

## Document Metadata

- **Institution:** National Institute of Technology (NIT) Raipur <sup>1</sup>
  - **Document Type:** Official Notification & Procedure <sup>2</sup>
  - **Reference Numbers:**
    - Cancellation Procedure: No. NITRR/R-1/2023/247 <sup>3</sup>
    - Refund Rules: No. NITRR/R-1/2023/248 <sup>4</sup>
  - **Date:** October 5, 2023 (inferred from handwritten text) <sup>5</sup>
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## Section 1: Procedure for Cancellation of Admission

**Scope:** B.Tech / B.Arch / M.Tech / M.Sc / MCA <sup>6</sup>

### 1. Application Timing

Any student admitted to any course may apply for cancellation at any time during the academic year of admission or later<sup>7</sup>.

### 2. Application Method

- **Format:** Application must be in the prescribed format, signed by both the student and the parent<sup>8</sup>.
- **Submission Mode:** Must be submitted **in person**.
  - *Constraint:* Presence of the student is mandatory<sup>9</sup>.
  - *Constraint:* Requests via Email or Post will **not** be entertained<sup>10</sup>.

### 3. Fee Refund

Refunds will be made to the bank account of the student or parents (as furnished by the

student) according to Institute refund rules<sup>11</sup>.

#### 4. Issuance of Certificates (TC/CC/MC)

- **Prerequisite:** Original "No Dues Certificate" and approval of cancellation<sup>12</sup>.
  - **Processing Time:** Minimum 7 working days<sup>13</sup>.
  - **Authorization:** If the student cannot collect the certificates personally, they must provide an **original Letter of Authority**. This letter must include the signature and photo identity of the authorized person, attested by the student (authorizer), and be presented to the Assistant Registrar (Student Section)<sup>14</sup>.
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## Section 2: Institute Refund Rules

**Reference:** No. NITRR/R-1/2023/248<sup>15</sup>

### Rule 1: Cancellation during Central Counseling (UG/PG)

If a candidate cancels during the ongoing counseling/admission process, the withdrawal rules of the concerned Central Counseling Authority will apply<sup>16</sup>.

### Rule 2: PG Programme (Before Cutoff)

If a PG candidate cancels before the institute's decided cutoff date:

- **Refund:** Entitled to refund *minus* a deduction.
- **Deduction Amount:** Rs. 10,000/- (Ten Thousand Only).
- **Condition:** The institute must have the opportunity to offer the vacant seat to another candidate<sup>17</sup>.

### Rule 3: UG & PG Programme (After Cutoff)

- **Condition:** Cancellation occurs after the institute's cutoff date AND the institute cannot fill the vacated seat.
- **Refund: No fee will be refundable**<sup>18</sup>.
- **Applicability:** This also applies to candidates who do not report/take admission after the final round of allotment<sup>19</sup>.

#### **Rule 4: Failure to Clear Qualifying Exam or Eligibility**

- **Scenario:** Candidate fails to clear qualifying exams within the stipulated period OR does not fulfill eligibility criteria laid by the Central Counseling Authority<sup>20</sup>.
- **Outcome:** Admission is treated as cancelled.
- **Refund:** Not eligible for any refund.
- **Cap on Deduction:** The deduction amount will not exceed the applicable total annual institute fee for the respective category<sup>21</sup>.

#### **Rule 5: Death of a Student**

In the unfortunate event of a student's death, no amount will be deducted. The full annual/semester fee deposited will be refunded<sup>22</sup>.

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### **Section 3: Data Extraction Template (Application Form)**

*Use this schema to extract data if a filled form is provided in the future.*

#### **Student Details** <sup>23</sup>

- Name: [String]
- Father's Name: [String]
- Roll No./Enrollment No.: [String]
- Programme: [B.Tech / B.Arch / M.Tech / M.Sc / MCA]
- Department: [String]
- Mobile No.: [String]
- Email: [String]
- Current Semester: [String] <sup>24</sup>

#### **Cancellation Justification**

- Reason: [String] <sup>25</sup>
- Supporting Documents Attached: [Boolean] <sup>26</sup>

## **Bank Details (For Refund)** 27272727

- Note: Account must be in the name of Student or Parents.
- Bank Name: [String]
- IFSC Code: [String]
- Account Number: [String]
- Account Holder Name: [String]

## **Mandatory Enclosures (Checklist)**

1. [ ] Original Admission Slip
2. [ ] Self-Attested Photocopy of Bank Pass Book
3. [ ] Self-Attested Photocopy of Aadhar Card
4. [ ] Original Complete No. Dues
5. [ ] Last Mark Sheet (Required for TC/MC)

**Signatures Required:** Student, Parent, HOD / Dy. Centre In-charge, Assistant Registrar (Student Section), Dean (Academics)