

Document Metadata

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

Scope: B.Tech / B.Arch / M.Tech / M.Sc / MCA ⁶

1. Application Timing

Any student admitted to any course may apply for cancellation at any time during the academic year of admission or later⁷.

2. Application Method

- **Format:** Application must be in the prescribed format, signed by both the student and the parent⁸.
- **Submission Mode:** Must be submitted **in person**.
 - *Constraint:* Presence of the student is mandatory⁹.
 - *Constraint:* Requests via Email or Post will **not** be entertained¹⁰.

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 rules¹¹.

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

- **Prerequisite:** Original "No Dues Certificate" and approval of cancellation¹².
 - **Processing Time:** Minimum 7 working days¹³.
 - **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)¹⁴.
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Section 2: Institute Refund Rules

Reference: No. NITRR/R-1/2023/248 ¹⁵

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 apply¹⁶.

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 candidate¹⁷.

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**¹⁸.
- **Applicability:** This also applies to candidates who do not report/take admission after the final round of allotment¹⁹.

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 Authority²⁰.
- **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 category²¹.

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 refunded²².

Section 3: Data Extraction Template (Application Form)

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

Student Details²³

- 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]²⁴

Cancellation Justification

- Reason: [String]²⁵
- Supporting Documents Attached: [Boolean]²⁶

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)