



## INSTITUTE DATA APPLICATION FORM

**Identical Information:**

\* Institute Name : \_\_\_\_\_

\* Authorized Person : \_\_\_\_\_

\* Designation : \_\_\_\_\_

\* Affiliated to : 1) \_\_\_\_\_ 2) \_\_\_\_\_

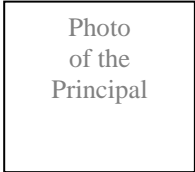
\* HS. Admission Month : 1) \_\_\_\_\_ 2) \_\_\_\_\_

\* T.D.C. Admission Month : 1) \_\_\_\_\_ 2) \_\_\_\_\_

\* H.S. Exam Month : 1) \_\_\_\_\_ 2) \_\_\_\_\_

\* Institute Regn No : 1) \_\_\_\_\_ 2) \_\_\_\_\_

\* PAN Card No : 1) \_\_\_\_\_ 2) \_\_\_\_\_



**Address Information:**

Vill/House No or Name\* : \_\_\_\_\_

Land Mark : \_\_\_\_\_

Dist\* : \_\_\_\_\_

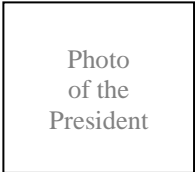
State\* : \_\_\_\_\_

Area/Constituency\* : \_\_\_\_\_

Post Office : \_\_\_\_\_

Police Station : \_\_\_\_\_

Pin Code : \_\_\_\_\_



**Institute Information:**

No of Students : \_\_\_\_\_

Male : \_\_\_\_\_

Female : \_\_\_\_\_

Total No of Teacher : \_\_\_\_\_

Male : \_\_\_\_\_

Female : \_\_\_\_\_

**Contact Information:**

Telephone No : \_\_\_\_\_

Mobile Number : \_\_\_\_\_

E-mail : \_\_\_\_\_

Website : \_\_\_\_\_

**Course Information:**

Stream : 1) Arts                      2) Commerce                      3) Science                      4)                      5)

Departments in : Arts/Com/Sc: \_\_\_\_\_

Subjects in H.S. : \_\_\_\_\_

Major Subjects in TDC : \_\_\_\_\_

Is Discount for BPL : \_\_\_\_\_

Class in H. S. : 1) HS 1<sup>st</sup> Year                      2) HS 2<sup>nd</sup> Year                      (Arts/Commerce/Science)

HS 1<sup>st</sup> Year Form Fill up : 1) Prospectus Amount \_\_\_\_\_                      2) Maximum Quantity Limit \_\_\_\_\_ (\_\_\_\_\_)

HS 1<sup>st</sup> Year New Admission : 1) Arts Max Qty \_\_\_\_\_                      2) Com Max Qty \_\_\_\_\_                      3) Sc. Max Qty \_\_\_\_\_

Roll No for HS 1<sup>st</sup> Yr. Admission : 1) Generate New Roll No 1,2,3,4,5                      2) Generate New Roll No A1, C2, S3.

Roll No for HS 2<sup>nd</sup> Re Admission : 1) Generate New Roll No 1,2,3,4,5                      2) Keep Same Roll No of HS 1<sup>st</sup> Yr.

TDC 1<sup>st</sup> Year Form Fill up : 1) Prospectus Amount \_\_\_\_\_                      2) Maximum Quantity Limit \_\_\_\_\_ (\_\_\_\_\_)

TDC 1<sup>st</sup> Year New Admission : 1) B.A. Max Qty \_\_\_\_\_                      2) B.Com. Max Qty \_\_\_\_\_                      3) B.Sc. Max Qty \_\_\_\_\_

Roll No for TDC 1<sup>st</sup> Yr. Admission : 1) Generate New Roll No 1,2,3,4,5  
 Roll No in TDC 3<sup>rd</sup>/5<sup>th</sup> : 1) Generate New Roll No  
 Roll in TDC 2<sup>nd</sup>/4<sup>th</sup>/6<sup>th</sup> : 1) Generate New Roll No

2) Generate New Roll No A1, C2, S3.  
 2) Keep Same Roll No of Previous Class.  
 2) Keep Same Roll No of Previous Class.

