

National Institute of Technology Delhi

Admissions WITHDRAWAL and REFUND - Policy & Procedure

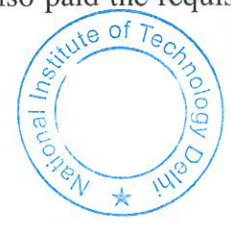
(I) **Objective** – To streamline the process of withdrawal of admission from the Enrolled, Academic and Degree Granting program of study of the Institute and define the guidelines for the refund claims arising thereof.

(II) **Applicability** – The policy shall be applicable to all the candidates / students seeking admission / admitted to any program of the Institute (in any of its Academic and Degree conferring programs) from academic session beginning 01 July 2024.

(III) **Background** – Every year there are instances when students after initially taking admissions in any of the Degree Granting Academic Program of the Institute, seek to withdraw from the admitted program on various grounds. Withdrawal is also generally accompanied with the request for refund of fees / dues / charges that the candidate has paid to the Institute at the time of seeking admission. At the time of admission of UG and PG Candidates (M.Tech. only), the Institute generally receives the applicable fees and dues from two sources – 1) From the Central Agency offering centralised admission to the candidate (Such agencies like CSAB for B.Tech. and CCMT for M.Tech. who are duly authorised to collect the initial fees, a portion of which is remitted by them to the admitting institute, once the allotted candidate physically reports the admitting institute); 2) From the Candidate itself, when the candidate reports at the Institute for seeking the admission, after allotment of seat by the central agency and pays the balance fees as per the fee structure of the institute.

In both the cases - B.Tech. / M.Tech., the admissions are completed in multiple rounds / iterations, seats left vacant either due to less turn out of candidates for the admitting Institute in that round or the offered candidates not reporting to the offered Institute, the vacant seats are liable to be filled in the next round / iteration of admissions. As such therefore, the seat is not blocked in favour of any candidate until it is occupied by such candidate who is duly offered the admission and who completes the admitting institute requirements by physically reporting at the Institute and paying the due fees / dues / charges, in time. Generally, till the vacant seat can be filled by way of opportunity that exists for seat filling by subsequent round / iteration of filling, the central allotment agency's rules for withdrawal from the occupied seat apply. While, once the candidate chooses to withdraw, after the Institute has no opportunity to get the seat filled in the round / iteration, the seat desired to be vacated by the admitted candidate is wasted, as it can no more be offered to the next candidate (because of both – the admission allotment date being already over for the Centralised agency as well as for the fact that Institutes running specialised technical courses, it is difficult to cover the syllabus in the remaining time to do justice with the prescribed contents, that was desired to be imparted to the enrolled candidates). It is from this stage, that the Institute Rules begin to apply on the candidate for the processing of withdrawal and refund from the Institute.

In cases of candidates seeking withdrawal after the last date for admissions being over, with no further chances of the same seat being offered to any other candidate, the seat remains vacant for the entire degree course, which amounts to the wastage of a seat that could have been utilised by the candidate in the waiting list. Even more importantly, it is an opportunity denied to a candidate from entering and studying in an Institution of National Importance. The practice therefore of withdrawal after the last round needs to be discouraged, though admitting Institute has little control over it. A policy is therefore required to consider withdrawal from admissions requests and also then process refunds of cases where such candidates have after initially taking admission also paid the requisite fees / dues / charges.



(IV) Withdrawal and Refund Policy –

For Candidates admitted through Centralized admission Agencies

- (A) For such candidates who seek to withdraw their admission from the originally enrolled program expressly, while various round(s) of admissions are still in progress, implying that the seat can still be filled in the subsequent round of allotments by CSAB / CCMT / Central allotment Agency - the withdrawal shall be allowed together with the refund being processed at the rates specified by the Central Agency co-ordinating the admission offer. In case no such guidelines exist, then withdrawal from the enrolled program shall be permitted with a flat deduction of Rs. 5000/- as processing fee and balance would be refunded to the candidate, within one month of the receipt of the expressed request seeking withdrawal of admission and refund of fees. Refund shall be made to the same bank account from where the fees / dues / charges were initially paid.
- (B) For those candidates who seek to withdraw their admission at such point of time when no further allotment on that seat could be solicited through the designated Central Agency, the seat is liable to remain vacant permanently. In such cases, withdrawal from the enrolled program shall be permitted with only Hostel and mess Charges being refunded along with other one-time refundable fees as prescribed in the fee structure. In case the candidate had stayed in the hostel and availed the facility of mess for one or more days, his/her hostel and mess fee would be deducted for the whole month in which month s/he availed such facility and the balance refunded to the candidate , within one month of the receipt of the expressed request seeking withdrawal of admission and refund of fees. Refund shall be made to the same bank account from where the fees / dues / charges were initially paid.

