

GUIDELINES FOR THE ONLINE ADMISSION SYSTEM / FORM FILLUP

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.

Contents

	Page
1. Section-1 : Instructions for new applicants.	2
2. Section-2 : How to login to the online system.	
a. Steps to Login for New Applicants proceeding for online form-fillup	3
b. Steps to Login for existing students doing renewal admission/ exam form fillup	4
3. Section-3 : How To Purchase forms & do Online Form Fill-up	6
4. Section-4 : Guidelines for scanning and uploading photograph and documents	8
5. Section-5 : How To Do Renewal Admission	9
6. Section-6 : How To Do Examination Form-Fillup And Pay Fees.	11
7. Section-7 : How To Associate New Mobile No (Existing Students).	14
8. Section-8 : Payment Issues.	15
9. Helpline and support	17

SECTION-1 : INSTRUCTIONS FOR NEW APPLICANTS

Instructions for New Applicants proceeding for online form-fillup :

1. New applicants applying for online form-fillup 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.
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.
 - b. Qualifying marksheet.
 - c. Caste certificate if other than General category.
 - d. Extra-Curricular Certificate if applying under EC quota.
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. Applicants shall have to take a printout of the admission form after final submission is made and carry it to the college on the date of admission along with all original copies (plus one set of photostat copy) of all marksheets and certificates and relevant documents.
8. Please LOGOUT of the portal before leaving especially if you are using a shared computer.
9. Applicants facing any difficulty in online form fillup are to contact the college helpline no / email id provided on the portal home page.
10. 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 contact the helpline no.

[SECTION-2 : HOW TO LOGIN TO THE ONLINE SYSTEM](#)

Steps to Login for New Applicants proceeding for online form-fillup :

New applicants who desires to do form-fillup 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://kcdcc.webdcl.com> on your computer (preferably on Firefox/ Chrome).
2. The login cum registration page opens.

Applicant /Students' Sign Up

Please Click on the [Guidelines for Use](#) before proceeding.

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.

[New Applicant Registration](#)

[Existing Students Registration](#)

Registered Applicant/ Students' Sign In

User-Id (Mobile No.) :

Password :

Captcha Image :

Enter the string as shown above

[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 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.

Steps to Login for existing students doing renewal admission/ exam form fillup:

1. Open the website <http://kcdcc.webdcl.com> on your computer (preferably on Firefox/ Chrome).
2. The login cum registration page opens.
3. Existing students shall have to login using their mobile number supplied to the college at the time of admission which is considered to be their registered mobile no.
4. Students shall have to create a password against their registered mobile no for first time login. Please keep this registered mobile no with you during this first time registration as OTP shall be sent to this mobile no by SMS.

Applicant /Students' Sign Up

Please Click on the [Guidelines for Use](#) before proceeding.

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.

[New Applicant Registration](#)

[Existing Students Registration](#)

Registered Applicant/ Students' Sign In

User-Id (Mobile No.) :

Password :

Captcha Image :

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

5. To create a password click on the “Existing Student Registration” button on the screen below the “Students Sign Up” section. This opens the Registration Window.

Registration

Mobile No

[Generate OTP](#)

Name of Student

Email

Enter OTP

Enter Password

Confirm Password

[Submit](#)

6. On the registration window enter your mobile no in respective field and click on the “Generate OTP” button. If this mobile no was supplied by you at the time of admission, it should be associated with your student records in the student database and Name of student should appear on the screen below the OTP link. Also OTP code should come to the registered mobile no by SMS. Otherwise a message “Mobile no is not associated with any student record” is shown. (If your mobile no is not associated then you have to first associate your mobile no by following the steps written in **SECTION-7 : HOW TO ASSOCIATE NEW MOBILE NO**) before initiating the registration process.

Registration

Mobile No	<input type="text" value="9678963983"/>
	Resend OTP
Name of Student	ABHIGYAN JYOTI BORA
Email	
Enter OTP	<input type="text"/>
Enter Password	<input type="password"/>
Confirm Password	<input type="password"/>

7. Enter the OTP you received by SMS in the respective field and enter a password of your choice in both the “Enter Password” and “Confirm Password” fields (same password) and click submit. A screen displaying “Successful Registration on the online Admission Portal shall be shown and you may proceed to login next.

8. On the Login screen enter 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 student details screen containing Student ID, Name, Course, Session, Fathers Name, Date of Admission records.