## Terms & Conditions of the Proposal Acceptance:

- 1) To start the Proposal, College Authority/Principal must have to sign the IDA (Institute Data Application) form with min 500 Students.
- 2) Must have to submit the Affiliation Certificate & the Identity Proof of the College as well as the Current Principal of the College.
- 3) Must have to submit a Request letter for .edu.in/.ac.in Extension on Institute Letter Head, address to 'The Registry, Dept. of Electronics & Information Technology New Delhi. (deity.gov.in).
- 4) College Authority must have to provide a Indemnity Bond or the Security Amount following the 'Refundable Security Amount Chart' above and it must be reserve till the Proposal Continue.
- 5) The Proposal must be accept by the College for four years & the Security amount will be adjust only either tenure completion or reactivation of the Proposal.
- 6) Your Security amount will automatically be forfeited if the accepted proposal terminates before completion of the tenure or will be adjusted, if switched to any other scheme.
- 7) Any Scheme other than the Digi-Smart-2018 Scheme will not get the Customization facilities following the Scheme Chart. If they need, they have to pay Extra amount depending on the Job requirement.
- 8) The payable amount for the Proposal will only be the Nos. of Student Identity Cards multiplied by Scheme amount Applicable per year, up to Four years as Accepted with the Proposal.
- 9) You must have to pay the Payable Amount on or before the Due date which mentioned in the Invoice. Otherwise 5% interest will be charged monthly by the system automatically.
- 10) Free 'NEWS CMS Software' will also be terminate with the Proposal Terminate. If the 'NEWS CMS Software' purchased by the college, will be Active for all and renewal is applicable.
- 11) You will be responsible for any spelling & Image mistake in Identity card if you are using our 'NEWS College Management software'. But in case of Excel & form, we will liable.
- 12) We will not charge any single amount other than the Yearly Identity Card Charges, Identity Card Charges will be Calculate for the Proposed number of students, following above Price Chart.
- 13) Identity Card Quantity must be more or equal as of mentioned in the Proposal which is signed by the college authority.
- 14) You have to pay reprinting charges of Rs. 30/- for a student Identity card & Rs.40/- for a teachers identity card, if mistakes not from our side.
- 15) You must call from your registered Mobile No or must Mail from your Registered Email ID for any kind of Changes in your Scheme, Payment, Profile, Software, and Programming & Authority Issue.
- 16) After successfully completion of agreement tenure, if college wants to terminate the proposal, then the Security Amount will be refunded. College should not pay any amount for the proposal contains.
- 17) To be continuing the same proposal, college must be renew the proposal with the current terms and conditions or College may take over the Domain & Hosting from us with the existing reasonable price.
- 18) To configure online payment in your website, you must submit the necessary documents as per payment gateway. Processing Charges will be paid by us. Transaction Charges will be paid by the Payee.
- 19) All the Facilities mentioned in this Scheme, following Proposal Content Classification Chart Above, only with the Identity Card Price (No any Extra/Hidden Amount will be Charged for this Proposal)
- 20) We will not be responsible for any photo damaged, scratched, stapled, trod, signed, fold mark & invisible, we must need either digital photo, rename by Application No or CLEAN IMAGE if pasted on SDAF.
- 21) One time 'NEWS College Management Software' Installation & Setup Charges of Rs. 10000/- must be paid after successfully executed. Applicable for all. (if Needed)
- 22) Once you signed the agreement you cannot degrade your scheme, but you can upgrade your scheme at any time at least 1 month before the Admission.
- 23) You must Confirm & Approve the Identity Card Design with the text /sign on the Card, which will be sent by our team to your Registered Email ID, otherwise we will not responsible for any kind of Delay.
- 24) You must need to raise a ticket for any type of Job, Service, Function, Updates, Complain, Requirement & Activities to get 100% satisfaction, without ticket you cannot blame for any kind of disputes.
- 25) You can raise a Ticket either send a mail to [support@northeastwebsolution.com](mailto:support@northeastwebsolution.com) from your registered email ID or Raise from your Ticket Login Panel on your website with admin ID & Password.
- 26) We will provide one Helpline number for every college, if any college wants to get Individual Helpline No then have to pay INR6000 Per Month. (All Support Services will be the same on that Number).
- 27) Once Proposal Terminates, all the other related services will Automatically be terminate without any condition. Reactivation charges of Rs. 10000/- will be applicable if once service terminates.
- 28) You have to pay the Full Amount by Cheque only, without deduct any taxes, as the Bill will be Included Composition GST. 18% IGST will be added with the Bill if you Pay by RTGS/NEFT/Net Banking.
- 29) Online Form Fill-up & Admission Procedures must be Completed at least 2 months Prior from the Admission. Otherwise Company will not be Liable for any Delay/Retread/Incompletion.
- 30) Online Processing & Service charges of rupees twenty nine will be applicable for each transaction like form fill up, admission, exam fees etc. To waive the charges from student, college must pay the same.
- 31) 18% IGST on online payment will be Charge on each bill amount, you must clear every bill within 15 days from the bill date, else your services will be terminated and also 5% pm late fine will be added on all bill.
- 32) Student must register on North East Web Solution Portal to get Student Support on Tele Call, Online Chatting, App Support, Mail Reply Support, Direct Call Reply Support as mentioned in the Support Detail Page.
- 33) We will Create the Bill only on the Current year Online Student Data or Excel Data/Application Form Provided by the College, and College Must pay the total Bill Amount if Identity Card not Issued by any cause.
- 34) The Processing charges as mentioned in no 30, will be deducted from the student account and will be credited to the Master Merchant account directly, no receipt will be generated for this.
- 35) The Processing charge will include maximum 3 SMS & 5 Email to a Student Per Day, else Student must be register with NEWS App to get Additional facilities on the same day.
- 36) The College Authority must allow the Student to register in North East Web Solution Portal, against reasonable charges on the college website, who wants to get Student Support. (not mandatory).
- 37) Your Security Amount will protect all the Web Service Termination like SMS/Domain/Hosting/Email/Database/Ticket/Admin Services. (Proposal Termination only Mean the ID Card not Taken).
- 38) The SMS Alert & Email Configuration in Proposal are not related with Online Admission Process, the Pending SMS will not be Credited in Next Month, SMS Delivered of the Current Session is total Count.
- 39) We will deliver the ID Cards within 10-15 days (if provide the Excel Sheet & Image File from the 'NEWS CMS Software/Online Data'). 20/25 Days if provide the 'SDAF' Student Data Application Form.
- 40) We are not responsible for any online payment of any Payment Gateway, they will be fully responsible if any disputes made in payment. Regularly audit and checking bank account is suggested.
- 41) You must have to submit minimum 300 ID Card List/Data/Forms in a lot, and must have to complete the ID card formalities up to 4 Lots.
- 42) The Scheme price is excluding IGST in case of NEFT/RTGS payment, and in case of cheque payment, the Price is included GST.
- 43) Digital Multicolor Lanyards will be provided to all the Student in the First year, from the Next year, Lanyards will be provided for Class HS 1<sup>st</sup> year & TDC 1<sup>st</sup> SEM Only.
- 44) Account Manager will allow to Response Directly to the college Authority to/from the Registered Mobile Number & Registered Email ID during 9.00am to 9.00 pm.
- 45) College Admin will be barred from our Direct/Account Manager Services instantly after Five Calls, IF Received from the Student Side, So Please be Care full, do not Provide our Direct no to Students.
- 46) In case of RFID Card the College Administration must Arrange all the Required Item like Computers, Cables, Touch Device, SIM, Wify & Entry Gate if need.
- 47) No any Charges for Online Chat Room/College Mobile App Service/Mail Service/Admin Support No & Tele Call Service for the College Admin. If it shift to student, than college should to pay.
- 48) You must accept all the terms & conditions at the time of signing the IDAF (Institute Data Application Form) & also approve the Required Documents for Online Payment Gateway.
- 49) North East Web Solution will not be liable for any payment other than Student Fees, NEWS Regn Fees & Online Processing Charges if any Payment Done by Student to the North East Web Solution Account
- 50) North East Web Solution will not be liable for any payments from student. Students must read and understand the Payment Guideline and the Pop Up on Payment Page before make Payment.
- 51) NE Web Solution will provide the Both Side Printing Multi Color Lanyard for All Student in the first year, from the second year, only new student will get the Multi color Lanyard, Or Single Side every year.
- 52) College must pay the ID Card Price following first row of each Scheme in the Particulars Column of the Price Classification Chart for Online, 2<sup>nd</sup> row for Excel & Scan photo & 3<sup>rd</sup> row for Physical Form.
- 53) If any dispute arises, all the Jurisdictions in Kolkata Court only.

