

PRIVACY POLICY, TERMS & CONDITIONS

Students Information will be legally saved bounded within the educational offices of the Institution and will not be shared with any third parties.

FOR CONSENT-

To get our consent regarding any services/sharing information contact with us at

Address:

Principal:

Administrative Building, Ground Floor,
Kokrajhar Govt. College

Email: principalkokgc@gmail.com

Phone: 03661270245

PO& Dist: Kokrajhar

Pin: 783370, BTC, Assam

or

Coordinator IQAC

Administrative Building 1st Floor,
Kokrajhar Govt. College

Email: coordinatorkokgc@gmail.com

PO& Dist: Kokrajhar

Pin: 783370, BTC, Assam

If after you opt-in, you change your mind, you may withdraw your consent for us to contact you, for the continued collection, use or disclosure of your information, at anytime, by contacting us at : principalpayment@gmail.com or mailing us at: principalkokgc@gmail.com or coordinatorkokgc@gmail.com or Kokrajhar Govt. College, **PO& Dist:** Kokrajhar, **Pin:** 783370, BTC, Assam

PAYMENT

We use Razorpay for processing payments. We/Razorpay do not store your card data on their servers. The data is encrypted through the Payment Card Industry Data Security Standard (PCI-DSS) when processing payment. Your purchase transaction data is only used as long as is necessary to complete your purchase transaction. After that is complete, your purchase transaction information is not saved.

Our payment gateway adheres to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover.

PCI-DSS requirements help ensure the secure handling of credit card information by our store and its service providers.

For more insight, you may also want to read terms and conditions of razorpay on <https://razorpay.com>

THIRD-PARTY SERVICES

In general, Students Information will be legally saved bounded within the educational offices of the Institution and will not be shared with any third parties.

Once you leave our college website or are redirected to a third-party website or application, you are no longer governed by this Privacy Policy or our website's Terms of Service.

Links

When you click on links on our college website, they may direct you away from our site. We are not responsible for the privacy practices of other sites and encourage you to read their privacy statements.

SECURITY

To protect your personal information, we take reasonable precautions and follow industry best practices to make sure it is not inappropriately lost, misused, accessed, disclosed, altered or destroyed.

COOKIES

We use cookies to maintain session of your user. It is not used to personally identify you on other websites.

CHANGES TO THIS PRIVACY POLICY

We Kokrajhar Govt. College reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

If our institution is acquired or merged with another institution, your information may be transferred to the new institute so that we may continue to provide services to you.

QUESTIONS AND CONTACT INFORMATION

If you would like to: access, correct, amend or delete any personal information we have about you, register a complaint, or simply want more information contact with principal, Kokrajhar Govt. College or IQAC, Coordinator, Kokrajhar Govt. College or by mail at principalkokgc@gmail.com or coordinatorkokgc@gmail.com

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TERMS & CONDITIONS OF ADMISSION, PAYMENT OF FEES AND REFUND/CANCELLATION POLICIES

These terms and conditions represent an agreement between the Kokrajhar Govt. College administration/ management and the prospective student. By accepting the Institute's Admission of a place on a programme in the institution, you accept these terms and in full, which along with Student Admission and the Institute's rules, regulations, policies and procedures and the most recently published prospectus (as applicable), form the contract between Student and the Institute in relation to Student studies at the University as amended from time to time pursuant to Clause.

Any amendments made by the Institute to the Contract will be made available on the Institute's website, which you should consult regularly. We shall take reasonable steps to bring these changes to the attention of affected students as soon as reasonably practicable.

Some autonomous programmes and University programmes may require students to agree to the terms and conditions of professional bodies or third-party providers. Details of these requirements are set out in the programme information section of the prospectus. By agreeing to these terms and conditions, you also agree to abide by any relevant professional bodies' terms and conditions and after agreeing with terms and conditions you are ready to enrol in this program.

All admissions will be considered done after receiving full fees and with complete documentation (educational documents). If a student will not provide all concerned documents within the given timeframe (as per the date finalized by the University or Institute), the institute holds the right to cancel the admission of the student then and there. Also, the institute's service charges will not be refundable but the fees will be refundable as per the University/Institute's guidelines.

