

GUIDELINES FOR EXAMINATION FORM-FILLUP

Please read the following guidelines carefully before using the web portal for Examination Form-fillup. For any queries, applicants may kindly contact the college office during working hours.

Contents

	Page
1. Section-1 : General Instructions for students.	2
2. Section-2 : How to login to the online system.	3
3. Section-3 : How To Do Examination Form-Fillup.	5
4. Section-4 : How To Associate New Mobile No (Existing Students).	8
5. Helpline and support	9

SECTION-1 : GENERAL INSTRUCTIONS FOR STUDENTS

1. Students proceeding for Examination Form-Fillup 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 doing online activities. 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://jagiroadcollege.webdcl.com> 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 shows two side-by-side panels. The left panel, titled 'Applicant /Students' Sign Up', contains instructions for new users and a blue button labeled 'Applicant Registration'. The right panel, titled 'Registered Applicant/ Students' Sign In', contains input fields for 'User-Id (Mobile No.)', 'Password', and 'Captcha Image' (displaying '64151f'), along with a 'Log in' button and a red link for '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 a '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 first 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 EXAMINATION FORM-FILLUP

Steps to do examination form-fillup 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

STUDENT ID	NAME	COURSE	SESSION	FATHERS NAME	DATE OF ADMISSION	VIEW PROFILE	
BA1S/R001/18	Jibon Thengal	BA 1ST SEMESTER	2018-19	Jayanta Thengal	15/06/2018	View	FORM-FILLUP

Students' Profile

Name	Jibon Thengal	Student ID	BA1S/R001/18	Roll No	1
Course	BA 1ST SEMESTER	Session	2018-19	Date of Admission	15/06/2018
Date of Birth	27/01/1998	Father's Name	Jayanta Thengal	Mother's Name	Dineswari Thengal
Gender	M	Core Combination	ENGG\ASM(MIL)	Elective Combination	GGRM(M)\PSCG

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 Examination Form-Fillup, click on the FORM FILLUP link on the row for the relevant Course / Session. For example if you are presently studying in HS 2nd Year Arts then REGULAR FORM-FILLUP can be done by clicking on FORM-FILLUP option on HS 2nd Year Arts row. Similarly, if you are presently studying in BA 5TH SEMESTER then REGULAR FORM-FILLUP can be done by clicking on FORM-FILLUP option on BA 5TH SEMESTER row. If BA 3RD SEMESTER rows is also visible and BACKLOG FORM-FILLUP can be done by clicking on FORM-FILLUP option on BA 3RD SEMESTER row. After that you shall be directed to the Examination Fees page.

(Please Note that if the semester/ year in which you want to do form-fillup is not displayed on the screen then your mobile no is not associated with the student record for that semester/ year. To associate your mobile no go to Section-4 of this guidelines document – HOW TO ASSOCIATE NEW MOBILE NUMBER)

Examination Fees

Name of Candidate: Jibon Thengal Course: BA 1ST SEMESTER Session: 2018-19 Select Category*: REGULAR MAJOR COURSE

SUBJECT NAME	TYPE OF SUBJECT	SUBJECT CODE
ASSAMESE	MIL	ASM
ENGLISH GEN	CORE	ENGG
GEOGRAPHY MAJ	MAJOR	GGRM
POLITICAL SCIENCE GEN	ELECTIVE	PSCG

FEES NAME	AMOUNT
Centre Fees	500
Examination Fees	650
Marksheet Fees	150
Total	1300

[Proceed To Pay](#)

4. On the Examination Fees page your name and Course / Session will appear automatically. Select the category for Form Fillup from the drop down list. If you have selected the current semester/ year in the 'Student Profile' screen then REGULAR MAJOR COURSE or REGULAR GENERAL COURSE option will be available in the drop down list (depending upon whether you are studying with major or pass-course). Select the category as available and the fees payable shall be displayed. Verify your subjects and fees details and if everything is OK click on PROCEED TO PAY.

Examination Fees

Name of Candidate: DIPANKA RAJKHOWA Course: BA 1ST SEMESTER Session: 2017-18 Select Category*: BACK LOG MAJOR PAPERS

Name of the Subject : HISTORY MAJ

SELECT	PAPERS
<input checked="" type="checkbox"/>	101-PAPER I

SELECT	SUBJECT NAME	TYPE OF SUBJECT
<input type="checkbox"/>	ASSAMESE	MIL
<input type="checkbox"/>	ENGLISH GEN	CORE
<input type="checkbox"/>	GEOGRAPHY GEN	ELECTIVE

FEES NAME	AMOUNT
Centre Fees	500
Examination Fees	350
Marksheet Fees	150
Total	1000

[Proceed To Pay](#)

5. If you have selected a previous semester / year in the 'Student Profile' screen then BACK LOG MAJOR PAPERS or BACK LOG GENERAL PAPERS will be available under the Category drop down list (depending upon whether you are studying with major or pass-course). Select the category as available and the Major papers and pass-course subjects shall be populated. Select the relevant paper/ subject where you want to appear for back log form fillup and the payable fees amounts shall be populated. Verify your subjects and fees details and if everything is OK click on PROCEED TO PAY.

6. If the subjects displayed on the screen, for a course/ session are different from that you are studying then please get in touch with the college authorities and get it corrected before paying the fees.

Pay Fees

Name of Candidate	Course	Session	Amount Payable
Jibon Thengal	BA-1 SEM	2018-19	1300

[Pay Fees](#)

7. On the Pay Fees screen, check your Name, course, session & amount payable and confirm whether correct or not. If not correct then get in touch with the college authorities and get the details corrected. After that click on the PROCEED TO PAY button to pay the fees online.

8. 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 first 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://jagiroadcollege.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.

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

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 : onlineadmissionadr@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 :