



# राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर

हमीरपुर (हि.प्र.) - 177 005 (भारत)  
(एक राष्ट्रीय महत्व का संस्थान शिक्षा मंत्रालय के तहत)

**NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR**  
**HAMIRPUR (H.P.) - 177 005 (INDIA)**  
(An Institute of National importance under Ministry of Education)

**{Office of Dean(Academic)}**

## सूचना

**विषय: कॉशन मनी की वापसी और अंतिम सेमेस्टर के परिणाम की घोषणा के लिए बकाया राशि का भुगतान करने हेतु**

अधिसूचना संख्या एनआईटी/एचएमआर/एसीएडी-84/2023/3583-3603 दिनांक 12/05/2023 के अनुपालन में, सभी यूजी और पीजी के अंतिम वर्ष के छात्रों को निर्देशित किया जाता है कि वह 31/05/2024 से पहले यह सुनिश्चित कर लें कि उनका छात्रावास, पुस्तकालय, छात्र कल्याण अनुभाग, या उनके विभाग/केंद्र पर किसी भी प्रकार का कोई बकाया नहीं होना चाहिए। इसके बाद किसी प्रकार का बकाया मिलने की स्थिति में ऐसे छात्रों का अंतिम सेमेस्टर परिणाम रोक दिया जाएगा और उन्हें उनकी कॉशन मनी भी वापस नहीं की जाएगी।

**कृपया ध्यान दें:** छात्रों को विभाग या शैक्षणिक अनुभाग में कोई नो-ड्यूज फॉर्म जमा करने की आवश्यकता नहीं है।

## NOTICE

**Subject: Clearing of dues for refund of Caution Money and declaration of Final Semester Result**

In compliance to the Notification No. NIT/HMR/Acad-84/2023/3583-3603 dated 12/05/2023, all the Final Year UG and PG students are hereby directed to ensure No dues with their Department/ Centre, Hostel, Library, Student Welfare Section before **31/05/2024** failing which the End Semester Result of such students shall be withheld and their Caution Money too shall not be refunded to them.

**Please Note:** Students are not required to submit any No-Dues Form to the Department or Academic Section.

डीन(शैक्षणिक)/ Dean(Academic)

Dated: 6/5/24

No. NIT/HMR/Acad-84/2024/ 3445 -65  
Copy to:

1. The Director, for kind information please
2. All Deans
3. All Heads of Departments/ Centre
4. FI(CC), with request to upload the Notice on Institute website
5. Assistant Librarian, NIT Hamirpur

डीन(शैक्षणिक)/ Dean(Academic)



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## {ACADEMIC SECTION}

### NOTIFICATION

Pursuant to the approval of the Competent Authority, the procedures for refund of Caution Money and refund of Excess Fee, are hereby notified for information and compliance by all concerned, as under:

(i) **Procedure for refund of Caution Money:**

*(applicable for students passing their course of studies in the Year 2023 and onwards)*

- A Notice shall be issued by Dean(Academic) and displayed on the Institute website in the month of May directing the Final Year UG / PG students to clear their dues, if any, before a specified date (31<sup>st</sup> May) failing which their results shall be withheld and the Caution Money shall not be refunded.
- The Heads of Teaching Departments, Student Welfare Section, Library, Hostel Wardens shall calculate the Dues, if any, against the students and inform the same to all the concerned students to clear it before 31<sup>st</sup> May while informing them that in case they fail to clear all their pending dues, their names/ Roll Nos. shall be communicated to the Academic Section for withholding their Result.
- The Roll Nos. & names of the students against whom any due remains pending shall be forwarded by the concerned HoD/ Warden/Dean(SW)/ Librarian to the Dean(Academic), atleast one week before the date of declaration of the result, as specified in the Academic Calendar for UG and PG programmes.
- For the purpose of Refund of Caution Money, The Final Year students shall submit the relevant information online in a Google Form. The Google Form shall be prepared by the Computer Centre and shall be displayed for online filling by students in the month of August every Year (1<sup>st</sup> to 16<sup>th</sup> August).
- Based upon the information provided by the Final Year students in the Google Form, the Computer Centre shall forward the information so collected through Google Form to the Dean(Academic) in the Excel format over email.
- The concerned Dealing Assistants of UG and PG seats in the Academic Section shall process for refund of Caution Money to the students while comparing the information about the pending dues of the students, if any, communicated by Teaching Departments, Student Welfare Section, Library & Hostel with the one forwarded by the Computer Centre.

(ii) **Procedure for Refund of Excess Fee are as under:**

- A window period of 10 days, in each Semester, after last date of Semester Registration, shall be allowed to students for submitting the duly filled-in Application for refund of Excess Semester Fee (Annexure-I) to the respective Departments.
- The concerned HOD/ HOC shall forward all these Application Forms to the Academic Section within 20 days of the last date of Semester Registration.
- The Dealing Assistant in the Academic Section dealing with UG/PG/PhD matters shall verify the applicable semester fee and the eligible amount of refund in the Application Form.
- The Academic Section shall then forward the duly filled-in Application for refund of Excess Semester Fee to D.R. / A.R.(Accounts), for credit of Excess Semester Fee paid by the students(s).

No. NIT/HMR/Acad-84/2023/3583-3603

Copy for information/ necessary action to:

- The Director, for kind information please
- All Deans
- All Head of Departments / Centre
- Chief Warden(Hostels)
- Librarian/ Asst. Librarian
- FI(CC) with request to ensure the preparation of Google Form, as above, and display of this Notification on the Institute website.

Registrar

Date: 12/1/23

Registrar 175

12/1/23