**Payment Caution:** Payments must be in favor of 'North East Web Solution', A/C No:- 124811031330, Bank: Dena Bank, Branch:- Khardah, IFSC Code:- BKON0911248. Kolkata, by NEFT/RTGS only.

## CALCULATION

Scheme Name: \_\_\_\_\_ Scheme Value: Rs. \_\_\_\_\_ Scheme SI No.: \_\_\_\_\_ No of Students: \_\_\_\_\_ x @ \_\_\_\_\_ = Rs. \_\_\_\_\_  
 No of Teachers: \_\_\_\_\_ x @ 100 = Rs. \_\_\_\_\_

## Primary Money Receipt:

Received with thanks from \_\_\_\_\_ of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) for Security amount following the above terms no 4. Cheque/RTGS/NEFT No: \_\_\_\_\_, Date: \_\_\_\_\_, Bank: \_\_\_\_\_, Branch: \_\_\_\_\_.

Remarks: ( \_\_\_\_\_ )

*I have read the terms & conditions of the Proposal and see all the Points very carefully and I simply understand that our college will get any update and support in the IT sector i.e. On College Website, College Admin, Departmental Login, Teacher Login, Webmail Login, Ticket Login, CMS, Domain, Hosting, SMS, Online Admission Portal, which clearly mentioned in the Scheme Classification Chart, above. More clearly I understand that No any Amount we should pay from college fund except Security Amount & ID Card Price which shows on the above Price Classification Chart.*

*I, on behalf of our College, Accept the Proposal for four years agree with all the above terms and conditions. And permitted to proceed and active all the Above Services along with the Online Admission Portal.*

Authorized Person Name

Mobile No

Seal & Signature of Authorized Person

Call Us: 88-2245-2845/85999-69688/95-7777-3338

e\_Mail: [support@northeastwebsolution.online](mailto:support@northeastwebsolution.online)