



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)
Main Campus: NH 12, Haringhata, Post Office - Simhat, Police Station – Haringhata, Pin - 741249
City Campus: BF-142, Sector -I, Salt Lake, Kolkata -700 064

No.6.7.18/Regis./Ntc.Exm.Fees/2020

Dated: 19.7.2020

NOTICE

It had been notified earlier through Notice No.2.7.4/Regis./Ntc.Com.Exm.Fees/2020 dated 4.7.2020 that University has constituted a Committee to inspect / consider exam fee refund due to financial hardship faced by the students due to COVID-19 pandemic and the committee has put forth its report on rolling back of final semester examination fees collected by the university for the on ongoing / just concluded end semester evaluation process, publication of results and issuance of certificates.

Now based on the recommendation of the committee and direction of the Competent Authority as well, I am directed to notify further that university has decided to refund the half / full amount of the examination fee to the deserving students based on the applications addressed to the University and submitted to the college authority concerned, who will intern submit all collected applications to the office of the Finance Officer of the University at its office at Haringhata, Nadia. Application has to be made in the prescribed format as appended below along with the submission of copies of the valid documents like, (i) registration certificate, (ii) final semester admit card, (iii) current income certificate of the parents / family (to be obtained from local government officials like BDO / SDO / DM / Municipal Officer or equivalent – **original copy**), (iv) copy of the first page of the passbook (for accounts details to reimburse the fee). Filled in application form duly completed should reach the University from Colleges within 21 days for consideration of request by the University.

Received applications will be reviewed by a High Power Committee and based on the report deserving candidates will be given half / full refund of the examination fee paid. No private communication / application made by other means by the candidates will be considered.

Dr. Partha Pratim Lahiri,
Registrar, MAKAUT, WB.

APPLICATION FOR REFUND OF EXAMINATION FEE – 2020

To

The Finance Officer

MAKAUT, WB

Dear Sir:

I apply for refund of the examination fee (half / full refund). Kindly consider my request and oblige. I am furnishing following details in support of my claim.

1. Name:
2. Father / Mother / Guardian Name:
3. Mobile No:
4. Email:
5. College Name:
6. Course Name:
7. Roll No:
8. Registration No with year:
9. Bank accounts details:
 - (a) Account Holder Name:
 - (b) Account No:
 - (c) Bank:
 - (d) IFS Code:

Signature:

Date:

Documents to be enclosed:

1. Copy of Registration Certificate
2. Copy of End Sem Admit Card
3. Original Parent / Family Income Certificate
4. Copy of Pass book front page