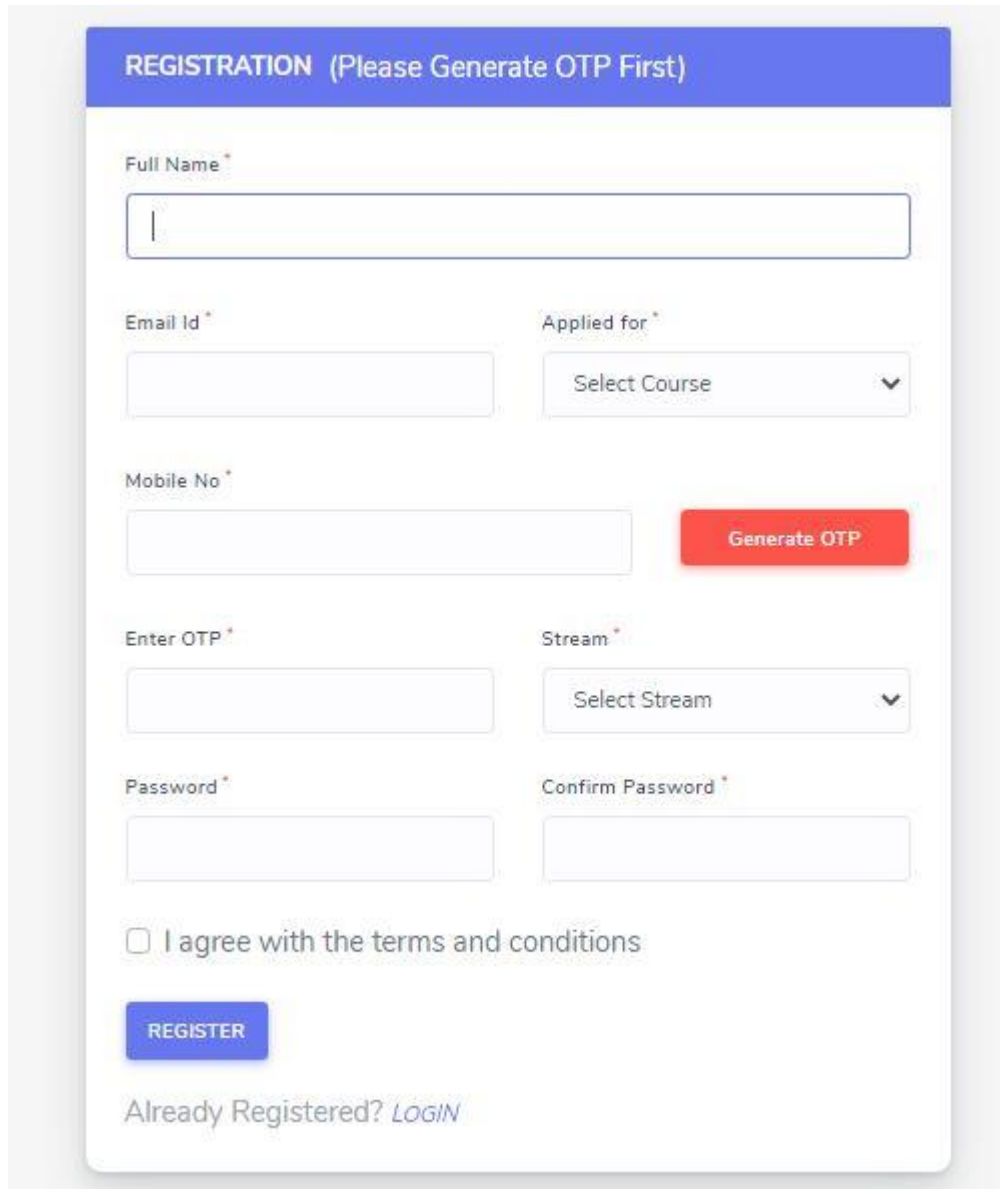
- Candidates are requested to go through the complete Guideline and read the complete instructions before applying. [Click Here.](#)
- For Passport Size Photograph:**
 - Photograph must be in color and must be in white background.

Note: The size of the Photo should be less than 100 KB (JPEG,JPG,PNG format only)
- For Signature OR Thumb Impression**
 - Signature OR thumb impression must be taken with a black or dark blue ink on a white paper.

