

Admission Cancellation and Refund:

To cancel admission **before the issue of Student ID**, 'Cancel' button will be provided in the admission portal (**only after completion of the admission process including the upload of all required scanned documents**), in which an OTP (sent to the mobile number registered during application) based verification will be made. After going through this process the candidate will receive a receipt confirming her admission cancellation. The candidate will have to produce the receipt in the college office to complete the refund process in due course.

After **the issue of one's Student ID**, if any candidate wants to cancel her admission, she will have to contact the System Manager of the college. The email id of System manager will be provided in the admission portal in due course.

Refund will be processed by the college as per the Government Order. Refund process will be started after allotment of Student ID.

All refunds would be made vide cheques issued in the name of the applicant and must be collected in person within the stipulated period as may be notified by the college.

During refund process, the "admission acknowledgement receipt" along with all credentials in original, to verify the genuinity of the candidate, are also to be produced by the candidate in the college office, in addition to the admission cancellation receipt.