The institute/University holds the right to cancel the admission of any student if he/she fails to pay the fees on or before the due date. If a student fails to submit all documents mentioned in the respective Provisional Admission Letter of the Institute to process admission before the last date (declared by University/institute), or the student is non- contactable on the email id and phone number provided by them without any information, University/institute holds the right to hold/cancel the admission of the student.

The fee is calculated and charged on a semester basis, but for the convenience of the students, payment is facilitated in instalments except for the final year. In case of refund, service charges, registration charges and other charges are not refundable under any circumstances but the fees will be refundable as per the University/Institute's guidelines.

In the process of admission, it is Student's responsibility to ensure that all the documents and information provided by the student to the University or institute is true and accurate.

2.1 If it is discovered that Student application contains incorrect, incomplete or fraudulent information, there is a re-assessment of Student fee status or significant information has been omitted from the student application form, the University/ Institute may withdraw or amend Student Admission, or terminate Student registration at the university/ institute, according to the circumstances and also can take the action against the document and information provider.

2.2 If Student has not fulfilled all conditions of Admission before the date notified or the last date to Student Admission or any other date notified to you, the University and institute reserves the right to withdraw Student Admission or defer Student application to the next year of entry.

2.3 Fees and Service Charges are Non-Refundable:

1. *If Admission form is processed to University or Institute*
2. *If Enrollment Number is issued*
3. *If Fee paid after getting the enrollment number*
4. *After 7 days of submission of fee*
5. *Installment & Pending fee of old course is non-refundable.*

2.4 Students may be required, at the request of the institute, to provide satisfactory evidence of Student qualifications (documents in Hindi or English only will be considered) before admission. Failure to provide such evidence to the Institute's satisfaction may result in the termination of Student Admission, the revocation of Student registration as a student of the University and termination of the Contract.

Conditions of admission

Student should also note that Student progression on Student programme and Student final award are not guaranteed and are dependent upon student's examination performance.

If student do not pay the deposit money in accordance with the payment terms advised in Student Admission letter, Student application shall be withdrawn without further notice. It is therefore essential that you have funding for Student deposit in place before you apply to the institute. Any deposit you pay will be offset against the balance of tuition fees owed to the Institute.

For further information regarding deposits, please review the Institute's deposit guidelines which are available on the institute website.

Institute is not liable/ responsible for any action taken by University on the admission application of the student. If University does not confirm the admission of the student on finding any wrong information or forge (Edited) documentation provided by the student, institute will not be liable to refund fees till the time it gets cancellation confirmation from the University. 1 year is the maximum duration which the University could take to complete the process and give updates on it. If student will not be satisfied, they should approach the University directly. Institute will process refund as soon as it gets a cancellation confirmation from the University.

Fees is subject to revision (as applicable) in accordance with the terms of the Tuition Fee Policy. Fees consists of 3 parts- Registration fees, Tuition fees, Examination fees and other charges. While deciding upon increase in tuition fees, the University will take into consideration such factors as inflation, Council policy and other external factors which are not in University's control.

You will not be deemed to have matriculated until Student tuition fees and other charges have been paid (or Student first instalment paid in case of instalments), or satisfactory evidence produced that such fees will be paid by Institute invoice. You will be personally liable to pay Student tuition fees. Also 70% of the annual/semester/course tuition fees need to be paid by the student in order to get the admission confirmed in the University/Institute.

If you are personally liable to pay all or part of Student tuition fees, a number of payment methods are available on your letter or mail to you. Further information is available on the institute website.

The institute may pursue legal proceedings in relation to non-payment of fees.

In accordance with the University's tuition fee policy (which is available on the University's website), a refund of tuition fees may be made if you withdraw from a programme with the approval of the relevant Head of College.

** If you have any concerns regarding payment of fees or require further information about tuition fees (including the refund of tuition fees), please contact the Finance Department. And deposit all original receipts and a declaration of non-payment or reason of refund and you can collect amount from finance department after deduction of service charges.

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2022 Kokrajhar Govt. College, Kokrajhar, BTC, Assam-783370

