

## **Terms of Services & Privacy**

This privacy policy has been compiled to better serve those who are concerned with how their Personal information is being used online. Personal information that can be used on its own or with other information to identify, contact a candidate, or to identify an individual in context. Please read our privacy policy carefully to get a clear understanding of how we collect, use, protect or otherwise handle your Personal Information in accordance with our website.

### **What personal information do we collect from the candidate?**

We collect the personal information likes name, address, phone no, E-Mail etc... Since we use SSL, these informations are moving through secured channel.

### **How do we use your information?**

We may use the information we collect from you when you register or sign up for admission to our Institute or use certain other site features in the following ways:

### **How do we protect your information?**

We do not use vulnerability scanning and/or scanning to PCI standards.  
An external PCI compliant payment gateway handles all CC transactions.  
We use SSL certificate to collect personal information like names and email addresses from students only use for admission at our Institution for notifying administrative related issue to them. These informations are moving through secured channel. So informations are fully secured. We never ask credit card or debit card information for online fees collection. Online fees collection is maintained by external payment gateway.

### **Do we use 'cookies'?**

We do not use cookies for tracking purposes  
You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser settings. Since browser is a little different, look at your browser's Help Menu to learn the correct way to modify your cookies.

If you turn cookies off, some of the features that make your site experience more efficient may not function properly that make your site experience more efficient and may not function properly.

### **Services Offered:**

Here any registered candidate may pay the amount of application or admission fee through online via payment gateway service provided by external payment gateway service provider.

## **Terms and Conditions for Online-Payments:**

In case the Website is experiencing any server related issues like 'slow down' or 'failure' or 'session timeout', the User shall, before initiating the second payment, check whether his/her Bank Account has been debited or not and accordingly resort to one of the following options:

- In case the Bank Account appears to be debited, ensure that he/ she does not make the payment twice and immediately thereafter contact with us via e-mail or any other mode of contact as provided by us.
- In case the Bank Account is not debited, the User may initiate a fresh transaction to make payment.
- Tamralipta Mahavidyalaya assume no liability whatsoever for any monetary or other issue suffered by the candidate on account of: (1) the delay, failure, interruption, or corruption of any data or other information transmitted in connection with use of the Payment Gateway or Services in connection thereto; and/ or (2) any interruption or errors in the operation of the Payment Gateway.
- The Candidate agrees, understands and confirms that his/ her details relating to debit card/ credit card/Netbanking transmitted over the Internet may be susceptible to misuse, hacking, theft and/ or fraud and that Tamralipta Mahavidyalaya have no control over such matters.

## **Transaction Fees**

For payment through online, the service charge of each transaction shall be paid by the applicant. In any situation, this service charge is certainly non-refundable.

## **Cancellation & Refund policy:**

If any candidate once paid the application fee of respective form them that is non-refundable in any situations.

In case of admission fee:

- a) If any candidate wants to leave the college then admission fee is non-refundable.
- b) In case of subject change and stream change, admission fee is adjustable.

## **Disclosure**

To the extent required or permitted by law, we may use and disclose personal information in connection with security related matter or law enforcement investigations or complying with legal requirement. By using this website, the user consents to the terms of our Terms of Use / Privacy Policy and to Tamralipta Mahavidyalaya Authority processing of personal information only for appropriate administrative purpose.

## **Contact Information:**

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