

# **GUIDELINES FOR THE ONLINE ADMISSION SYSTEM**

Please read the following guidelines carefully before using the Online Admission System. For any queries, applicants may kindly contact the college office during working hours.

## **HOW TO APPLY**

Application for admission should be made online, from the college web site [www.kcdccollege.com](http://www.kcdccollege.com) by clicking on the 'Online Admission Form' link and making online payment of Rs. 300/- by clicking on the payment option provided. No printed forms shall be provided. Candidates facing any difficulty may contact the college office during working hours or send an email to [admissionkcdcc@gmail.com](mailto:admissionkcdcc@gmail.com) / call (0361 – 273379) or (+91 84748 02823)

### **Steps to Apply for Admission (Online Form Fillup Process):**

1. Open the college website [www.kcdccollege.com](http://www.kcdccollege.com) on your computer (preferably on Firefox/ Chrome).
2. Click on the link ' Online Admission Form' on the homepage. The login cum registration page opens.
3. Click on the Register button to register your Name (name may be of applicant/ guardian), Email(if you have an Email Id) & Mobile No. (OTP will be sent on your mobile by SMS). Put a password of your choice. Your Mobile No will be your UserID for login.
4. Login to the website using your mobile no and password you entered in the previous step.
5. Enter the name of the applicant & choose a course. The amount for prospectus / form appears.
6. Pay the amount online by clicking on the payment button. You will be presented with various options for payment – Debit Card/ Credit Card/ Net Banking/ Wallet/ UPI(Bhim) etc.
7. On successful payment confirmation you will receive the on-screen payment receipt, prospectus download link & application form. You can take a printout of the payment receipt and prospectus if you want.
8. You may repeat steps 5 to 7 if you need more than one application form.
9. Read the prospectus carefully before proceeding to fill up the application form. Click on the Application Form No to open the Online Application Form. Fill up all the relevant details correctly. The fields marked with \* (asterisk) are mandatory. Do not provide any false information as you shall be straightway rejected on scrutiny.
10. Choose your preferred choice of subjects offered by the college from the options provided.
11. Upload your passport size photograph, qualifying mark-sheet, caste certificate(not required for General category), EC (highest certificates only) by clicking on the respective buttons. Photograph, Certificate & Marksheet should be in (.jpg/.jpeg) format. EC documents 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.
12. Finally verify and correct all the information and documents that were uploaded and click on the Final Submit button. After final submission no alteration shall be possible.
13. 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 on the date of admission along with the supporting documents.

14. Students applying for Extra Curricular (EC) category may submit multiple certificates of their achievements by creating a multiple page pdf file. If EC candidates face any difficulty in this process they may send photostat copies of their documents along with the printed application form to the college office before the last date of submission.

15. Watch the college website for the merit list / waiting list that will be uploaded prior to the date of admission.

16. 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.

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 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 easily procure and submit your application form. Applicants may send their queries to the college email address provided on the website or on the feedback form provided online.

## **GUIDLINES FOR SCANNING AND UPLOADING THE PHOTOGRAPH & CERTIFICATES**

**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.

### **Certificates & Marksheet Files :**

The applicant has to upload a digital 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 may be required to be scanned and uploaded.

Certificate / Marksheet files may be saved and uploaded in any one format out of .jpg / .jpeg. The scanned file of the qualifying marksheet and caste certificate each should be of maximum size 1 MB or below. EC certificates should preferably 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. Candidates of EC category who finds it difficult to scan and upload documents in this manner may take a printout of the online application form and photocopies of the documents after completing the online submission process and submit the same to the college office manually before the last date of submission.

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.

**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 unclear, the candidate's application may be rejected.
- (2) After registering online, candidates are advised to take a printout of their system generated online application forms which has to be signed manually and taken by them to the college (along with the copies of the documents mentioned in the printed application form) on the date of admission.
- (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. The FINAL SUBMISSION has to be done on or before the last date of submission for the course as specified in the college notice board.

## PAYMENT ISSUES

### **How To Pay -**

Purchase of Prospectus / Application form or Payment of Fees can be made online by clicking on the respective payment button.

On clicking on the payment button, you will be directed to the payment gateway where you shall get to select different payment options like Debit Card, Credit Card, Net Banking, Wallets from the bank where you hold your account. You may choose the respective payment option from the list provided and make your payment. Standard charges as per RBI guidelines shall be deducted from payer. Do not click the 'Refresh' or 'Cancel' buttons on the payment Gateway.

After Successful payment a payment receipt shall be generated which may be downloaded or printed.

If successful payment is not showing due to any reason like error in Internet connectivity or any other reason, please confirm with your bank account whether the amount has been deducted from your account. **Do not pay again immediately if there is any doubt, otherwise double payment may be made.** If payment has been deducted from your account but application no is not generated please write a feedback on the feedback page or contact the college authorities specifying your registered mobile no, name, course and date of payment.

If you desire to avail the services offered by the Online Payment System of the college you must agree to the following terms and conditions.

Please read the terms and conditions carefully. Your using the online payment system constitutes your acceptance to the terms and conditions written in this document as well as any change or modification of the same by the college at any subsequent times.

### **TERMS & CONDITIONS -**

- Amount is to be paid in Indian Rupees.
- Purchase of Prospectus / Fees can be paid using any of the available modes of online payment (Debit Card / Credit Card/ Net Banking etc. as per your convenience).
- It is the sole responsibility of the applicants to ensure that payment for forms / fees are deposited within the stipulated time. The college shall not be responsible for any delay in receipt of payment due to any reason. Applicants are to apply well in time to avoid any last minute issues.
- After successful payment a link to download the payment receipt shall be generated and applicants / students may download or take a printout of the same.
- In no event the college shall be liable for any damages whatsoever arising out of the use or the inability to use the Online Payment System.
- Payment once paid will not be refunded under any circumstances, however if there is any excess payment or multiple payment for any reason, the payer may file a claim for refund with the College Accounts Branch with adequate proof of evidence. The final decision of settlement of any such claim shall rest with the college authorities.
- The college reserves the right to add or modify any of the above terms & conditions subsequently. The college remains committed to providing the users a useful and safe online experience.