

Information Brochure for Admission to Under Graduate and Post Graduate Technical Courses (2025-26)

15. Cancellation of Admission and Refund of fees, return of documents by Institutions

(a) The Candidate shall apply online for cancellation and submit duly signed copy of system generated application for cancellation of admission to the Institution. Once the candidate submits online request for cancellation, his admission shall be treated as cancelled. The Institute shall consider the online request made by candidate for cancellation as final, irrespective of whether he has submitted duly signed copy of system generated application to the Institute. Upon such cancellation, the candidate shall lose the claim on the seat and such seat shall become available for further allotment. The Institute shall refund the entire fees to the candidate after deduction of Rupees one thousand only towards processing charges and return all his original documents submitted to the Institute within two days from submission of duly signed copy of system generated application to the Institute;

(b) Candidate shall not be entitled to any refund of his/her fee except the Security Deposit and Caution Money Deposit if the online cancellation is effected by the candidate after the last day for cancellation of seats with full fee refund as specified by the Competent Authority. Link for online cancellation for admission shall be deactivated after cut off date. Candidate has to apply for cancellation of admission to the Institute by submitting application to the Institute after the cut off date;

(c) No institution, who has in its possession or custody, of any document in the form of Certificates, Degree, Diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such Certificate, Degree, Diploma, award or any other document with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue or avail any facility in such institution;

(d) The Institution shall not entitle to recover the fees for the subsequent years from the student seeking cancellation of his admission at any point of time.