STEP BY STEP GUIDE FOR ONLINE FORM SUBMISSION FOR HS 1ST YEAR 2020 (ARTS AND COMMERCE)

Step 1: Visit **http://www.rangaparacollege.com/** and click on

ONLINE ADMISSION |

Step 2: On clicking online admission you will get this page of registration for admission

Please Signup to Continue

Candidate Name:

TYPE YOUR FULL NAME HERE

Father's Name:

TYPE FAHTER'S NAME HERE

Candidate Mobile Number:

Type Your Mobile Number Here

Candidate Email ID:

Type Your email ID here

Candidate Exam Roll No/ University Registration No:

Type Your Exam Roll/Registration No Here

Class:
-- SELECT --
HS
BA
BCOM

Stream:
-- SELECT --
ARTS
COMMERCE

Semester/Year:
--SELECT--
-----SELECT-----
1ST

Course:
--SELECT--

Back Paper:
--SELECT--

Sign up

Instruction

Fill the Details Correctly

1 Write your name here correctly. Once you submit you **can't change it** while filling the final form in the next page.

2 Write your father's name here correctly. Once you submit, **the name can't be changed**

3 Give a valid phone no. correctly, you will receive **OTP in next page**

4 Give your valid E-mail id here to receive the **ID and Password for admission**. The email id and phone no. once used for registration cannot be reused for another admission

