



**DEPARTMENT OF ELECTRONICS & COMMUNICATION
J K Institute of Applied Physics & Technology
University of Allahabad, Prayagraj – 211 002**

**Fee Refund Guidelines for Students allotted a seat at this Institute from
JoSAA/CSAB-2025**

In reference to the University Grants Commission (UGC) Circular No. F.2-71/2022 (CPP-II) (C-114546) dated 12th June 2024, issued for the academic year 2024–25, all stakeholders are informed that the new UGC Refund Circular for 2025–26 is awaited. Accordingly, the refund policy from the previous year will remain applicable until the updated UGC circular is received. Please note that the rules for fees refund mentioned in the above UGC circular, may be subject to change as per the forthcoming UGC notification.

All fees refund for session 2025-26, will be governed by the updated UGC circular and as per notification from University of Allahabad.

Candidates who have been allotted a seat for admission in the B.Tech. programme at J.K. Institute of Applied Physics and Technology through JoSAA/CSAB-2025, wish to withdraw his/her admission/surrender the seat, are directed to physically report at Institute with the complete application form (enclosed here) along with photocopy (one set) of following documents and original for verification purpose:

- Complete Application form (enclosed here)
- JEE(Main) Admit Card
- JEE(Main) Score Card
- Seat Acceptance Letter
- Document Verification report
- Payment proof
- AADHAR card
- One color passport size photograph
- Cancelled Cheque or first page of bank passbook (the bank account must be in the name of candidate only) of any nationalised bank.

Candidate may report with all above documents during 25th – 29th, August, 2025 on all working days (Monday to Friday, 10:00AM to 04:00 PM) in the Office of the Department, Department of Electronics and Communication, Faculty of Science, University of Allahabad, Prayagraj – 211002 (Uttar Pradesh).



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In case, a candidate is unable to report physically, he/she may send complete application form along with **Self-Signed photocopies** of all above mentioned documents, by Registered/Speed post to:

Head of the Department,
Department of Electronics and Communication,
JK Institute of Applied Physics & Technology,
Faculty of Science, University of Allahabad,
Prayagraj – 211002 (Uttar Pradesh)

Candidate may please note that the “fee refund” will be initiated after getting fund transferred from JoSAA/CSAB-2025 only. The exact amount of refund will be based on the amount received in the name of the candidate from JoSAA/CSAB-2025 and fee refund instruction strictly as per University of Allahabad rules/UGC guideline D.O.No.F.2-71/2022 (CPP-II) dated 12th June, 2024 or latest notification in this regard.

Any application/document received in this regard through email will not be entertained.

B.Tech. Admission Committee – 2025



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**Admission Withdrawal/Surrender of Seat Form against the admission to
B.Tech. programme through JoSAA/CSAB-2025**

(Form to be filled in by the candidate. Any false, wrong, or incomplete entries in the form will result in the disqualification of the candidate)

Branch Allotted **Form Sr. No** (for office)

1. JEE(Mains) Application No.:

Paste recent
coloured self-
attested
photograph

2. Name (In capital letters) :

3. Father's Name :

4. Mother's Name :

5. Date of Birth (dd/mm/yyyy):

6. Gender : 7. PwD (Yes/No)

8. Category (GEN/EWS/OBC/SC/ST) :

9. Mobile No. (WhatsApp No.) :

10. Email Id :

11. Address for Communication :

..... District Pin code

..... State Country

12. Aadhar No. :

13. Bank Details (**Bank account must be in the name of Student only**):

Bank Name	
Bank Branch Address	
Account in the Name of	
Account Number	
IFSC	

Declaration

I declare that, I have filled all the information correctly and if at any stage it is found that I have given any false information or submitted any false document, the Institute shall have the right to not to disburse my fee, without any prior notice. I also understand that by filling this form I am withdrawing my admission, and I will not claim my candidature for admission B.Tech. programme at this Institute in future. I am also aware that the Institute will initiate the fee refund process only after receiving the funds transferred by JoSAA/CSAB-2025 and obtaining the necessary approval from the competent authority of the University of Allahabad.

Date:

Place:

Signature of Candidate

**Signature of Parent/Guardian
Name:**