

SIVANATH SASTRI COLLEGE

ADMISSIONS 2023-24

CANCELLATION OF ADMISSION – MODALITIES AND RULES

The Admission Helplines have been receiving a number of inquiries from admitted students who wish to cancel their admission in order to move to other institutions and/or for other reasons. This is to inform such students that the admission cancellation portal will be active from 12PM on Monday (24.7.2022). Cancellation portal is not related to the publication of merit lists in any manner and will remain active at all times until it is closed (for which notice will be issued at the relevant time).

The detailed cancellation procedure is annexed at the end of this notice. Broadly, there are three stages of the cancellation procedure –

1. **Application for Cancellation** – The candidate will have to login to the cancellation portal and **enter their details, including the Bank Account, Bank Name and IFSC Code of the Bank** to which they want their refund to be sent.
2. **Printing and Upload of Declaration Form** - Upon submitting the information, a one-page pre-filled declaration form will be printed. It will contain the bank and candidate details entered in the previous stage. **It will also contain a declaration stating that the student will not claim the seat against which she was admitted once her admission is cancelled. This declaration form will have to be signed by the student as well as the guardian of the student. It will then have to be scanned and uploaded to the portal along with a scan of a cancelled cheque of the bank account whose details were entered.** Alternatively, the front page of the passbook of the bank account can also be uploaded.
3. **Verification and Approval** - Once the relevant uploads are done, **they will be manually verified by the Admission Sub-Committee staff.** If found to be correct, the cancellation will be approved and an email will be sent to the registered email address stating that the cancellation is approved and final. Approvals will take anywhere between two to six working days.

Once the three steps are completed –

- a. **For those whose cancellations are approved,** refunds will be processed as per refund policy (see below) to the bank account added in step 1 above. However, refunds will only be issued in December to January and candidates are requested to be patient in this regard.
- b. **For those whose cancellation applications are found not to be in order,** notices will be uploaded from time to time on the College admission portal informing the reason why the cancellation could not be approved and what corrections are required for the application to be acceptable. *No SMS/email/phone call* will be sent to such pending cancellation cases and as such, all cancellation applicants are to follow the College website regularly for information regarding pending cancellation cases. Such changes

must be made as soon as possible as otherwise, the cancellation application will remain pending and the College will not be responsible for failure to process refunds in such cases.

Note – The declaration form will be auto-generated by the cancellation portal and only the signatures will need to be added manually. No other cancellation form obtained from any third-party website will be accepted as the cancellation procedure outlined above is the only one that is accepted now.

Note – Once cancellation is approved, the student will not be able to access the admission or cancellation portal anymore. She must retain the email sent as confirmation of cancellation of admission as well as the original signed declaration form as proof of cancellation.

Information Regarding Refund

1. Those wishing to cancel are informed that refunds will be processed to bank accounts only by electronic transfer. It will not be possible to refund the money to credit cards, prepaid cards or wallets like PayTM, PhonePe etc, even if the fees were paid using any of these payment methods.
2. No request for refund to any account other than the bank account entered at the time of applying for cancellation will be entertained.
3. The College will verify the information entered against the photo of the cancelled cheque or the passbook. It is for the student/guardian to ensure that the account entered is in good standing and can receive refunds via electronic transfer.
4. The College will not issue any refund via cheque or cash through the College Office. Students whose cancellations have been approved are advised not to come to the College Office for any such requests for refund via cash/cheque.
5. The College will not take any responsibility if the account is unable to receive the refund due to whatever reason.
6. Once the refund is made, the College will have no further obligation, financial or otherwise, towards the student concerned and she will not be considered to be linked to the College in any capacity.

Refund Policy

As per relevant guidelines, the refund policy of the College is as follows –

- i. Cancellations approved **within 31st October 2023** will be refunded in full. No cancellation charges or any other charges will be deducted from the refund amount.
- ii. Cancellations made and approved **after 31st October 2023** will be refunded after deduction of Rs. 1000 as cancellation charges.

Note – Some payment gateways deduct a “processing charge/surcharge” or similar charge for payment through certain methods. The students are informed that no such charge is remitted to the College and neither does the College demand any such charge. Since such charges are the prerogative of the respective payment gateway and are retained by them, the College will not be able to refund such processing charges.

Queries Regarding Cancellation Policy

Queries regarding progress of the cancellation procedure are to be directed to the Nodal Officer and the Convenor, Admissions Sub-Committee. Queries of a technical nature are to be directed to the Admission Portal/Technical Helpline numbers.

Once cancellation has been approved, queries regarding refund may be directed to the Office Helpline number. However, students are advised not to make inquiries before November as it will not be possible to process refunds before December.

Under no circumstances will any student desirous of cancelling their admission be required to come to the College premises for cancellation.

Note Regarding Pending Cancellations

In the previous year, some students who had not completed their cancellations were asked by the College Office or respective Departments to join classes in the College. If any student who has applied for cancellation receives such an instruction, they are to immediately check the status of their cancellation request. If the cancellation is pending due to any mistake or non-compliance on their part, they will be treated as students of Sivanath Sastri College until such time as they do the needful.

Students are further informed that as per University of Calcutta's instructions, the details of admitted candidates will have to be sent for registration in the University at the appropriate time. Once the information is sent to the University, it will become much more difficult to cancel the admission. Students who take admission to another College under the University of Calcutta without cancelling admission in Sivanath Sastri College may find their registration under University of Calcutta being blocked due to admission to more than one College. As such, students who wish to cancel are requested to submit their applications as early as possible as delays might increase the difficulties involved.

Cancellations by the College Authority

Students are admitted to the College provisionally subject to verification of documents and information provided at the time of application and thereafter. If, at any stage, it is found that the student has taken admission on the basis of incorrect, outdated, misleading and/or false information, the College reserves the right to cancel her admission with due intimation of the reasons for cancellation.

In all matters relating to admissions, including cancellation and refund, the decision of the Principal will be final and binding.

THE DETAILED INSTRUCTIONS FOR CANCELLATION ARE ANNEXED BELOW

Dated : 24.7.2022

By Order

SIVANATH SASTRI COLLEGE

ADMISSIONS 2023-24

ADMISSION CANCELLATION PROCEDURE

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.