5 Give your HSLC Examination Roll No.

6 Select **HS** from the drop down

7 Select **ARTS** or **COMMERCE**

8 Select **1ST**

9 After putting all the details correctly click on
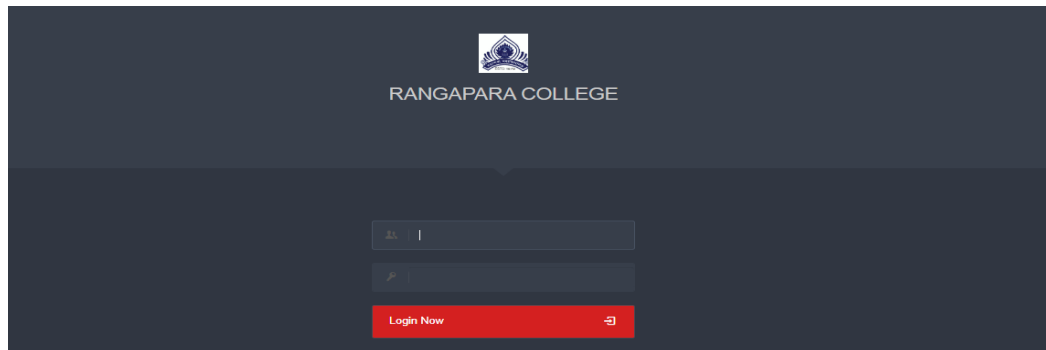
Sign up

On selecting HS these two boxes will be removed automatically

Step 3: On clicking "Sign up" you will get this page confirming your successful registration and click on
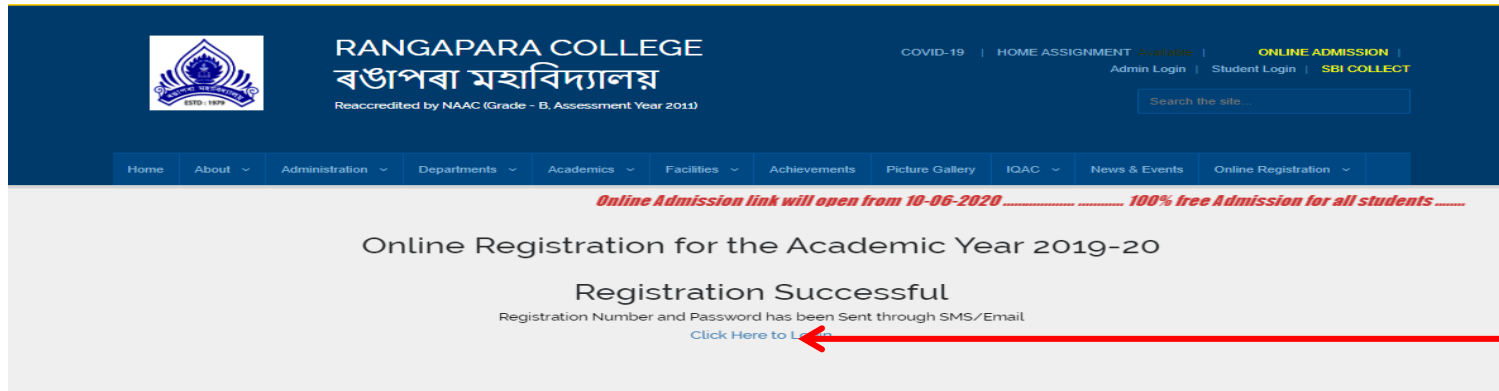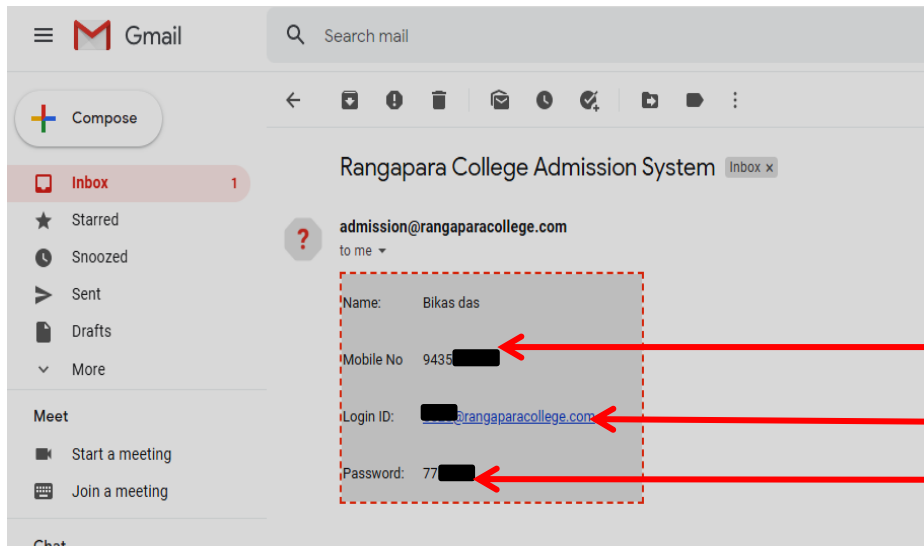

On clicking you will get this page

If you lost this page then visit http://www.rangaparacollege.com/ and under "Online registration" tab click on "Apply Now" you will get the above black page again for login
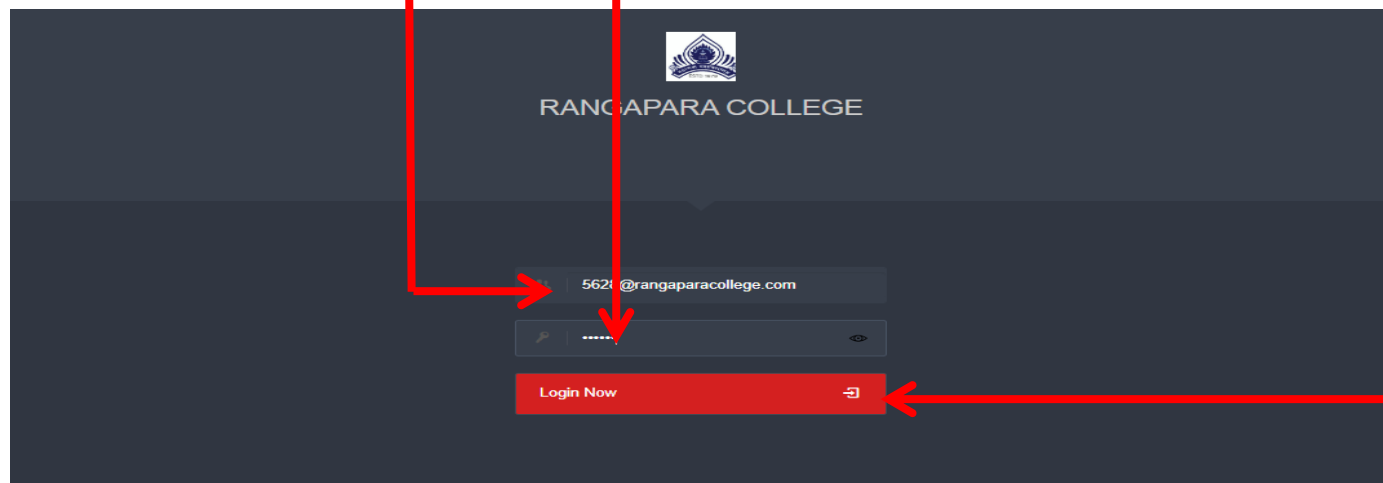
Step 4: Now to get the Id and password for login you need to log in first in your email account and after log in you will get your id and password as below

