

# SIVANATH SASTRI COLLEGE

## ADMISSIONS 2021

### ADMISSION CANCELLATION NORMS

1. Cancellation of admission will be applicable in cases where the student *does not wish to study any course under Sivanath Sastri College*. If the student wishes to study a different Course and has been merit-listed under Sivanath Sastri College in that Course, then Change of Course norms will be applicable which is given in the college website.
2. Application for cancellation of admission can be made only by those who have completed the admission process with *complete payment of admission fees*. If any step in the admission process is pending, the applicant is deemed to not have taken admission yet, and she will not be able to apply for cancellation. Pending or incomplete admissions will automatically be cancelled in due time.
3. **Cancellations will be allowed from the day after the publication of the Second Merit List i.e. from 4<sup>th</sup> September 2021.**
4. The process for application and confirmation of cancellation is as follows –
  - a. Ensure that you have your registered mobile number and Gmail active with you to receive SMS and mail respectively.
  - b. To request admission cancellation, the candidate must click on the link below → <https://173.230.131.185:8443/hrclIRP/startup.do> for login to her portal. For successful login, candidate must use the new UID which has been sent to the registered mobile number at the time of admission fees payment and also use their earlier password given at the time of submission of online application form. Candidate can also know the new UID from the link below <https://173.230.131.185:8443/hrclIRP/ManageCheckDetailsAction.do?method=checkdetails>
  - c. After successful login to the student dashboard, candidate has to navigate the Menu titled “**Student Console → Admission Cancel**” and then click on it to start the cancellation process.
  - d. Click on **Verify** button, you will be provided with an **OTP to your registered mobile number**.
  - e. Enter the OTP and submit.
  - f. You must download the **pre-filled cancellation form** by click on the **Print** button which is generated by the system based on data provided by you.
  - g. Print out the downloaded form and complete the signatures as required.
  - h. Ensure that you physically sign the printed form. Signatures will be verified for accuracy. *No digital signatures will be accepted.*
  - i. Scan a cancelled cheque or first page of the passbook of the account which you have provided for refund of fees.
  - j. Merge the signed copy of the pre-filled cancellation form and the scan of the cancelled cheque/first page of passbook into a single PDF file. *Image (jpeg/png/bmp) files will not be accepted. Multiple files cannot be uploaded.*
  - k. Upload the PDF document prepared in the last step to the portal.
  - l. Once uploaded, the document will be verified against the details provided by you while applying for admission. If there is any incompleteness or discrepancy, your cancellation application will have to be submitted afresh. Verification can take anywhere between one to three working days. Do not call any helpline

number asking for expediting the verification process.

- m. If all details are verified as accurate, you will get an SMS informing you that your application for ***cancellation has been approved***. Please store this SMS safely as we will not be able to provide you with a duplicate SMS. You will also not be able to login to the Admission portal anymore.
- n. You will also be sent an email to your registered email address. **A link in the email** will allow you to download the confirmation of cancellation of admission. Check your Spam folder if you cannot find the email in your inbox.
- o. **Refund of fees will not happen immediately**. When we begin refunding fees, we will put up a notice on the College website. You can then monitor your account balance to know if the money has been credited.

5. Store the approved printed form carefully. Along with the SMS and mail from the Admission portal, the physical form will be your proof of application for cancellation.

6. Please consider all aspects carefully before proceeding with cancellation. **Once you begin the cancellation procedure, it cannot be ordinarily be stopped or reversed.** Representations regarding cancellation by mistake or by unauthorized third-parties will ordinarily not be entertained.

7. The entire process of cancellation shall be online. Please do not visit the College for cancellation unless you are specifically advised to do so by the Admission authorities.

8. As per UGC directives, there **shall be no deduction of any cancellation charge for any cancellation up until 31st October 2021**. In other words, the entire fees paid by the student at the time of taking admission will be refunded. Cancellation charges, if any, for applications for cancellation after 31st October 2021, will be notified in due time.

9. The decision of the Principal in all cases will be final.

*N.B.: The entire process for both course change and cancellation are online. All documents required will have to be sent online as per the steps mentioned above. Under no circumstances are applicants to come to the College in person or send anyone, with any documents as there will not be anyone at the College to receive them or solve any queries. For queries, the Helpline numbers may kindly be consulted.*