Note: The size of the Signature should be less than 50 KB (JPEG,JPG,PNG format only)
- Documents to be uploaded:**
 - Certificate and Marksheet of HS.
 - Caste certificate from competent authority (if applicable).
 - Certificate of EWS from competent authority (if applicable).
 - Note:** The size of the scanned documents should be less than 200 KB (JPEG,JPG,PNG format only)

At the bottom of the instructions, there is a checkbox: I have read all the instructions. Below this is a blue button labeled 'New Applicant Register'.

2. The Registration page opens.



The image shows a registration form titled "REGISTRATION (Please Generate OTP First)". The form contains the following fields and elements:

- Full Name ***: A text input field.
- Email Id ***: A text input field.
- Applied for ***: A dropdown menu with "Select Course" and a downward arrow.
- Mobile No ***: A text input field.
- Generate OTP**: A red button.
- Enter OTP ***: A text input field.
- Stream ***: A dropdown menu with "Select Stream" and a downward arrow.
- Password ***: A text input field.
- Confirm Password ***: A text input field.
- I agree with the terms and conditions**
- REGISTER**: A blue button.
- Already Registered? [LOGIN](#)**: A link in blue text.

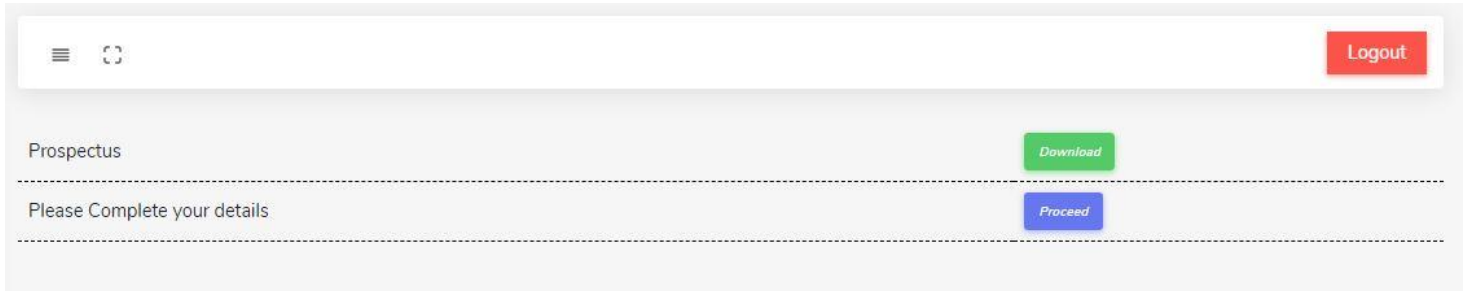
3. Fill up the Name, Email and Mobile No fields and select applied for (HS/TDC) option on the registration form and click 'GENERATE OTP' button. A One-Time-Password (OTP) is sent by SMS to the mobile no, which you specified in the form. If the OTP is not received in your mobile immediately, wait for a minute or two and click on the RESEND OTP link.

4. Enter the OTP number you received in the mobile phone and select the stream you wish to apply for in the respective field and enter a new password of your choice in both the fields – ENTER PASSWORD and CONFIRM PASSWORD.

5. 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 DO ONLINE FORM-FILLUP

1. After Login to the system using your User ID (registered mobile no), Password you created above page containing online form shall appear click on the proceed and go to next page.

