

PAYMENTS POLICY DOCUMENT

Please read the following guidelines carefully before making payments on the Web-portal. The document contains various payment policies with regards to making online payments as well as refunds and cancellation issues as applicable on the portal. For any queries, applicants may kindly email us at the technical helpline email address given on the portal home page. Alternatively, the college may be contacted through contact details available directly on the college main website home page.

Products and services :

In conformity with existing rules and policies, the college provides online payment facilities for admission form sale and/or fees amount for online admission etc. from time to time as per notification by the college authorities. All online transactions may be done directly through various sections of this portal by the respective users.

Privacy Policy :

The college understands the importance of protection of your private information and shall take necessary safeguards to protect your privacy. We recommend that all login details- UserId / Password etc made available to you from the portal is kept confidential at your end. All policies related to privacy concerns are governed by the terms and conditions by the college.

PAYMENT ISSUES

How To Pay -

Online payments may be required to be done on the web-portal for different activities like purchase of prospectus / application form, payment of fees, alumni registration fees etc as per existing policies which shall be notified by the college authorities. For making the payment, you will have to click on the payment button provided on the respective section.

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.**

After Successful payment a payment receipt shall be generated, which may be downloaded or printed.

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 helpline mail address 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.
- Online payment on the payment gateway 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 as notified 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.

PAYMENT CHARGES -

- The transaction charges for online payment are strictly in conformity with the guidelines provided by the Reserve Bank of India (RBI) as specified from time to time. As per the revised circular provided by the RBI with respect to online payments the following charges are applicable-

Sr. No.	Type Of Transaction	Transaction processing Fee	Aggregation, Reconciliation & MIS Fees	Total Fees
1	Credit Cards Transaction Processing Fee - (Visa/Master)	1.25%	0.25%	1.50% of Transaction Value
2	Net banking Transaction Processing Fee-	Rs. 15/-	Rs. 5/-	Rs. 20/- Per Transaction
3	Wallet/Cash Card Transaction Processing Fee -	1.25%	0.25%	1.50% of Transaction Value
4	Debit Card (RuPay) Transaction Processing Fee -	NIL	NIL	NIL
5	Debit Card (Visa/Master) Transaction Processing Fee -	NIL	0.90%	0.90% of Transaction Value <i>(to be borne by College)</i>
6	UPI Transaction Processing Fee -	NIL	NIL	NIL

* Note : GST@18% applicable extra on the above charges

WHAT TO DO IF PAYMENT IS MULTIPLE PAYMENT IS MADE OR RECEIPT IS NOT OBTAINED -

- Students / Applicants are advised to kindly check with their bank account in case of any doubt before making a second payment. Do not pay immediately the second time if you have already done an online transaction and you are unclear regarding the status of the payment.
- If the payment is successful but no receipt is obtained or if by mistake a second or multiple payment has been made, the student / applicant has to send a mail to the technical helpline email in the following format -
 - Name of college :
 - Web portal User-ID (Mobile No) :
 - Web portal Password :
 - Name of Course / Payment made for :
 - Amount Paid :
 - Date of Payment :
 - Name of Bank :
 - Transaction Reference no received from bank :

The time to manually process the application should take 7-10 days for settlement.

- Refund in case of multiple payment shall be done only after proper verification and a decision has been taken by the authorities regarding whether the payment is legitimately refundable.
- In case of a refund the amount underlying the transaction shall be internally processed to be refunded to the bank account of the payee from where the payment was originally made in case of the online transaction. The payee can expect the amount in their bank account in 2 weeks time.

The college remains committed to providing the users a satisfying and safe online experience.