



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)
{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 (31st 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 31st 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 (1st to 16th 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: 12/11/23

Registrar

12/11/23



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Application for refund of excess Semester fee deposited in Semester

1	Name of the Student					Roll No.	
2	Category <i>(Tick appropriate and attach copy of Caste Certificate)</i>	SC	ST	PwD	OBC	EWS	UR
3	Parents' Income Group <i>(Tick appropriate and attach copy of valid Income Certificate)</i>	Less than Rs 1 Lakh per annum			Between Rs 1 Lakh and 5 Lakh per annum		
4	Department Name						
5	Correspondence Address						
6	(i) Mobile Number				(ii) Email id		
7	(i) Bank Account Number <i>(in Student's name for refund)</i>				(ii) IFSC		

8 Calculation for Refund of Excess Semester Fee deposited

8	Transaction reference No. <i>(Please attach self attested Transaction Receipts as proof)</i>	Date	Deposited by Bank/ other Organisation	Amounts deposited (in Rs.) (A)	Applicable Semester Fee (B)	Fee for refund = [TOTAL of (A)] - (B)
(i)						
(ii)						
(iii)						
	TOTAL of (A)=					

Note: This application Form shall be processed **only** if self attested copies of documents required at Sr. No. 2, 3 and 8 are enclosed.

9 I request to refund the excess Semester Fee deposited during theSemester registration, amounting to Rs.....

Declaration:
The above information submitted by me at Sr. No. 1 to 9 is correct to the best of my knowledge and belief and that I have not applied earlier for this refund. I understand that if the above information is found to be incorrect at any stage then appropriate action as deemed fit may be initiated against me.

Signature of the Student
Date: _____

Submitted to the Head of Department/ Centre of

10 **Verification of Applicable Fee as per Registration Notice**
The calculation for Refund of Excess Semester Fee at Sr. No. 8 above is verified and is found to be correct.

Dealing Assistant, Academic Section

11 Forwarded to D.R./ A.R.- Accounts Section.

DR/AR, Academic Section

12 Bill for refund of Excess fee sanctioned and passed for Rs. (Rs.)

Dealing Assistant (Accounts Section) D.R.(A&F)/ A.R.(A&F) DDO, NIT Hamirpur (H.P.)