Step 5: After getting the Login ID and password from your email you need to put these here and click on **"Login Now"**
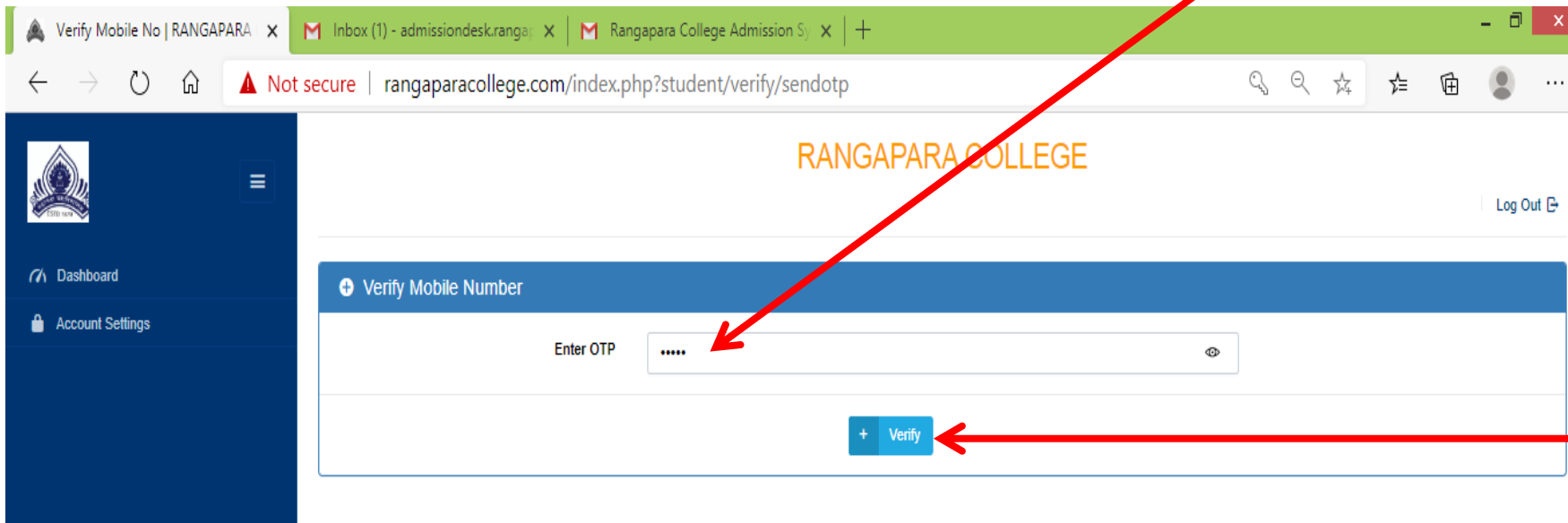
Step 6: After login you will get this page for mobile number verification and click on **Send OTP**

