

**NOTICE (14.10.2023)**

**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 MAY 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 4<sup>th</sup> or 5<sup>th</sup> December 2023, between 12 to 3 pm.**

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

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

PART-B related notices will be put up later on