(V) Last Date for accepting Withdrawal and Refunds –

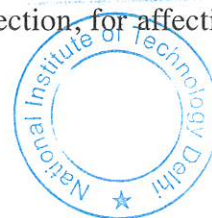
- (a) Requests for accepting Withdrawal of Admission from the enrolled Program with Refund of Fees shall be accepted till 30th September for those admitted in July-December academic session. (and 15th March for those admitted in January - June session). Permission to "withdraw" , as per the prescribed procedure, shall entail return of Returnable Documents. The 'Refund' in such cases shall be processed subject to the guidelines as per above.
- (b) Requests for withdrawal of Admission from the enrolled Program from 1st October / 16th March, (as applicable) and onwards, shall be acceptable only without the refund of any Fees / Dues / Charges paid by the student.

(VI) Competent authority to Accept the Admission Withdrawal Request –

All admissions made at the Institute are at the behest of the decisions of the Senate of the Institute and also therefore all admissions are not only reported to the Institute Senate, but also the admitted candidates are awarded degrees only upon the approval of the Senate. Further, every request for withdrawal is a loss on Revenue of the Institute and to the Government of India. The competent person to therefore accept the withdrawal request shall be the Director, NIT Delhi in his capacity of the Chairman Senate, on behalf of the Senate. The list of candidates withdrawing admission shall be reportable to the Senate, in its next meeting.

(VII) Withdrawal / Refund Processing and Record Keeping –

Written / Emailed Request from the candidate / Any of the Parent, shall be received in the Academic section, who would classify the request in any one of the above stated categories. The same shall then be sent to the office of the Dean (SW) / Chief Warden office for their remarks on Hostel and Mess Facilities availed and dues to be recovered in light of the above laid policy. From the Office of Dean / Assoc. Dean (Academic) the request shall be forwarded to the Director, NITD (in his capacity of the Chairman Senate) to accept / reject the request in light of the comments of Academic Section and Dean/Assoc. Dean (Academic). a) Consequent upon the acceptance of the request by the Chairman Senate, Academic section shall make the required entries of the withdrawal. The copy of the Chairman Senate's approval shall be sent to the Accounts and Finance Section, for affecting



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Admission Withdrawal Form (Program: B. Tech., M. Tech.)

1	Name of the Student	
2	Roll Number / Enrolment Number	
3	Contact number (current)	
4	Current Email	
5	Reason for Admission Withdrawal	
6	Program Name	
7	Bank Details [Admissible Refund (if any) shall be made to the same bank account from where the fees / dues / charges were initially paid] (Resubmit the same account details)	
8	Supporting Documents to be attached:	<ul style="list-style-type: none">i) No- Dues duly completed (Not Required for those students who have not reported to the Institute)ii) Institute ID Card in Original (To be attached if issued by Institute)

(Once the competent authority accepts withdrawal request of the student, re-admission cannot be possible under any circumstances)

Signature of Student

Name & Signature of Parents/Guardian

For Office Use only

Processed By (Academics):

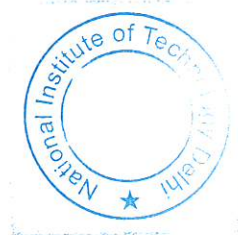
Forwarded by Head of the Department:

Comments by office of Dean(SW)/Chief Warden:

Recommended by

Forwarded by: Dean (Academic)

Withdrawal Approved



Hon'ble Director as Chairman Senate

the refund. b) In case of rejection of the request by the Chairman Senate, the candidate shall be communicated accordingly by the Academic section. The Record keeping shall be done by the Academic Section of the Institute.

(VIII) All refunds shall be further subject to settlement of any pending unpaid Fees / Dues / Charges / Fines etc., alongwith the production of COMPLETED NO DUES FORM, from all the concerned departments / Sections as indicated therein.

