Ghani Khan Choudhury Institute of Engineering & Technology

(A Centrally Funded Technical Institute under the Ministry of Education, Govt. of India)

Narayanpur, Malda - 732141, West Bengal

Dated: 01.02.2022

NOTICE FOR REFUND TO 1ST SEM JoSAA/CSAB-ALLOTTED B.TECH STUDENTS

All candidates of 4-year B.Tech programs [admitted / allotted-but-not-admitted / allotted-admitted-but-not-registered / Allotted-admitted-registered-then-withdrawn] in the academic session 2021-22 through JoSAA/CSAB-2021 in the department of EE, FT and ME at GKCIET, Malda are hereby advised to browse to the Institute website (http://www.gkciet.ac.in) and download the 'application for refund' form, fill up and send back the duly filled-up form along with following documents to the email id (btechrefunds@gkciet.ac.in) by **28.02.2022** so as to initiate the process of receiving refunds. Additionally, filling up of the Google Form is mandatory (link given below). Applications submitted after 28th Feb, 2022 will not be considered in the first round.

Link: https://docs.google.com/forms/d/e/1FAIpQLSfTdJXMgqKtHNEoleH1AH01LpOAMgaC3ou-V9zuHbw9v5JtgQ/viewform

Document(s) to be attached:

(i)   Provisional admission slip provided by GKCIET
(ii)   Copy of Institute fee payment document
(iii)   Copy of bank passbook (candidate himself/herself should be the account holder for transferring refunds)
(iv)   Allotment letter
(v)   Hostel seat booking fees payment receipt (if paid)
(vi)   Copy of the first email (date of communication visible) sent to the Dean (Acad., P & D) Office by the student informing the Institute about his/her decision to withdraw from the Institute.

Please note that the process of crediting refunds to individual student accounts takes time and there is no need for frequent interim queries.

This issues with the approval of the Competent Authority.

Dean (Acad., P & D)
GKCIET, Malda

Copy to:
1. Director, GKCIET, Malda for kind information please
2. File copy

GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY

(A CFTI and Estd. by MoE, GoI)

Narayanpur, Malda-732 141, West Bengal

APPLICATION FOR REFUND*   **Session:**

(Use Block Letters Only)

Allotted through JoSASA/CSAB

Details of the Applicant

Name of the Applicant																					
Father's Name																					
Mother's Name																					

Details of the Program of GKCIET, Malda where the Applicant admitted/registered

Name of Program	
Name of the Department/Course	
Status: 1. **Admitted** 2. **Allotted but not admitted** 3. **Admitted but Not Registered** 4. **Admitted and Registered then left**	
Whether TFW or not (Yes/No)	
Did you pay hostel fees	

Details of Bank Account (Enclosed a copy of Bank Pass Book)

Name of Account Holder																					
Bank Account Number																					
Bank Account Type																					
Name of the Bank																					
Address of Bank Branch																					
IFSC																					
MICR																					

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge & belief.

Signature of the Applicant

For Office Use Only

We hereby certified that the amount of **Rs. _____** (**In words Rupees _____**

_____

_____) claimed as refund by the applicant, and is be transferred/paid to his/her above bank account following the method instructed in the *Note Sheet* and approval of the competent authority.

Staff (MTS/LDC), Academic Section

B.Tech Exam Coordinator   **Dean (Acad., P&D)**