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]

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 parent[8].

- **Submission Mode:** Must be submitted **in person**.
  - *Constraint:* Presence of the student is mandatory[9].

  - *Constraint:* Requests via Email or Post will **not** be entertained[10].

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[11].

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

- **Prerequisite:** Original "No Dues Certificate" and approval of cancellation[12].

- **Processing Time:** Minimum 7 working days[13].

- **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].

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 apply[16].
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[17].

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 allotment[19].

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[20].

- **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[21].

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[22].

Section 3: Data Extraction Template (Application Form)

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

Student Details [23]

- 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) [28]

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 [29]

- Parent [30]

- HOD / Dy. Centre In-charge [31]

- Assistant Registrar (Student Section) [32]

- Dean (Academics) [33]

How to Feed This to an LLM

If you are building a RAG (Retrieval Augmented Generation) system or a chatbot to answer student queries, you should feed the text in the "Markdown" format above.

Suggested System Prompt:

"You are an administrative assistant for NIT Raipur. Use the following 'Cancellation and Refund Rules 2023' context to answer student queries. Do not invent rules. If a student asks about refunds after the cutoff date, explicitly check Section 2, Rule 3."

Next Step:
Would you like me to convert this into a JSON format (key-value pairs) instead, which might be better if you are processing this programmatically?