



Government of West Bengal

Office of the Principal

Shahid Matangini Hazra Government General Degree College for Women

Purba Medinipur, West Bengal, PIN 721649

Memo No. SMHGC/54/2021

Date: 15-09-2021

Admission Fee Refund Against Admission Cancellation

[Under Graduate Courses]

(Academic Session: 2021-22)

This is to notify that claim for refund of Admission fees has to be submitted through offline mode after cancellation of admission. Students are requested to read the following points carefully before raising their claim for refund.

The following cases will be considered for refund:

- Multiple payments received during e-Admission process for the same course/category due to some technical fault
 - Candidates changing their subject during e-Admission process
 - Candidates cancelling their e-Admission for taking admission to another institute
 - A student willing to cancel her admission has to log in to their account in admission web-portal of the college (<https://admission.matanginicollege.ac.in>). After online cancellation a certificate will be generated.
- Candidate has to submit the following documents along with the application form for refund:
- Duly filled-in application fee refund form in hardcopy (enclosed with this notice)
 - Application form of the subject against which admission took place and admission receipt (hardcopy)
 - **Admission Cancellation certificate in hardcopy (if applicable)**
 - **Refund amount will be handed over to the candidate only after commencement of first semester classes of the college.**
 - All the refund will be made following the existing Government norms.

Sd/-

[Dr.Bijoy Krishna Roy]

Principal

Shahid Matangini Hazra Govt. Gen. Deg. College for
Women, Chakshrikrishnapur-Kulberia,
Purba Medinipur, PIN-721649.



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Admission Fee Refund Form

Applicant's Name (Capital):

Applicant's Father's Name :

Applicant's Mother's Name:

Mobile No:

Email:

Applicant's Form Id:

Enrolment Id:

Subject/Course Admitted For
(Hons/Gen):

Payment Mode (✓) Bank transfer /Credit or Debit Card / UPI / Others

Transaction ID:

Transaction Date and Time ____/____/____ at ____:____ am /pm

Refund Amount (Rs.):

Issue (**Underline**): Double Payment/ Multiple Payment / Admitted in Another Subject/ Admitted in Another Course (Hons. to Gen / Gen. to Hons.) in this college/ Admitted in other college/institution/Other (mention below)

To,
The Principal,
Shahid Matangini Hazra Government College for Women,
Purba Medinipur 721649.

Sir:

I hereby confirm that the above information is true. Kindly initiate the refund process and oblige.

Date:

Place:

[Signature of the applicant]