

# **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.

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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:**  
**Technical Helpline Email : [helplinekhcollege@gmail.com](mailto:helplinekhcollege@gmail.com)**

**For any information related to admission matters, applicants may contact the college admission committee on the numbers provided on the first 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 (.jpg/.jpeg format of 20-100 KB size) **\*Mandatory**
  - b. Scan copy of signature (.jpg/.jpeg format of 10-20 KB size) **\*Mandatory**
  - c. Qualifying marksheet (.jpg/.jpeg format of max 1 MB size) **\*Mandatory**
  - d. Bank passbook front page (.jpg/.jpeg format of max 1 MB size) **\*Mandatory**
  - e. Caste certificate if other than General category (.jpg/.jpeg format of max 1 MB size)
  - f. Extra-Curricular Certificates (if applying under EC quota). (.jpg/.jpeg/.pdf format of max 5 MB size)
  - g. PwD (Person with Disability/ Specially Abled Category) Certificate as applicable. (.jpg/.jpeg format of max 1 MB size)
  - h. Domicile/ Permanent Resident Documents (The applicant must furnish any one of following supporting documents to prove their domicile of Assam like – PRC/Voter Identity Card of Self or Parent/Aadhaar Card of self or Parent/BPL Card of family/Birth Certificate issued by Registrar of Birth and Death/ Passport of Self or Parent. In case of Aadhaar Card/ Voter ID Card/ Passport, a single picture containing both the front side and back side of the card is to be uploaded ) (.jpg/.jpeg format of max 1 MB size)
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. Also, it is the responsibility of the Applicant to ensure that all necessary documents have been uploaded clearly and correctly without which the application will 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.

## [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 admission 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://khscollege.webdcl.in> on your computer (preferably on Firefox/ Chrome browser). On the portal homepage / welcome screen click on the Form Fill-up / 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: **8b3c8a**

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

3. Click on the 'NEW 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 Applicant's 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. **(Important : Please use your own Mobile no and Email ID as all correspondence by the college will be done with these).**

## 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\*

Select Course ▼

Session

Obtain Admission Form

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 above, 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
Anirban Roy	BA 1st Semester	2020-2021	<a href="#">10001</a>	SUBMITTED	FREE	<a href="#">Payment Receipt</a>
Anirban Roy	BCom 1st Semester	2020-2021	<a href="#">20001</a>	NOT-SUBMITTED	FREE	<a href="#">Payment Receipt</a>

2. Fill-up up the fields to obtain the online admission form as shown.

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.

Home

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

Name of Applicant*	Application No*	Course Name*	Session*
Anirban Roy	20001	BCom 1st Semester	2020-2021
Date of Birth (as per HSLC Exam)*	Nationality*	Religion*	Category*
05/07/2000	Indian	Christianity	ST PLAINS
Person With Disability (PwD)*	Email ID*	Mobile No.*	WhatsApp No.
No	pkonagawai@gmail.com	9101391275	9559929356
Place of Birth	Mother Tongue	Select Blood Group*	Select Gender*
		Select Blood Groj	Male
<b>Parents Details</b>			
Mother's Name*	Mother's Education Qualification	Mother's Occupation*	Mother's Mobile No*
Prasanna Roy	Graduation	House Wife	9836196141
Father's Name*	Father's Education Qualification	Father's Occupation*	Father's Mobile No*
Moni Ram Roy	Graduation	Retired	9101391275
<b>Local Guardian Details</b>			
Guardian's Name	Relationship	Guardian's Mobile No	Police Station
Bidrut		67867867	
Guardian's Address	PIN		
Khanghuli			
<b>Legal Guardian Details</b>			
Guardian's Name	Relationship	Guardian's Mobile No	Police Station
Guardian's Address	PIN		
<b>Bank Account should be of the Applicant only</b>			
Applicant's Bank Account No*	Account Holder's Name (Applicant's)*	Bank Name*	Bank Branch*
7004567892	P Bhagavati	State Bank of India	Gauripur
			IFSC Code*
			SBIN000751
For candidates who desire to apply under Extra Curricular (EC) Quota, only District/ State National/ International Certificates will be considered - Proficiency in Other Activities			
NCC/ NSS	State		
<b>DHE Unique ID</b> <a href="#">Click here to visit DHE website and Generate a new Unique ID from the Online Admission link</a>			
Are you a Domicile of Assam?	DHE Unique ID		
Yes	U2003631008932		

Save Personal Details

Please click 'Save Personal Details' before click on 'Next' >>>

Activate Windows  
Go to Settings to activate Windows.

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, signature, admit card, qualifying mark-sheet, caste certificate(not required for General category), EC certificate if applicable, Gap certificate if applicable, bank passbook front page, PwD Certificate if applicable, Domicile Document 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 and other upload 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 are required to be scanned and uploaded.

Certificates/ Marksheet and all other documents may be scanned 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. EC certificates may also 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. Various online websites are also available which can merge multiple pictures/pdf into a single .pdf files or combine two or more .jpg/.jpeg picture files and create a single .jpg/ .jpeg picture file which contains your multiple documents to be uploaded.

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 next to the upload buttons.

**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 submission online, candidates are advised to take a printout of their system generated online application forms which have to be signed and taken by them to the college (along with the copies of the documents mentioned in the printed application form) at the time of verification of documents.

(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. It is the responsibility of the applicant to ensure that all necessary documents are uploaded clearly and correctly prior to FINAL SUBMISSION

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