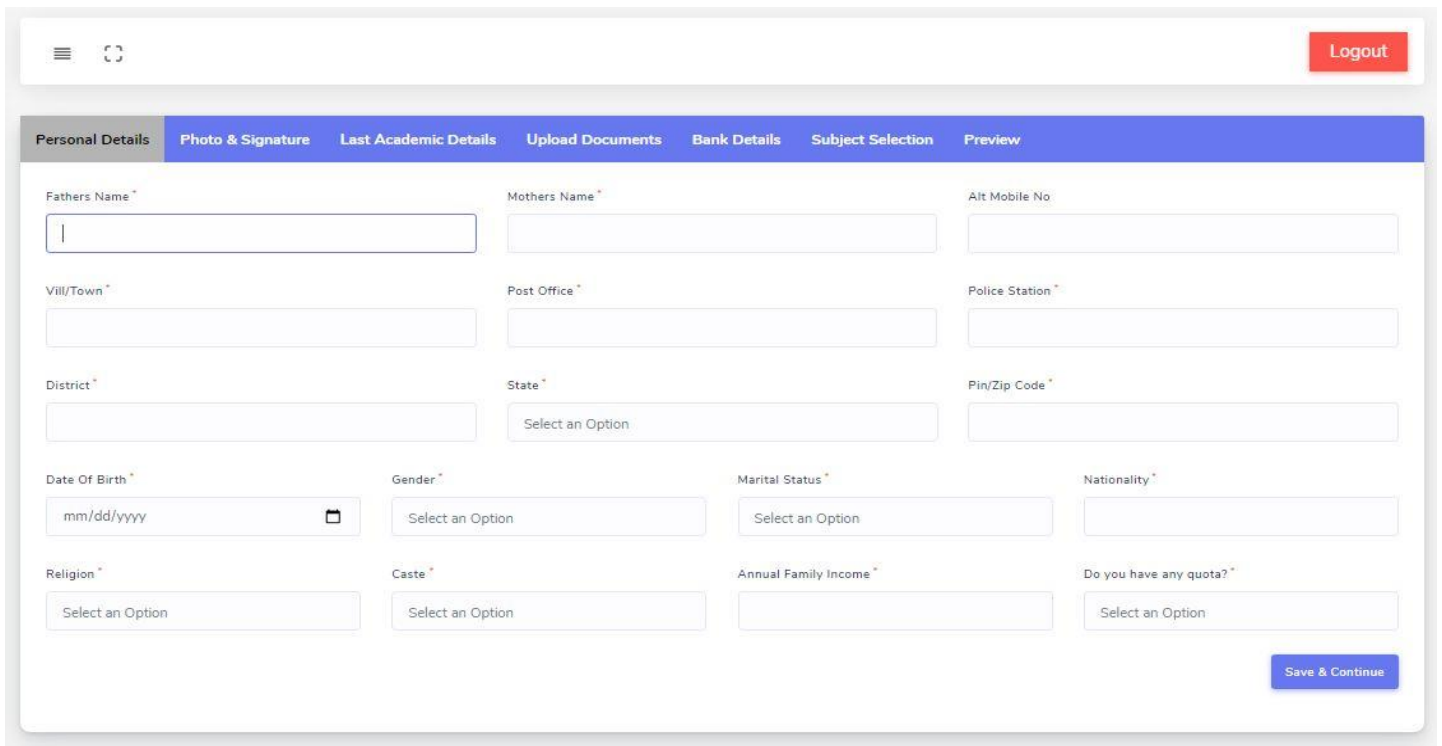


The screenshot shows a web interface with a top navigation bar containing a menu icon, a refresh icon, and a red 'Logout' button. Below the navigation bar, there are two sections separated by dashed lines. The first section is labeled 'Prospectus' and contains a green 'Download' button. The second section is labeled 'Please Complete your details' and contains a blue 'Proceed' button.

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.

2. You can see a number of sections in the online application form like Personal Details, Address, Last Academic details, Upload Photograph, Upload Documents, Bank Details etc. You have to fill up the fields of each section and click on the Save & Continue button in the bottom of the section before clicking Next to go to the next section.

Personal Details Form



The screenshot displays the 'Personal Details Form' within a web application. The top navigation bar includes a menu icon, a refresh icon, and a red 'Logout' button. Below the navigation bar, there is a blue header with tabs for 'Personal Details', 'Photo & Signature', 'Last Academic Details', 'Upload Documents', 'Bank Details', 'Subject Selection', and 'Preview'. The 'Personal Details' tab is active. The form contains several input fields, each marked with a red star (*) to indicate it is compulsory. The fields are arranged in a grid-like structure:

- Fathers Name* (text input)
- Mothers Name* (text input)
- Alt Mobile No (text input)
- Vill/Town* (text input)
- Post Office* (text input)
- Police Station* (text input)
- District* (text input)
- State* (dropdown menu with 'Select an Option')
- Pin/Zip Code* (text input)
- Date Of Birth* (date picker with 'mm/dd/yyyy' format and a calendar icon)
- Gender* (dropdown menu with 'Select an Option')
- Marital Status* (dropdown menu with 'Select an Option')
- Nationality* (text input)
- Religion* (dropdown menu with 'Select an Option')
- Caste* (dropdown menu with 'Select an Option')
- Annual Family Income* (text input)
- Do you have any quota?* (dropdown menu with 'Select an Option')

A blue 'Save & Continue' button is located at the bottom right of the form.

