

Indian Institute of Information Technology Allahabad

Approved Vide Agenda Item No. 19th of 14th Senate Meeting of IITA held on 05/04/2019

Admissions WITHDRAWAL and REFUND - Policy & Procedure (2018)

- (I) Objective** – To consider withdrawal of admission from the Enrolled , Academic and Degree Granting program of study of the Institute and settle the refund claims arising thereof.
- (II) Applicability** – The proposed policy shall be effective for the batch of candidates admitted to the Institute (in any of its academic and Degree conferring programs) from academic session beginning 01-06-2018.
- (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 had earlier paid to the Institute at the time of seeking admission. At the time of admission of UG and PG Candidates (M.Tech. only), 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. are duly authorised to collect an initial fees, a portion of which is remitted by them to the admitting institute, once the allotted candidate has physically reported to the admitting institute and taken the admission) 2) From the Candidate itself, when the candidate reports at the Institute for seeking the admission, following the offered seat by the central agency. At this time s/he pays the balance fees.

In both the cases above - B.Tech. / M.Tech., the admissions are since completed in multiple rounds / iterations, seats left unfilled 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 unfilled 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 unfilled 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 waitlist 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 –

1. For Candidates admitted through Centralized admission Agencies (Category 1):

- (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.

2. For Candidates admitted through Institute's own admission Mechanisms (Category 2) :

- (A) The candidates seeking withdrawal of their admissions from MBA program, may be allowed to do so after deduction of a processing fee of Rs 5000/- as per 1(A) & Hostel/HRA & Mess fees as stated in 1(B) above.
- (B) The candidates seeking to withdraw from their admissions offered in B.Tech. – M.Tech. Dual / Integrated Programs OR M.Tech. – Ph.D. Dual / Integrated Degree Programs, Ph.D. Programs, may also be allowed to do so, BUT a flat initial deduction of Rs 7,500/- shall be applicable alongwith deductions as in 1(B), towards HRA / hostel and mess Charges.

(V) Last Date for accepting Withdrawal and Refunds (For Both Category1 and Category 2) -

- (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-Dec academic session. (and 15th March for those admitted in Jan - 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, IIIT Allahabad 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 AAA 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 / Assoc. Dean Student Affairs 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 (SA) the request shall be forwarded to the Director, IIITA (in his capacity of the Chairman Senate) to accept / reject the request in light of the comments of AAA Section and Dean/Assoc. Dean (SA). a) Consequent upon the acceptance of the request by the Chairman Senate, AAA section shall make the required entries in the admissions software and generate an admission withdrawal allowed sheet. The same, alongwith the copy of the Chairman Senate's approval shall be sent to the Accounts and Finance Section, for affecting the refund. b) In case of rejection of the request by the Chairman Senate, the candidate shall be communicated accordingly by the AAA section. The Record keeping shall be done by the AAA Section of the Institute.

(VII) 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.

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भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद
Indian Institute of Information Technology, Allahabad
An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

Ph.: 0532-2922025, 2922067, Fax : 0532-2430006, Web : www.iiita.ac.in, E-mail : contact@iiita.ac.in

No Dues Form (For Students Only)

Date:

Name of Student:	-----
Father Name:	-----
Course Name:	-----
Enrollment No.:	-----
Current Semester:	-----
Correspondence Address with Pin Code and email id (other than IIIT-A):	-----
Contact No.:	-----

No Dues of the above named student certified

1. Warden of the Hostel: -----
2. Library:
 - (i) IIIT-A: -----
 - (ii) IIIT-L: -----
3. Laboratory:
 - (i) Physics Lab: -----
 - (ii) Digital Electronics Lab: -----
 - (iii) Communication & Skills Lab: -----
 - (iv) Electronics & Communication Lab: -----
 - (v) Any other Lab: -----
4. Project Guide: -----
5. (a) Accounts Office (Any Advance, Semester Fees etc.): -----
(b) COW Office (Mess Fees etc.): -----
6. Maintenance Cell: -----
7. (i) Server Room: -----
(ii) Technical officer: -----
8. Canteen Manager (IIIT-A Jhalwa Campus): -----
9. Club's President (on behalf of all clubs): -----
10. Security In-charge: -----
11. Identity Card (AAA Section): -----

Note: submit the No Dues form in AAA Section with ID card after completion No Dues from all section.



Indian Institute of Information Technology Allahabad, Prayagraj

ADMISSION, ASSESSMENT & AWARD SECTION

Admission Withdrawal Form

(Program: B. Tech, M. Tech., MBA)

1	Name of Student	
2	Enrollment No	
3	Contact No.(current)	
4	Current E-Mail	
5.	Reason for Admission Withdrawal	
6.	Program Name	
7.	Bank Details:	
	Admissible Refund shall be made to the account (details of which were provided by the candidate in ERP portal of the Institute at the time of initial registration)	
8.	Supporting Documents: To be Attached	
	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: (Respective AAA Official) _____ Assistant Registrar _____

Recommended By

JR (AAA) _____ Dean (Academic) _____

Forwarded by: Dean (SA) _____

Withdrawal Approved

Hon`ble Director as Chairman Senate