SECTION-3 : HOW TO PURCHASE FORMS & DO ONLINE FORM-FILLUP

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 Purchase Admission Form page containing Name of candidate, Course, Session, & Amount.

NAME OF APPLICANT	COURSE NAME	SESSION	APPLICATION NO	STATUS	PAYMENT RECEIPT
Abinash Saikia	HS 1ST YEAR ARTS	2018-19	10000	SUBMITTED	Payment Receipt

2. Fill-up up the fields and the amount you have to pay to purchase the online admission form shall show on the respective field.

3. Click on the 'PURCHASE ADMISSION FORM BUTTON'. You will be directed to the Payment Gateway where you shall be able to pay the amount using various modes of your choice like Debit / Credit cards, Net Banking etc.

4. **DO NOT** click on the **REFRESH** or **CANCEL** buttons on the payment gateway.

5. On successful payment you shall be redirected back to the same page and a Application Form, Payment Receipt and Download Prospectus Link shall appear.

6. Please read the prospectus carefully and proceed to fill up the form online by clicking on the application no. The online form shall appear.

7. You can see a number of steps in the online application form like Step-1, Step-2 and Step-3. 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.

8. 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.

9. Upload your passport size photograph, qualifying mark-sheet, caste certificate(not required for General category), Extra-Curricular (highest certificates only) by clicking on the respective buttons. Photograph, Caste Certificate & Marksheet should be in (.jpg/.jpeg) format. EC documents and 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.

10. 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.

11. 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.

12. **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.

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

15. 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.

16. 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 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 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 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 not clear, 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.

SECTION- 5 : HOW TO DO RENEWAL ADMISSION

Steps to do renewal admission for existing students :

1. On 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 student details screen containing Student ID, Name, Course, Session, Fathers Name, Date of Admission records. If your mobile no is registered for all courses / semesters you shall be able to see all the ROWS.

Student Profile
 Click on the **FORM-FILLUP** link of the respective row for appearing in examination for that Course/ Semester
 Click on the **RENEWAL-ADMISSION** link of the row representing the current Course/ Session

STUDENT ID	NAME	COURSE	SESSION	FATHERS NAME	DATE OF ADMISSION	VIEW PROFILE		
H2A/RA65/17	SATYAJIT DEY	HS 2ND YEAR ARTS	2017-18	SUBAL DEY	03/01/2018	View	FORM-FILLUP	RENEWAL ADMISSION

Students' Profile

Name	SATYAJIT DEY	Student ID	H2A/RA65/17	Roll No	65
Course	HS 2ND YEAR ARTS	Session	2017-18	Date of Admission	03/01/2018
Date of Birth	02/08/2000	Father's Name	SUBAL DEY	Mother's Name	ASSU DEY
Gender	M	Core Combination	ENGL/MASS(MIL)	Elective Combination	ADAS/ECON/GEOG/POSC

2. To view the students profile for a particular row click on the VIEW link under VIEW PROFILE for that row. The details of the student for that row shall be shown in the student profile.

3. To do Renewal Admission, click on the RENEWAL ADMISSION link on the row for the current Course / Session. For example if HS 1st Year and HS 2nd Year rows are visible then Renewal Admission can be done on for HS 2nd Year only. After that you will be directed to the Renewal Admission Fees- page.

Renewal Admission Fees

Name of Candidate	Course	Session	Payable Amount
<input type="text" value="SATYAJIT DEY"/>	<input type="text" value="HS 2ND YEAR ARTS"/>	<input type="text" value="2017-18"/>	<input type="text" value="600"/>

SUBJECT NAME	TYPE OF SUBJECT
ADVANCE ASSAMESE	ELECTIVE
ECONOMICS	ELECTIVE
ENGLISH	CORE
GEOGRAPHY	ELECTIVE
ASSAMESE GEN	MIL
POLITICAL SCIENCE	ELECTIVE

FEES NAME	AMOUNT
College Week	350
Games and Sports Fees	100
Magazine Fees	150
Total	600

[Proceed To Pay](#)

4. On the Renewal Admission Fees page check your details and confirm whether correct or not. Fees may be different for different category of students like MALE/FEMALE, BPL categories, having subject with Practical etc. Therefore please confirm whether the correct fees are appearing or not. If not correct then get in touch with the college authorities and get the details corrected. After that click on the PROCEED TO PAY button to pay the fees online.

5. After successful payment take a printout of the payment receipt and get it countersigned from the college office before the stipulated date.

