



**Dated:** 15.12.2022

## **NOTICE FOR REFUND OF SEAT ACCEPTANCE FEES TO 1<sup>ST</sup> SEM WBJEE-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[admitted / allotted-but-not-admitted / allotted-admitted-but-not-registered / Allotted-admitted-registered-then-withdrawn ] in the academic session 2022-23 through WBJEE-2022 in the departments of EE, ME and FT at GKCIET, Malda are hereby advised to browse to the Institute website (<http://www.gkciet.ac.in>) and download the refund form, fill up and send back the duly filled-up form along with following documents to the email id ([btechrefunds@gkciet.ac.in](mailto:btechrefunds@gkciet.ac.in)) by **15.01.2023** so as to initiate the process of disbursing refunds. Additionally, filling up of the Google Form is mandatory (link given below). Applications submitted after 15<sup>th</sup> January, 2023 will not be considered in the first round.

Link: <https://docs.google.com/forms/d/1ICGy9cw6qeJ4ZNUGqu2v9OQz-kwkrfeJS6IXfHLPzlc/edit>

Document(s) to be attached:

- (i) Copy of Institute fee payment document
- (ii) Copy of bank passbook (candidate himself/herself should be the account holder for transferring refunds)
- (iii) Allotment letter
- (iv) 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D) Office by the student informing the Institute about his/her decision to withdraw from the Institute (applicable for withdrawn candidates only).

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

This is issued with 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 WBJEE Board

## 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)