Photo & Signature Form

Logout

Personal Details | **Photo & Signature** | Last Academic Details | Upload Documents | Bank Details | Subject Selection | Preview

Passportsize Photo *

No file chosen [View Photo](#)

File size should be less than 100KB(Format should be JPG/JPEG/PNG)

Signature *

No file chosen [View Signature](#)

File size should be less than 50KB(Format should be JPG/JPEG/PNG)

Academic Details Form

Personal Details | **Photo & Signature** | **Last Academic Details** | Upload Documents | Bank Details | Subject Selection | Preview

Qualification

Stream *

Year of Passing *

Board *

Registration No *

College/Institution Name *

Years Gap *

Marks obtained in the last examination

Subject 1 *	Total marks	Obtained marks *
<input type="text" value="Select an Option"/>	100	<input type="text"/>
Subject 2 *	Total marks	Obtained marks *
<input type="text" value="Select an Option"/>	100	<input type="text"/>
Subject 3 *	Total marks	Obtained marks *
<input type="text" value="Select an Option"/>	100	<input type="text"/>
Subject 4 *	Total marks	Obtained marks *

3. Upload your passport size photograph, qualifying mark-sheet, caste certificate(not required for General category), Co-Curricular (highest certificates only) by clicking on the respective buttons. Photograph, Caste Certificate & Mark sheet should be in (.jpg/.jpeg) format. CC documents and gap certificate may be in either (.jpg/.jpeg/.png) formats. Use lower resolution files for reduced file sizes. Note: The size of the Passport photo should be less than 100kb, and less than 50KB for Signature and for scanned documents should be less than 200 KB (JPEG,JPG,PNG format only)

Documents Uploading Form

Personal Details Photo & Signature Last Academic Details **Upload Documents** Bank Details Subject Selection Preview

All documents size should be less than 200KB (Format should be JPG/JPEG/PNG)

HS Pass Certificate *

No file chosen [View HS Pass Certificate](#)

HS Marksheet *

No file chosen [View HS Marksheet](#)

HS Registration Certificate *

No file chosen [View HS Registration Certificate](#)

Caste Certificate

No file chosen

Income Certificate

No file chosen

Bank Details Form

Personal Details Photo & Signature Last Academic Details Upload Documents **Bank Details** Subject Selection Preview

Bank Name * Branch * Account No *

IFSC * Front Page of Passbook *

No file chosen

File size should be less than 200KB(Format should be JPG/JPEG/PNG)

4. Now You Student have to Select the Subject Combinations for which he is applying for. Please Go through the [Prospectus](#) carefully to see the available subject combinations.

5. 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.

Personal Details			
Name	[Redacted]	Gender	Male
Fathers name	[Redacted]	Mothers name	[Redacted]
Marital Status	Unmarried	Family Income	400000
Date of Birth	12 October 1993	Mobile no	[Redacted]
Alt mobile no	[Redacted]	Email	[Redacted]
Nationality	Indian	Religion	Islam
Caste	General		

Last Academic Details			
Course	Higher Secondary	College/Institution	Goalpara College
Registration No	AGNDS	Board	AHSEC
Stream	Arts	Year of Passing	2011

6. No changes in the application form is possible after the FINAL SUBMISSION button has been done. Do not provide any false information as you shall be straightway rejected on scrutiny.
7. **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.
8. 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.

☰
🔍

Logout

Application Submission Date	2020-06-18
Application Status	Pending.
Application Form	Download

9. Watch the college website for the merit list / waiting list that will be uploaded prior to the date of admission.
10. 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.
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 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-100kb and for the Signature the file size should be between 20-50KB. If the size of the file is more than the specified 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 / .png 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 200KB 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.