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 https://www.aukdc.edu.in/datasheet (Google chrome is the preferred browser but all latest browsers are supported.)
Step 2 :Enter application number and Date of Birth
Step 3 :Enter Captcha 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, along with an e-mail id to be provided by the University. Mail id will be registernumber@annauniv.edu.in. DO NOT register temporary e-mail id.

Step 1 :Go to https://www.aukdc.edu.in/datasheet (Google chrome is the preferred browser but all latest browsers are supported.)
Step 2 :Enter application number and Date of Birth
Step 3 :Enter Captcha and click Login
Step 4 :Enter e-mail id to be registered.
Step 5 :Click "Send OTP".
Step 6 :Enter OTP, you have received in your mail.
Step 7 :Click "Register".
Check the message displayed on the screen.

III. Procedure for filling the student smartcard data sheet 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 https://www.aukdc.edu.in/datasheet Knowledge Data Centre website (Google chrome is the preferred browser but all latest browsers are supported.)
Step 2: Enter your application number and Date of Birth
Step 3: Enter the captcha and click Login.
Step 4: View existing data.
Step 5: Fill personal, academic details using "Add/Edit Data Sheet"
Step 6: Click "Submit" button to save.
Step 7: Check the entered details on the screen. To make corrections use "Edit" button make correction and click "Update".
Step 8: 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.
Step 9: Upload all the necessary Original certificate's scanned copy in the format prescribed. (Note: Some of the documents already uploaded during application filling need not be uploaded again, but only to be checked).
Step10: Verify each uploaded files for readability and relevance.
Step11: Freeze each uploaded certificate.
Note : Filling the student smartcard data sheet will be made available from 18.07.2019**.**

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) "Student Portal / Fees"

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.

3. Other mode of payments may require transaction charges as indicated in the web portal.

The online fee payment will be made available from **18.07.2019 to**

How to register Mobile / E-Mail / Smart Card are available in video format at www.aukdc.edu.in → FAQ → Registration

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

Also, contact through www.aukdc.edu.in/form by entering application number.

V. RULES FOR REFUND OF FEES

Sl. No.	Percentage of Refund of Fees	Procedures
1.	**Refund of fees - 100%** • 100% of the One Time Fee*** • 100% of the Semester Fee • Full refund of the refundable of deposits.	15 days before the formally - notified date of commencement of classes
2.	**Refund of fees - 80%** • 80% of the One Time Fee*** • 80% of the Semester Fee • Full refund of the refundable of deposits.	Not more than 15 days after the formally - notified date of commencement of classes
3.	**Refund of fees - 50%** • 50% of the One Time Fee*** • 50% of the Semester Fee • Full refund of the refundable deposits.	More than 15 days but less than 30 days after formally - notified date of commencement of classes
4.	**Refund of fees - 0%** • 0% of the One Time Fee • 0% of the Semester Fee • Full refund of the refundable deposits.	More than 30 days after formally - notified date of commencement of classes

*** excluding the non-refundable processing fees such as Smart Card, Co-operative Society Membership and Recognition, Registration and Enrollment fee.

 * Enrolment means the date of opening of the institution.

Director - KDC