SECTION-6 : HOW TO DO EXAMINATION FORM-FILLUP AND PAY FEES

Steps to do examination form-fillup for existing students :

1. On 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 student details screen containing Student ID, Name, Course, Session, Fathers Name, Date of Admission records. If your mobile no is registered for all courses / semesters you shall be able to see all the rows.

Student Profile
Click on the **FORM-FILLUP** link of the respective row for appearing in examination for that Course/ Semester

STUDENT ID	NAME	COURSE	SESSION	FATHERS NAME	DATE OF ADMISSION	VIEW PROFILE	
BC6SRB47/18	ABHIJIT DUTTA	BCOM 6TH SEMESTER	2017-18	LOHIT DUTTA	22/12/2017	View	FORM-FILLUP
BC2SRB11/16	ABHIJIT DUTTA	BCOM 2ND SEMESTER	2015-16	LOHIT DUTTA	10/12/2015	View	FORM-FILLUP
BC4SRB4/17	ABHIJIT DUTTA	BCOM 4TH SEMESTER	2016-17	LOHIT DUTTA	06/12/2016	View	FORM-FILLUP

Students' Profile

Name	ABHIJIT DUTTA	Student ID	BC6SRB47/18	Roll No	47
Course	BCOM 6TH SEMESTER	Session	2017-18	Date of Admission	22/12/2017
Date of Birth	11/01/1998	Father's Name	LOHIT DUTTA	Mother's Name	LONI DUTTA
Gender	M	Core Combination		Elective Combination	ACF(M)\DTAX\FASAS\IFSM\RM DL

2. To view the students profile for a particular row click on the VIEW link under VIEW PROFILE for that row. The details of the student for that row shall be shown in the student profile.

3. To appear for examination do form-fillup and pay fees for a particular course / semester click on the FORM-FILLUP link for that row. For example to appear for the regular exam for the current semester (BCOM 6th Semester in the picture) click on the FORM-FILLUP link of the topmost row. You will be directed to the payment screen for regular course where you can select REGULAR MAJOR COURSE or REGULAR GENERAL COURSE depending upon your admission. Your fees will be shown in the table and you can click on the "PROCEED TO PAY" button for Online payment.

Examination Fees

Name of Candidate: ABHIJIT DUTTA Course: BCOM 6TH SEMES Session: 2017-18 Select Category*: REGULAR MAJOR COURSE

SUBJECT NAME	TYPE OF SUBJECT	SUBJECT CODE
ACCOUNTING & FINANCE	MAJOR	ACF
DIRECT TAX (P-504)	ELECTIVE	DTAX
FINANCIAL STAT. ANALYSIS	ELECTIVE	FSAS
INDIAN FINANCIAL SYSTEM	ELECTIVE	IFSM
RESEARCH METHODOLOGY	ELECTIVE	RMDL

FEES NAME	AMOUNT
Centre Fees	500
Examination Fees	575
Marksheet Fees	100
Total	1175

[Proceed To Pay](#)

4. Similarly, to appear for Backlog Major or General Papers of BCOM 4th Semester in the previous picture click on the FORM-FILLUP link of the bottom row. You will be directed to the payment screen for Backlog course where you can select whether you want to appear for BACKLOG MAJOR PAPERS or BACKLOG GENERAL PAPERS. Accordingly the Major papers and /or General Subjects shall appear on the respective tables and you may choose the subject(s) in which you wish to appear and your fees shall be calculated.

Examination Fees

Name of Candidate: ABHIJIT DUTTA Course: BCOM 4TH SEMES Session: 2016-17 Select Category*: BACK LOG MAJOR PAPERS

Name of the Subject :	ACCOUNTING & FINANCE
SELECT PAPERS	
<input checked="" type="checkbox"/>	401-PAPER V
<input type="checkbox"/>	402-PAPER VI

SELECT SUBJECT NAME	TYPE OF SUBJECT
<input type="checkbox"/> AUDITING (P-403)	ELECTIVE
<input type="checkbox"/> COMPANY LAW (P-402)	ELECTIVE
<input checked="" type="checkbox"/> ENVIRONMENTAL STUDIES (IN GRADE)	ELECTIVE
<input checked="" type="checkbox"/> SECURITY ANALYSIS & PORTFOLIO MANAGEMENT (P-404)	ELECTIVE

FEES NAME	AMOUNT
Centre Fees	500
Examination Fees	575
Marksheet Fees	100
Total	1175

[Proceed To Pay](#)

5. After selecting the necessary options above click on the PROCEED TO PAY button. You will be directed to the payment gateway where you can use your Debit/ Credit Card/ Net Banking/ Wallet etc to make the payment. On successful payment confirmation, you will receive a confirmation & on-screen payment receipt. You can take a printout or download the payment receipt.

