

ONLINE APPLICATION FORM STUDENTS ADMISSION PROCEDURE

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Read the Instruction Carefully

**West Guwhati College of Education,
Templeghat, Pandu, Maligaon, Guwahati-781012**

1. Application Form Documents

Before google form fill up, please keep ready soft copies of

1. Recent Passport Size Photo
2. Aadhar/Pan Card/ or any valid ID
3. Educational Certificates
4. Work Experience Certificate (if required)

For faster and better experience, please fill the Google Form in a laptop or a desktop. The whole process from payment to filling up the google form will take less than 4-6 mins of your time. It is advisable to sit and complete the process at one go.

Please note that google form is valid for a single response only. Make sure you enter the correct and valid data in the form.

2. Follow the two-step process for your application

Step1: Open any UPI Payment App such as Google Pay in your mobile, make a payment by scanning the QR Code mentioned or using the UPI Id. Amount to be paid is Rs. 500. While making payment mention your **Full Name, Mobile number, G.U Roll No.**

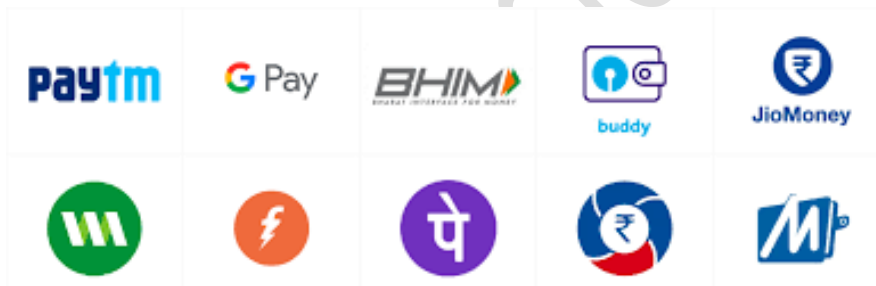
Step2: Once you have paid and received a confirmation in the UPI Payment App, take a screenshot and save the photo in your **Full Name, Mobile number, G.U Roll No.** Now Open the google form and fill in the details. Attach the payment confirmation page at the end of the google form.

Now, once you have submitted the Google Form. You will hear from us within 6-12 hours via mail. The same email id that you have mentioned in the Google Form.

If you have some genuine query you may contact the helpline number. Please avoid asking whether the college has received the payment or your application form. If you haven't received any mail within 6-12 hours from your submission time. In that case, do contact the Helpline Number. Helpline numbers operating from 9AM to 5PM, 0361-4051939

3. Payment Process

- Please note before filling up the Google Form, you will need to make the Payment through Google Pay/Paytm/Phone Pay. Once payment is completed you will need to take a screenshot of the Payment Page and Attach it in the Google Form.
- This QR code can be scanned with Google Pay, Paytm, Amazon Pay, Phone Pay, ICICI Pay or any leading QR Payment App. Prefer those mentioned in the above line.
- **Payment of exact amount of Rs. 500 to be made for Application Form Submission and the amount is Non-refundable.**
- The transaction id generated after payment for each student is matched with our records.



For Failed Transaction Cases

In case your transaction fails due to insufficient balance in your account, network connectivity and if the amount is debited from your bank account but it is showing failed in Passbook of the App you are using. Then your payment will be refunded back directly from the bank itself. Usually the return process from bank takes place within 7 working days.

In Failed Transaction cases, you can go ahead for another successful transaction via any other App from your mobile or from your friends mobile. Make sure you enter your name, mobile number, roll no. in the payment page.

The Transaction showing Success is subject to realization of payment made to the College.

For Students who want to make the payment offline

Visit the college campus as earliest as possible. You will need to fill the google form online at the college premise and submit the payment at the Accounts department. The Offline process Google Form is a separate form where everything is same only the payment is collected in offline mode.

Students submitting their Google Forms via online mode are not required to fill offline forms.

