



# NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An Institute of National Importance)

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## **Rules for Cancellation of Admission**

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

**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/MCA/ M.Tech).....

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

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

Reasons 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.

.....  
**Signature of Parents**

.....  
**Signature of Candidate with date**

**Recommended**

.....  
**HOD /Dy. Centre In charge**

**The above candidate is allowed to withdraw his/her seat on his/her own request.**

.....  
**Dean (Academics)**  
**DATE: \_\_\_\_\_**



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

No. NITRR/R-I/2019/...3.27

Date: 14/09/2019

### Refund Rules

**1. Refund of Fee against cancellation during the ongoing admission process by the concerned Central Counselling Authority (CCA).**

If a candidate cancels his /her admission when admission process is going on, the refund rules will be governed by the rules of the concerned CCA. In case a student cancels admission on or before the cutoff date for cancellation as notified by the concerned CCA, amount as prescribed by the concerned CCA shall be deducted from the deposited fee. However SC/ST candidates will be exempt from above deduction.

2. If a candidate cancels his/her admission after cutoff date, he/she will be entitled for refund by deducting a sum of Rs 10000/- (Rs. Ten Thousand Only) provided CCA or the Institute has an opportunity to offer his/her vacant seat to other candidates. However SC/ST candidates will be exempt from above deduction.

3. If a candidate cancels his /her admission and the Institute does not have any chance to fill up the seat thus vacated, no fee will be refundable to the such candidates.

**4. Refund of Fee in case candidates who could not clear their qualifying examination within the stipulated period given by CCA or the Institute.**

His /her admission will be treated as cancelled and candidate is not eligible for any refund.

**5. Refund in case of unfortunate Death of a Student.**

Rs. 1000/- (One Thousand Only) will be deducted and the rest amount for the respective year/semester as the case shall be refunded.

**6. Refund in case of Detained /debarred Students.**

If a student has paid the fee for the semester in which he/she can't be admitted due to detention, the fee paid shall be adjusted against the corresponding semester whenever he/she becomes eligible for admission. However such adjustment in fee will not be allowed if a student is not able to get admission due to any punishment imposed by the institute administration.

The above rules shall remain applicable till further orders.

Registrar  
NIT-Raipur

Copy to:-

1. Director, NIT Raipur.
2. All Deans, NIT Raipur.
3. All HODs, NIT Raipur.
4. Jt. Registrar (Admin).
5. Dy. Registrar (F&A).
6. Assistant Registrar Student Section for necessary action.
7. Webmaster to publish the same on the Institute website.

कुलसचिव /Registrar  
राष्ट्रीय प्रौद्योगिकी संस्थान,  
National Institute of Technology  
रायपुर (छ.ग.) /Raipur. (C.G.)