6. Similarly for Non Institutional Private(NIP) students who wish to appear for exams you may proceed in the same manner.

Examination Fees

Name of Candidate	Course	Session	Select Category*
RUPTRISHNA DUTI	BA 6TH SEMESTEF	2013-14	NIP MAJOR COURSE

Name of the Subject : GEOGRAPHY MAJ

SELECT	PAPERS
<input type="checkbox"/>	601-PAPER XIX
<input type="checkbox"/>	602-PAPER XX (Practical)
<input type="checkbox"/>	603-PAPER XXI
<input type="checkbox"/>	604-PAPER XXII (Practical)
<input type="checkbox"/>	605-PAPER XXIII
<input type="checkbox"/>	606-PAPER XXIV (Practical)
<input type="checkbox"/>	607-PAPER XXV
<input type="checkbox"/>	608-PAPER XXVI (Practical)

[Proceed To Pay](#)

7. After successful payment take a printout of the payment receipt and get it countersigned from the college office before the stipulated date.

SECTION-7 : HOW TO ASSOCIATE NEW MOBILE NO

Steps to Associate new mobile no for existing students :

1. Open the website <http://kcdcc.webdcl.com> on your computer (preferably on Firefox/ Chrome).
2. Click on 'ASSOCIATE MOBILE NO' on the menu on top. The Associate Mobile No screen appears.

Associate Your Mobile No with Your Student Records

Name of Student: SATYAJIT DEY Fathers Name: SUBAL DEY **Get Record**

STUDENT ID	NAME	COURSE	SESSION	FATHERS NAME	MOBILE NO
H1A/RA13/15	SATYAJIT DEY	HS 1ST YEAR (ARTS)	2015-16	SUBAL DEY	9435623865
H2A/RA65/17	SATYAJIT DEY	HS 2ND YEAR ARTS	2017-18	SUBAL DEY	9435623865

Enter New Mobile No: **Generate OTP** Enter OTP: **Update**

3. Enter the Name of the student, & Fathers Name and click the 'GET RECORD'. Your Course/ Semester wise records should appear on the screen along with your (existing) mobile no.
4. If you want to change the (existing) mobile no enter the new mobile no in the respective field and click 'GENERATE OTP'. The OTP should come by SMS to the new mobile no. Enter the OTP and click Update.
5. Now your new mobile no is associated with all your student records and you can use your new Mobile No to login. Proceed to login as written in **SECTION-1 : HOW TO LOGIN TO THE ONLINE SYSTEM**

SECTION-8 : 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.**

The screenshot shows the BillDesk payment gateway interface. On the left, there is a sidebar menu with options: Credit Card (selected), Debit Card, Debit Card + ATM PIN, and Internet Banking. The main area is titled "Pay by Credit Card" and features logos for VISA, Mastercard, and Diners Club. Below the logos are input fields for "Card Number" (with a "Show" button), "Expiration Date" (split into "Month" and "Year" fields), and "CVV/CVC". There is also a "Card Holder Name" input field. A large yellow "Make Payment" button is at the bottom, with a "Cancel" link below it. On the right, a summary box shows "Merchant Name" (blacked out) and "Payment Amount: ₹ 100". The BillDesk logo is in the bottom right corner.

After Successful payment a payment receipt shall be generated which may be downloaded or printed. Please get the receipt countersigned from the college office.

Payment Status	
Course Name	BCOM 3RD SEMESTER
Session	2018-2019
Transaction Reference No	NHMP6345567261
Bank Reference No	035756
Fees Amount	1.00
Status	Success
Bank Response	PGS10001-Success
Receipt No	10001
Print Receipt	Complete

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 and check your bank account first, otherwise double payment may be made.** If payment has been deducted from your account but receipt is not generated please write an eMail to the college mail 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.

PAYMENT TERMS & CONDITIONS -

- Amount is to be paid in Indian Rupees.
- Purchase of Prospectus / Payment of Fees can be made using any of the available modes of online payment (Debit Card / Credit Card/ Net Banking/ Wallet/ UPI 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.
- Payment gateway transaction charges are to be borne by the payee.
- 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.

HELPLINE AND SUPPORT

HELPLINE EMAIL : admissionkcdcc@gmail.com

HELPLINE MOBILE NO : **+91 84748 02823**

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 :