4. Admission Procedure

- Student need to be present himself/herself on the day of counselling/admission process. Only one parent/guardian is allowed to be present.
- Admission Process will be completed in a Single Day Window. However, if there is any vacancy left, the admission process can extend till the time seats are fully occupied.
- Photocopies for the Admission Process on urgent priority can be availed on paid facility at the IT Lab inside the college premise.
- WGCE Admission Committee decision is Final to student's selection process.
- Total of Four lists will be published followed as (Merit List, WL-1, WL-2, WL-3). There will be no further list such as WL-4 and WL-3 is subject to seat availability.
- Students arriving late for the admission process cannot claim their seats once the seats are taken by the list published in the website or taken by the students available on the next day of admission process under any circumstances.
- On the Date of Result Declaration, Merit List & Waiting List 1 will be published and on the subject of availability, further List may be published on the next day.
- Service and Salaried Persons working in any organization will not be entertained to take admission.
- The payment method is made available in various modes such as Demand Draft, Challan, UPI Online Transfer, Payment Gateway.
- Students should check their Inbox, Spam Mail for all the latest notifications sent by the college authority.

- If any student hasn't received any mail within 6-12 hours of application form fill up or after the name appeared in any of the 4 list then only they should contact the college authority at the helpline number 0361-4051939.
- The Students taken their admission must be present in their regular classes. If any student is found to be absent for consecutively more than 10 days. The college authority has the right to cancel their seat.
- If any modification is need during admission process will be informed in the News & Update section website www.wgce.org.
- On the day of the admission process, students must arrive 45 mins prior to the time mentioned on the shortlisting mail.
- If any student finds that having the same rank number their name is not printed in the any of the list published. They should contact the college authority as soon as possible. But students entering their incorrect rank numbers in the application form cannot claim their name on the list published.
- Students should make their necessary travel arrangements prior to the result declaration.
- Students should be Regular Formal Dress during the admission process.
- Wifi Internet Facility is available inside the college premise during admission process.
- The Wifi login details are given as
User Name - WGCEAdmission
Password- WGCE@GHY12

FAQs

1. I have submitted the form. How do I know the college has received it?

You will receive a mail in your registered mail id mentioned in the google form within 6-12 hours of your submission.

2. I don't know how to make payment. What can I do?

You can take help of your friend. Or you can directly visit the college campus. In college campus you will need to fill the similar google form but the payment is collected offline.

3. Will I get any proof of submission of google form?

Yes, you will receive the response sheet in your mail id instantly.

4. I submitted the form with wrong data. What should I do?

You are requested to read the instructions clearly before filling the google form. There will be no changes made by the college authority with your form after submission.

5. If I am not selected for further rounds, Will I get any notifications?

We will send you an email response if your form is going further rounds. Please avoid calling and asking for the status of your application form.

6. How do I know whether I am shortlisted for further rounds?

We will send you all the details of counselling and verification process with the slot timing. Make sure you arrange your travel instantly once you receive the shortlisting mail.

7. I missed the deadline to submit the application form. Can I get a chance in offline forms?

We will not be able to open the forms both offline and online forms after the submission time is closed.

8. I came to know that my rank number is in the list lately. Can I still get a seat?

The admission process will usually take place in a single day. If you are not present according to the list rank number you can not claim your seat on a later stage as the next candidate will take your seat if you are absent.

9. If I am not present in the admission date. Can I claim my seat later on if some candidate has taken the seat lower than my rank no.?

No, the admission process will take place on the same single day or the very next working day if the admission process couldn't be completed on the first day. After that, the college authority will not be able to give any seat to any candidate. Only if there is some cancellation from the student on a later stage the candidate can ask the college admission committee if any seat is available.

10. Can I transfer my seat with any other candidate in the same college or from any other college?

No, the admission committee doesn't allow such provision for any candidate.

11. In the mailbox, where should I check the mail?

In the Gmail/Yahoo/Any Mailbox, go to "More" then "All Mail" > "Inbox". Or you need to check the Spam folder in your mailbox.

All the Best
