

## Semester 1<sup>st</sup> (2021-22) Admission Cancellation Procedure for UG (General) and UG (Hons) &PG (Integrated) Courses

 Candidate who has submitted admission fee and he/she is willing to cancel his/her admission is required to login into his/her account using Application No. and Password. Open "Student Dashboard" and scroll to the bottom of the page.



- 2. Click on Cancel Admission & Fee Refund Button.
- 3. A prefilled Admission Cancellation / Refund Form will appear.
- **4.** Candidate is required to verify his/her credentials and other details like Allotment Details, Bank Details, fee Details. If required candidate can also modify their bank details.
- **5.** Click on "Save and Continue to Next Step" Button.
- **6.** Download Admission Cancellation / Refund Slip and take hardcopy(printout) of it
- 7. Upload a signed copy of Admission Cancellation / Refund Slip.
- **8.** Candidate will get a confirmation call for cancellation of admission at his/her registered mobile no.