On clicking you will get an OTP in your provided mobile number and put that OTP here and click on **Verify**

Step 7: **After clicking on verify you will get this page of Admission form**

- ➢ **Select and put all the fields correctly in PERSONAL DETAILS section.**
- ➢ **The fields put in step 2 cannot be changed here like class, year, stream, applicant name and mobile number.**

Scroll down to get the PARENT & GUARDIAN details and put all the details of your Father, Mother and your Guardian.

PARENT & GUARDIAN DETAILS

Father's Details

Name | BABUL ADS
Contact No | ENTER MOBILE NO...
Occupation |
Annual Income |

Note All Fields are compulsory.
Note Put 0 (zero) for no Income.

Mother's Details

Name |
Contact No | ENTER MOBILE NO...
Occupation |
Annual Income |

Note All Fields are compulsory.
Note Put 0 (zero) for no Income.

Guardian's Details

Name |
Contact No | ENTER MOBILE NO...
Occupation |
Annual Income |

If your Mother is not working, put as Housewife and in Annual Income section put 0 (ZERO)

Parents phone no. should be different from the student's phone no. But the phone nos. of Father and mother can be same.

** NO INCOME CERTIFICATE OF PARENTS OR GUARDIAN IS REQUIRED, ONLY MENTION THE ANNUAL INCOME

Scroll down to get the COMMUNICATION ADDRESS and NAME OF SCHOOL LAST ATTENDED
Fill all the details correctly here

Put here your HSLC Registration number

Put the year of your HSLC registration here which you will get at the end of your registration number

Scroll down to get the BANK ACCOUNT DETAILS
Fill all the details correctly here

BANK ACCOUNT DETAILS

Account Holder Name

Account Number

Who The Account Holder   -------SELECT-------

-------SELECT-------
SELF
FATHER
MOTHER
JOINT A/C

IFSC Code

Bank Name

Branch Name

MICR Code

Bank Account Registered Contact No

Here give the contact no. , in whose name the account is opened

If the account is in the name of the candidate then select "SELF"

If the account is in the name of the Father then select "FATHER"

If the account is in the name of the mother then select "MOTHER"

And if the account is a joint account of the parents then select "JOINT A/C"

Scroll down to get the EDUCATIONAL GAP AND MIGRATION
Fill all the details correctly here

EDUCATIONAL GAP & MIGRATION

Whether Gap In Study   NO

Whether Migrated   -------SELECT-------

If you qualified HSLC from any board other than SEBA, then select here "YES" and in case you qualified HSLC from SEBA, then select here "NO"

If the candidate has qualified HSLC before 2020 then select here "YES", on selecting yes below box will appear and you need to state here the reason for gap in the study

Reason

Scroll down to get the LAST EXAMINATION APPEARED and MARKS OBTAINED IN LAST EXAMINATION

Fill all the details correctly here regarding your HSLC examination and also marks obtained in various subjects in HSLC examination

LAST EXAMINATION APPEARED

Examination	HSLC ⌄	Roll No	ENTER ROLL NO...
Board	--SELECT-- ⌄	Year	ENTER APPEARING YEAR...

MARKS OBTAINED IN LAST EXAMINATION

Subject I	ENTER SUBJECT NAME...	Obtained Marks I	ENTER OBTAINED MARKS...
Subject II	ENTER SUBJECT NAME...	Obtained Marks II	ENTER OBTAINED MARKS...
Subject III	ENTER SUBJECT NAME...	Obtained Marks III	ENTER OBTAINED MARKS...
Subject IV	ENTER SUBJECT NAME...	Obtained Marks IV	ENTER OBTAINED MARKS...
Subject V	ENTER SUBJECT NAME...	Obtained Marks V	ENTER OBTAINED MARKS...
Subject VI	ENTER SUBJECT NAME...	Obtained Marks VI	ENTER OBTAINED MARKS...

