

K.C. Das Commerce College

Chatribari, Guwahati

IMPORTANT INFORMATION FOR APPLICANTS APPLYING ONLINE FOR ADMISSION

A. DOCUMENTS THAT HAVE TO BE BROUGHT FOR ADMISSION :

All **original mark sheet** and certificates along with Photostat copies of the same to be produced at the time of admission are given below: -

1. Mark sheet
2. Caste certificate (Where applicable)
3. Gap Certificate (If necessary)
4. Extra Curricular Activities Certificate (For EC students)
5. Freedom Fighter Quota certificate (Where applicable)
6. One Pass Port Size Photo of the Candidate

B. MODE OF PAYMENT OF ADMISSION FEE :

K.C. Das Commerce College has decided to go for cashless digital mode of payment of admission fees. Therefore the following system of payment of admission fee shall be applicable :-

1. Payment of Admission Fee shall be through online mode only (via payment gateway system).
2. Payment of Admission Fee have to be made in the same method by which the Application form / Prospectus was purchased while applying online- i.e. using Debit Card / Credit Card / Net Banking etc. on the payment gateway.
3. On the date of admission, Applicants / Guardians are to come prepared for online payment of admission fees by bringing their Debit Card / Credit Card / Net Banking details.
4. No cash transaction for payment of Admission fees shall be made available in the college.
5. The college shall provide computers with Internet connection to facilitate online payment of Admission Fees for the benefit of the Applicants.
6. After successfully paying the admission fees online, a computerised fees receipt shall have to be collected from the college office counter / cash counter. Admission shall be confirmed only after the computerised fees receipt has been finally obtained by the applicant.
7. Candidates seeking admission free of cost have to produce Income Certificate from the concerned Revenue Circle Officer / Mauzadar. Free-admission receipt has to be obtained from the college office counter for final conformation of admission.