

NOTICE (28.11.2023)

PROCEDURE FOR CANCELLATION OF ADMISSION & REFUND OF FEES

Cancellation & Refund Process:

Students are required to prepare **2 sets of single pdf files** for refund and mail them to the **designated departmental mail id:**

Set 1: Application with copy of transaction with Axis Bank for Departmental Fees refund

Set 2: Application with copy of e-receipt from State Bank portal along with COMPLETE AND CORRECT BANK DETAILS for online refund

STUDENTS WERE ADVISED TO INITIATE THE MAIL SENDING PROCESS FROM 14.10.2023

Refund Schedule:

The refund process will commence after the college reopens after the Puja Vacation (30.11.2023)

Departmental fees will be refunded through cheques which the candidates have to collect from the respective Departments **on 4th or 5th December 2023, between 12 to 3 pm.**

Refund of **college fees** against applications received by 10th December 2023, will be processed online, tentatively by 20th December 2023.

Note: The above schedule is applicable for PART-A and PART-B admitted candidates

CANDIDATES SHOULD BRING ORIGINALS OF ALL NECESSARY DOCUMENTS