

(i) All claims regarding refund of fee shall be entertained before the last date of admission. The student should put up in writing an application for refund of fee with the receipt of the fee deposited along with the recommendation of the concerned Head of the School/Department.

(ii) In the event of a student withdrawing before the commencement of the programme, i.e., start of the classes in the academic session, he/she shall be refunded the entire fee after deduction of a processing fee of Rs 1000/- (Rs One Thousand only) provided the seat vacated by the student is filled by a student from the entrance test merit list/waitlist.

(iii) If the student has attended the classes after registration in the programme and then withdraws from the programme then only caution money shall be refunded. Hostel/Mess fee will be refunded after deducting the proportionate amount from the mess/hostel fee as per the actual usage duly verified and recommended by the Hostel Wardens.