



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर  
**NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR**  
(An Institute of National Importance)

No. NITRR/R-I/2023/..247

Date: 5./10/2023

**Procedure for Cancellation of Admission**

(B.Tech/B.Arch/M.Tech/M.Sc/MCA)

NIT Raipur will consider any request for cancellation of admission if such request is made in accordance with the following prescribed Rules:-

1. Any student admitted to any of the Courses offered by the Institute may apply for cancellation of his/her admission at any time during the academic year of admission or later.
2. Application for Cancellation must be made in the prescribed format (enclosed) duly signed by the student and his/her parent & presented/submitted in person. Other mode of application will not be entertained. Please note that presence of the Student is must for cancellation of his/her admission. Request received through Email or Post will not be entertained and responded to.
3. Refund of fee to such students will be made as per Institute refund rules. All refunds shall be made in the bank account of the student or parents as per the details furnished by students.
4. TC/CC/MC will be issued only after production of original No Dues Certificate wherever applicable and approval of the cancellation. (Minimum time required: 7 working days). Letter of authority in original wherein, the signature and photo identity of authorized person is attested by the authorizer, must be presented to the Assistant Registrar (Student Section) in case the applicant is authorizing some person to receive the TC/CC/MC on his/her behalf.
5. Institute Refund Rules are available on the website of the Institute (enclosed).

**Registrar (I/c)**  
**NIT, Raipur**

Copy to:-

1. Director, NIT Raipur.
2. All Deans, NIT Raipur.
3. All HoDs, NIT Raipur.
4. Joint Registrar
5. Dy. Registrar (F&A).
6. Assistant Registrar (Student Section) for necessary action.
7. Web Master for necessary action please.



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No. NITRR/R-I/2023/...२५८

Date: 5.../10.../20२३

**Refund Rules**

**1. Refund of Fee against cancellation during the ongoing admission process [by the concerned Central Counseling Authority for UG/PG]:** If a candidate cancels his/her admission during the counseling/admission process, the withdrawal/cancellation rules of the concerned Central Counseling Authority will be applicable.

**2. For PG programme,** if a candidate cancels his/her admission before cutoff date decided by the institute, he/she will be entitled for refund after deduction of a sum of Rs. 10000/- (Rs. Ten Thousand Only) provided the institute has an opportunity to offer his/her vacant seat to another candidate.

**3. For UG & PG programme,** if a candidate cancels his/her admission after cutoff date decided by the institute and the institute does not have any chance to fill up the seat thus vacated, no fee will be refundable to the such candidates. This will also apply to those candidates who do not report/take admission after the final round of allotment.

**4. Refund of Fee in case candidates who could not clear their qualifying examination within the stipulated period given by the counseling authority or the Institute:** The admission will be treated as cancelled and candidate is not eligible for any refund. This will also apply to those candidates who do not fulfill the eligibility criteria laid by Central Counseling Authority.

**However, in above mentioned cases, the deduction amount (in any case) will not exceed the applicable total annual institute fee in respective categories of a student.**

**5. Refund in case of unfortunate Death of a Student:** No amount will be deducted from the annual/semester fee deposited by the student and the full amount shall be refunded.

The above rules shall remain applicable till further orders.

**Registrar (I/c)**  
**NIT, Raipur**

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To

**The Dean (Academics)**  
**National Institute of Technology Raipur**  
**Raipur (C.G.)**  
**Subject: Request for Cancellation of Admission.**

I was enrolled at National Institute of Technology Raipur in the year.....

My particulars are as follows:

Name:.....

Father's Name:.....

Roll No./Enrollment No.:.....

Programme in which Admitted:- (B.Tech/B.Arch/M.Tech/M.Sc./MCA) .....

Department:..... Current Semester.....

Mobile No.:..... Email:.....

Reasons (with supporting documents) for Cancellation of admission:.....

**Bank details of the student applying for cancellation of admission:**

Bank Details (Bank Account no. should be in the name of Student or parents)
Bank Name:
Bank IFSC code:
Bank A/C No.:
Name of A/C Holder:

I would like to cancel my admission for the seat allotted in Nit, Raipur. I request you to kindly allow to refund fee as per the Institute refund rules. I have read the institute refund rules & rules for cancellation of admission which is available on website of the Institute. I shall abide by all the rules, regulations. Terms and conditions of the Institute.

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**Signature of Parents**

**Signature of Candidate with date**

**Recommended**

**Verified**

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**HOD/Dy. Centre In charge**

**Asst. Registrar (Student Section)**

**Joint Registrar**

The above candidate is allowed to withdraw his/her seat on his/her own request., Refund will be as per Institute rule. (For Rules Click here Rules for Cancellation of Admission and Refund)

.....  
**Dean (Academics)**

Date:.....

**Asst. Registrar (Student Section)**

Mandatory Enclosure: Original Admission Slip, Self Attested Photo copy of Bank Pass Book, Self attested photo copy of Aadhar Card, Original complete No. Dues, Last Mark Sheet (For TC/MC).