

Withdrawal of Admission

Application with relevant / required documents for withdrawal / discontinuation from the programme 2026 - 2027 -

1. The student will write an application on an A4 size paper addressed to the Dean - Academic of this Institute regarding the matter of withdrawal in detail

(Email communication / phone calls / Whatsapp message regarding withdrawal will not be entertained further)

2. also stating the reasons for withdrawal on the application.

3. having a concurrence from the father / mother of the student on the application.

4. enclosing self attested documents related to admission to the Institute like Provisional Seat Allotment Letter (and Online Document Verification Certificate if available) issued by the counselling authority including all payment documents.

5. enclosing a self attested copy of (if payment made / admission is taken at this Institute) admission / enrollment letter, bonafide certificate, no due certificate from the Department and the Library, no due certificate from the office of the Warden and all documents of payment to this Institute.

6. enclosing a self attested copy of the Aadhar card of the student.

7. enclosing - Original cancelled cheque which will indicate the Bank account number of the student / father of the student / mother of the student to which the amount if found eligible for a refund - may be transferred from the Institute after December 2026 - January 2027.

8. enclosing - Withdrawal intimation / refund request also to be made to the counselling authority at the earliest - print out copy of those documents to be enclosed with the application of withdrawal to this Institute as stated in 1 above.

9. Application with Self attested hardcopies of all required / relevant / available documents to be sent by post / submitted at the Room no. 02, Academic Section, Main academic building, National Institute of Technology Durgapur, Mahatma Gandhi Road, Durgapur 713209.(Subject - Application with relevant / required documents for withdrawal / discontinuation from the programme 2026 - 2027).

10. Matter may not be processed if there is a shortfall of any required / relevant documents in hardcopies (no email communication will be made or entertained if there is a shortfall of documents).

11. The date of receipt of the hardcopies of the application with required / relevant documents as stated above, will be the formal date of withdrawal.

12. On receipt of the application with all required / relevant documents in hardcopy as stated above, the matter will be placed in the meeting of the Academic Committee of the respective programme regarding withdrawal / discontinuation so as to obtain

an endorsement / direction of the Academic Committee for the respective programme.

13. and on formalization of withdrawal by the Academic Committee of the respective programme, an amount may be refunded as per the refund policy of the Institute only after such amount is - if received from / transferred by - the counselling authority to this Institute - to be processed only after December 2026 - January 2027 (time required for calculation and other official formalities to be taken together for all such withdrawal cases in UG programme, PG programme and PhD programme in 2026 - 2027).

REFUND POLICY

Candidate allotted through JoSAA/CSAB/DASA/CCMT/CCMN Respective Refund Policy will be applied.

https://www.ugc.gov.in/pdfnews/1654477_Fee-Refund-Policy-2024-25.pdf