Obtained Total Marks

Obtained Percentage

Scroll down to get the MEDIUM OF INSTRUCTION and SUBJECTS INTEND TO STUDY

MEDIUM OF INSTRUCTION

Medium: --SELECT--
--SELECT--
ASSAMESE
ENGLISH

SUBJECTS INTENDED TO STUDY

Compulsory I	GENERAL ENGLISH		ELECTIVE I	-----SELECT-----
Compulsory II	ENVIRONMENTAL STUDIES		ELECTIVE II	-----SELECT-----
MIL	-----SELECT-----		ELECTIVE III	-----SELECT-----
			ELECTIVE IV	-----SELECT-----

Here select in which medium you want to study in HS, select either Assamese or English

Under "SUBJECT INTEND TO STUDY" , select all the papers from the drop down you want to take in HS

Scroll down to get the UPLOAD PHOTO AND SIGNATURE and UPLOAD LAST EXAM MARKSHEET

UPLOAD PHOTO & SIGNATURE
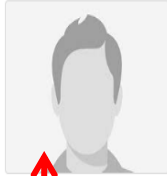
Choose File | No file chosen

Choose File | No file chosen

Here you need to upload your Signature and the size of the signature should be less than 20 KB

UPLOAD LAST EXAM MARKSHEET
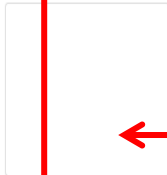
Choose File | No file chosen

Here you need to upload your passport size photo and the size of the photo should be less than 50KB

Here you need to upload your HSLC mark sheet and the size of the mark sheet should be in between 50 KB and 100 KB

Then you will get the DECLERATION
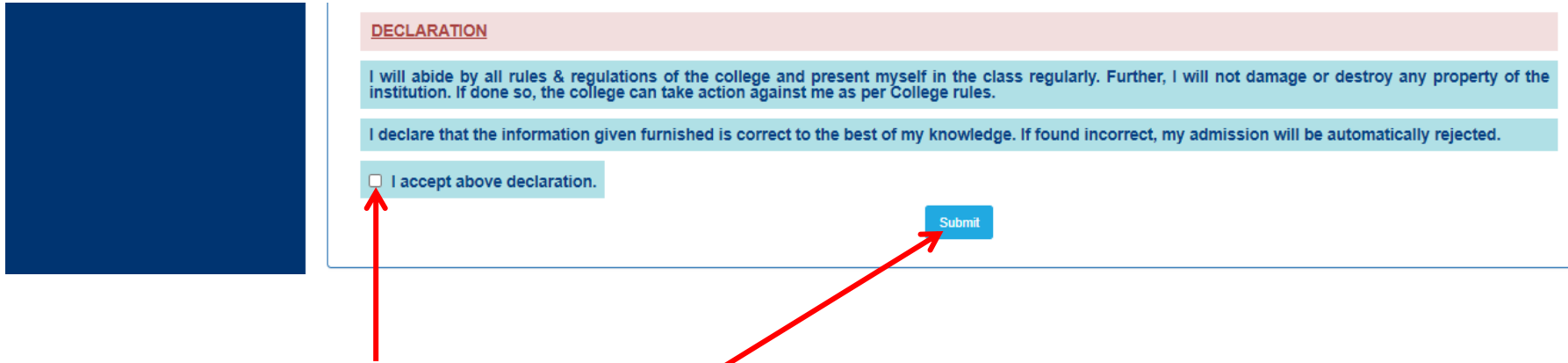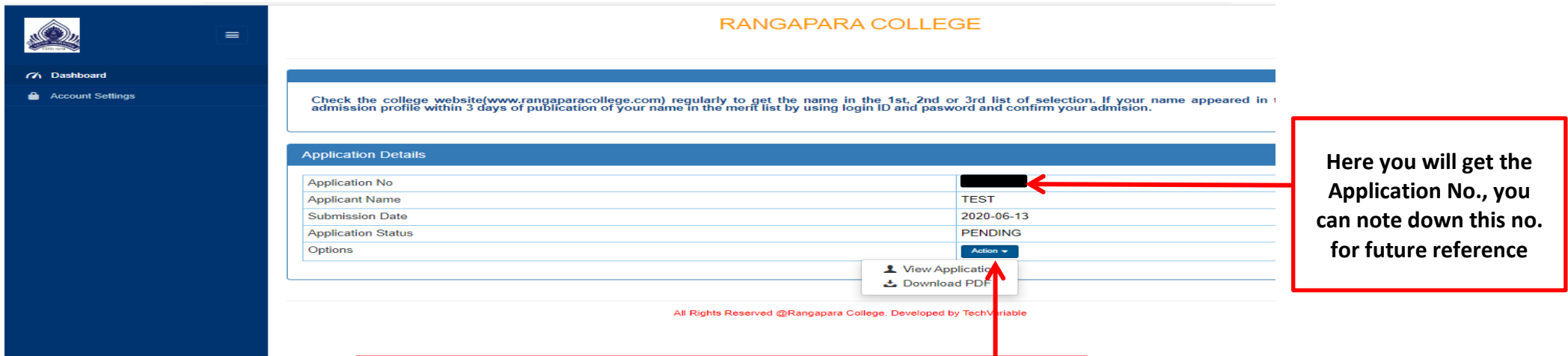
DECLARATION

