

Date: 22/09/ 2015

Refund of Cancellation Procedure for UG & PG Programme

1. For the candidates admitted through CSAB/CCMT/QIP/DASA/UCEED or other such central admitting authorities, rules framed by the concerned admitting authority will be applicable.
2. For the candidates admitted directly by the institute or those who are in second semester or higher semester.
 - a. If a candidate is withdrawing the programme before the date of registration in the programme, the entire fee collected from the candidate will be refunded after a deduction of Rs.1000/-.
 - b. If the candidate leaves the programme within one month from the date registration, the candidate will be refunded fee after deducting following amount.
 - One- time payment at the time of admission (Section A of Fee structure except Caution Money).
 - 20% of (Academic, Medical, Hostel Fee) and mess advance (as per actual).
 - c. If the candidate leaves the programme after one month from the registration, only caution money and remaining mess advance at the time of cancellation will be refunded.
3. If a candidate takes semester leave on medical ground within one month of start of classes tuition fees is waived for the student who is registered in that semester. If student seeks semester leave after one month of start of classes 50% tuition fee will be waived. Hostel fee will be charged proportional to his stay and Mess fee will be charged as per actual.



Deputy Registrar, (Academic)