

Procedure for Renewal Admission.

Renewal admission is for existing students only. Students having a valid record in the online portal database shall be able to do renewal admission by going through the following steps.

Steps:

1. Click on the “Renewal Admission” button on the Web portal (<https://hgcollege.webdcl.com>).
2. Next register your mobile no by clicking on the “Applicant Registration” button. If your mobile no is not associated with your student record you will need to associate your mobile no by clicking on the “Associate Mobileno” link and generating OTP.
3. If your mobile no is already registered, you can login with the mobile no and password and proceed for renewal admission. In case you have forgotten your password you can set a new password from the “Forgot Password” link.
4. After logging in, you should be able to see your profile details on the page. If your record is not displayed on the page, then your mobile no is not associated with your record. Log out and proceed to associate your mobile no as given in Step-2 above.
5. Next click on the “Renewal Admission” link next to your student record.
6. On the next page, fill up the relevant particulars on the page like DHE Unique Id, Bank Details, Domicile etc. In case you are a domicile (permanent resident) of Assam then upload your domicile document. Click “Save & Proceed” to proceed to the next step.
7. In case you are not a domicile of Assam then the portal will take you to the payment gateway where you shall be able to pay your fees and obtain a receipt.
8. In case you have declared that you are a domicile of Assam, your application form will be submitted for scrutiny by the college authorities.
9. After scrutiny by the college, if your domicile document is found valid then your admission shall be automatically confirmed and an SMS confirming your admission will be sent to you after which you shall be able to download the acknowledgement receipt from the portal.
10. In case your domicile document is not accepted then you will need to pay the fees and obtain a receipt and an SMS shall be sent to you indicating the same.
11. In case no SMS is received please login to the portal after one or two days and click on the Renewal Link to observe your status.
12. In case you face any issue in the online process, please send an email to the technical helpline.