



DR. SUDHIR CHANDRA SUR DEGREE ENGINEERING COLLEGE

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DSEC/PRIN/2520

Date- 22/07/2020

NOTICE

Exam fee roll back (Alternative Evaluation Process) - Even Semester - 2020

With reference to the memo no. No.6.7.18/Regis./Ntc.Exm.Fees/2020 received from MAKAUT on 19/07/2020 regarding exam fee roll back (Alternative Evaluation Process) - Even Semester - 2020.

MAKAUT has constituted a Committee to inspect / consider exam fee refund due to financial hardship faced by the students due to COVID-19 pandemic.

Based on the recommendation of the committee and direction of the Competent Authority of MAKAUT, it notified further that the university has decided to refund the half / full amount of the examination fee to the deserving students. Students can submit their application for exam fee reconsideration to their respective HODs through email attaching all necessary documents required to substantiate their applications latest by **11th August, 2020**.

Application has to be made in the prescribed format as appended below along with the submission of copies of the valid documents like,

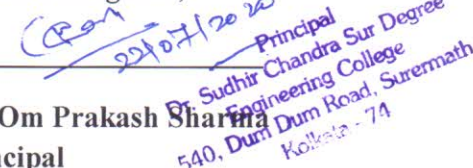
- (i) Registration certificate
- (ii) Final semester admit card
- (iii) Current income certificate of the parents / family (to be obtained from local government officials like BDO/ SDO / DM / Municipal Officer or equivalent – original copy)
- (iv) Copy of the first page of the passbook (for accounts details to reimburse the fee).

Received applications will be reviewed by a High Power Committee of MAKAUT and based on the report deserving candidates will be given half / full refund of the examination fee paid.

For more details please refer- <https://makautwb.ac.in/>

This is for your kind information and necessary action.

With best regards,


Dr. Om Prakash Sharma
Principal

Copy to:

1. All HODs/TICs
2. Notice Board
3. Administrative Officer
4. Admission Cell
5. Hostel Notice Board

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