

Sub
11/8/17

FOR UCE CANDIDATES

I. Procedure for Registering Mobile Number

Important Note :

The mobile number registered here will be used for all communications in future. This mobile number will be printed on the SMART CARD. DO NOT register temporary mobile number. After registration, if you want to change the mobile number, you have to apply through the Dean of the college.

Step 1 :Go to www.aukdc.edu.in (Google chrome is the preferred browser but all latest browsers are supported.)

Step 2 :Select Mobile Registration.

Step 3 :Enter application number, Date of Birth and click "LOGIN".

Step 4 :Enter the mobile number to be registered.

Step 5:Click "Send OTP". **If OTP is not received, wait for 10 seconds before you click "Resend OTP".**

Step 6 :Enter the OTP, you have received in your mobile.

Check the message displayed on the screen.

II. Procedure for Registering E-Mail Id

Important Note:

The e-mail id registered here will be used for all communications in future. DO NOT register temporary e-mail id.

Step 1:Go to www.aukdc.edu.in (Google chrome is the preferred browser but all latest browsers are supported.)

Step 2 :Select e-mail registration.

Step 3 :Enter the Captcha.

Step 4 :Enter application number and D.O.B.

Step 5 :Enter e-mail id to be registered.

Step 6 :Click "Send OTP".

Step 7 :Enter OTP, you have received in your mail.

Step 8 :Click "Register".

Check the message displayed on the screen.

III. Procedure for filling the student smartcard through online

Important Note : Scan the original documents **with 75 DPI resolution**. The size of a single file should be **less than 150 kb** . **DO NOT** scan the documents using **cam scanner or mobile**. All the documents except photo, **should be in PDF** format only. Photo should be **less than 50 kb** and in **JPEG** only.

Before proceeding to pay admission cum term fees, student have to fill the data for smartcard.

Step 1:Go to www.aukdc.edu.in, Knowledge Data Centre website (Google chrome is the preferred browser but all latest browsers are supported.) Click Smartcard from quick links.

Step 2:Enter the captcha.

Step 3:Select Forms.

Step 4:Select UG/PG/Lateral Admission, enter your application number, D.O.B and click "Submit".

Step 5:View Existing data.

Step 6:Fill personal, academic details using "Add/Edit Data Sheet"

Step 7:Click "Submit" button to save.

Step 8:Check the entered details on the screen. To make corrections use "Edit" button make correction and click "Update".

Step 9:Click "View Data Sheet(PDF)" to Generate PDF file with "Tentative" water mark, Check all the details entered are correct, If all data are correct, complete the data entry by clicking "Yes" button at the end of the PDF file. If "No" is selected, it will enable to edit the data again.

Step10:Upload all the necessary Original certificate's scanned copy in the format prescribed by clicking "Upload Documents".

Step11:Verify each uploaded files for readability and relevance.

Step12:Freeze each uploaded certificate.

IV. Procedure for paying admission cum term fees through online using Internet Banking.

All allotted candidates must pay the admission, semester fee through online payment only.

Step 1:Go to www.aukdc.edu.in, Knowledge Data Centre website (Google chrome is the preferred browser but all latest browsers are supported.)

Step 2:Select (Click) "Fees" on www.aukdc.edu.in

Step 3:Enter the Registration / Application Number, Date of Birth and press login button and **set password** (Set Password according to the mentioned requirements.

Enter the same password in confirm password. "Click set password". Check the message displayed on the screen). The respective student's particulars will be displayed on the webpage. If all the shown information is correct then press "Pay Fees".

Step 4: After clicking Pay Fees, the user will be requested to select a bank for payment on the webpage and proceed to the respective bank's website for payment (if internet banking enter the login name, password and Proceed).

Step 5: On successful completion of the transaction, the candidate can take a temporary receipt of the payment for further reference. A signed copy of the receipt will be available in the same portal within 48 working hours.

NOTE :

1. The signed receipt copy must be produced at the time of admissions.
2. For making payment, at zero transaction charges, the candidate may require an Internet Banking Account in any one of the following banks.
(I) State Bank of India (II) Indian Overseas Bank (III) Indian Bank (IV) Canara Bank.
3. Other mode of payments may require transaction charges as indicated in the web portal.

The online fee payment will be made available from **01.08.2017**

For any clarification on datasheet, admission cum term fees contact **044-22357091, 044-22357092.**

V. RULES FOR REFUND OF FEES

Sl.No	Fees Refund	Procedure
1	Full fees Refund	The candidates who have admitted and paid the 1st semester fees but not reported on that date of enrollment*
2	50 % of one time fee, Semester fees (Section 1 & 3 of fees structure) & Refundable deposit	The candidate enrolled on the date of class commence and wishes to quit the programme within 2 weeks (14 days)
3	Only Refundable Deposit amount	The candidate enrolled on the date of class commence and wishes to quit the programme after 2 weeks (14 days)

* Enrolment means the date of opening of the institution.

Director - KDC