INSTRUCTIONS FOR THE MERIT LIST CANDIDATES

1. **Candidates shortlisted in the various Merit Lists can take admission from 6th August to 9th August 2020 (midnight).**

2. All candidates whose names appear in the Merit List are required to verify their Name, Application Number, Caste and the Board from which they have appeared.

3. **Candidates whose forms are incomplete are asked to submit the documents mentioned in the "Documents to be uploaded" column from 1st August to 3rd of August, 2020 (midnight).**

4. **Candidates taking admission without uploading the required documents within the stipulated time will have to forfeit their seats, if detected during the time of physical verification. Such candidates must mail their documents to the Technical Helpline Email : admkcdcc201920@gmail.com. by clearly mentioning their Name, Application Number, User ID and Password.**

5. **Merit List of candidates applying under EC Quota, Freedom Fighter and PWD Quota for all programmes would be uploaded in the college website on 9th August, 2020.**

6. **The onus of uploading correct and genuine documents rests on the applicants and online verification of forms is purely based on it.**

7. **There will be physical verification of the documents once the college reopens.**

8. **In case of any discrepancy found during physical verification, the college authority reserves the right to take strict action against such candidates as per law.**

9. **All candidates who have a gap in their academic sessions are required to submit their Gap Certificates during physical verification of documents.**

SCHEDULE FOR ONLINE ADMISSION

SESSION: 2020-2021

PROGRAMME NAME	BOARD	MERIT LIST ISSUE DATE	DATE OF ADMISSION (MERIT LIST)	WAITING LIST ISSUE DATE	DATE OF ADMISSION (WAITING LIST)
HS 1st Yr.	SEBA & CBSE/Other Board	01.08.2020	06.08.2020 to 09.08.2020	11.08.2020	13.08.2020 To 14.08.2020
B.Com.1st Sem. B.A. 1st Sem. B.Sc. 1st Sem. BBA 1st Sem. BCA 1st Sem.	AHSEC & CBSE/Other Board	01.08.2020	06.08.2020 to 09.08.2020	11.08.2020	13.08.2020 To 14.08.2020

- **Merit Lists for EC QUOTA, FREEDOM FIGHTER and PWD QUOTA for all programmes would be uploaded in the website on 09.08.2020**

Sd/-
Dr. Hrishikesh Baruah
Principal
K.C. Das Commerce College

A. Procedure for Online Admission

1. Login to the portal using the same User ID (Mobile No.) and Password that you used for submitting your online form. In case, you have forgotten your password, you can create a new password using the forgot password link and by generating a One Time Password (OTP).

2. Click on the **Take Admission** – link next to your Application form number that has been selected for admission in the Merit List.

3. All applicants are to fill-up the DHE Unique-ID. If the DHE Unique ID has not been generated, we have provided a link next to go to the Unique ID field to visit the DHE website and obtain the Unique ID.

4. Click on the **Proceed** button.

5. In case an applicant is not a domicile of Assam, the system will take you to the Payment Gateway where you shall be able to pay the online fees using your Debit Card/ Credit Card/ Net Banking or other available options. After successful payment, the system will redirect you back to the college web-portal where you will be able to obtain a fees receipt. Download the fees receipt and keep it with you for future reference.

6. In case an applicant is a domicile of Assam, a free admission receipt of acknowledgement will be generated confirming your provisional admission in the college. Download the receipt and keep it with you for future reference.

7. The fees payment receipt or acknowledgement receipt is to be preserved carefully as you would be required to produce it to the college authority during the time of physical verification once the college reopens.