I will abide by all rules & regulations of the college and present myself in the class regularly. Further, I will not damage or destroy any property of the institution. If done so, the college can take action against me as per College rules.

I declare that the information given furnished is correct to the best of my knowledge. If found incorrect, my admission will be automatically rejected.

☐ I accept above declaration.

Submit

Check this box and click on the Submit button and on successful submission you will get the below screen

RANGAPARA COLLEGE

- Dashboard
- Account Settings

Check the college website(www.rangaparacollege.com) regularly to get the name in the 1st, 2nd or 3rd list of selection. If your name appeared in admission profile within 3 days of publication of your name in the merit list by using login ID and pasword and confirm your admision.

Application Details

Application No	
Applicant Name	TEST
Submission Date	2020-06-13
Application Status	PENDING
Options	Action ▾

👤 View Application
⬇ Download PDF

Here you will get the Application No., you can note down this no. for future reference

By click on the "Action" button you can download your application for future reference but you no need to submit the hard copy of your application to the college

Up to this part is your submission of form and mere submission does not guarantee your admission into the college. You need to check the college website for the merit list which will be published on 18-06-2020, 25-06-2020 and on 1-7-2020 subsequently. On appear in any one of the merit lists you should login into the admission portal by using your admission login ID and Password (which you received in your email during the time of submission of form) within 3 days of publication of your name in the merit list to give confirmation for your admission. On login you will get the below screen in which an admission **Declaration** part will be added.

Step: 8 **Confirmation of admission**

Check the college website(www.rangaparacollege.com) regularly to get the name in the 1st, 2nd or 3rd list of selection. If your name appeared in the list, visit your admission profile within 3 days of publication of your name in the merit list by using login ID and pasword and confirm your admision.

Application Details

Application No	201904261
Applicant Name	TEST
Submission Date	2020-06-13
Application Status	PENDING
Options	Action ▼

DECLARATION

I declare that I have not taken admission in any other institution and will not take admission in other institution.
☑ I accept above declaration.

Do You Want To Take Admission   -------SELECT-------   ▼
                                    -------SELECT-------
                                    YES
                                         Save

1. **Here you need to select the check box first**

2. **Then select the "YES" Without click on the check box this "YES" will not be appeared**

3. **After this click on the save button.**

On successful verification of your form, your admission will be confirmed and you will get your roll no. to your provided email along with other details of admission.